

# **WOODLANDS PRIMARY SCHOOL**



## **EDUCATIONAL VISITS POLICY**

**Updated: October 2017**  
**Review Date: October 2020**

# Woodlands Primary School

## EDUCATIONAL VISITS POLICY

### Aims and Objectives for Educational Visits

Our fundamental aim at Woodlands Primary School is to provide the best possible education for all our pupils. Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education at Woodlands Primary School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

### Nature of Educational Visits

The school runs a wide range of Educational Visits. These may include:

- Walks around the local area
- Visits to local church, library, high school
- Half-day visits by coach to places of interest to support the curriculum
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- An annual residential visit for children in Years 2, 5 and 6. These have a historical, geographical/environmental or activity based focus and cover aspects of the 'Outdoor and Adventurous' curriculum

### Personnel

The school's Educational Visits Co-ordinator (EVC) is the Assistant Headteacher, Mrs Sharon Liversey. For each visit, of whatever duration, a Visit Leader is identified. The Governing Body also has a specific role to play in all Educational Visits.

The roles for these are defined in detail in 'Standards for LAs in overseeing Educational Visits'. In brief:

The **Governing Body** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

The function of the **Educational Visits Coordinator (EVC)** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Head and Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise selection, induction, monitoring and further training of visit leaders;
- ensure parents are informed and have given consent if required;
- ensure DBS checks are in place as appropriate
- ensure emergency arrangements are in place;
- keep records of visits, accidents or incidents (and learn from these);
- review systems and monitor practice;

- make a judgement call about the competence of colleagues to lead visits.

The **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Visit Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. See also the school's Critical Incidents Management Plan.

The **Visit Leader** has delegated responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Visit Leader must:

- be approved to carry out the visit by the Head, EVC (and LA if appropriate)
- ensure that the visit is suitable for the group
- plan and prepare the visit and assess the risk
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do

**Adult volunteers** who are not teachers at the school must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care, and be shown the completed Risk Assessment. The adult volunteers must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Visit Leader.

### **Procedure for Running Educational Visits**

A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. Each Visit Leader will, in liaison with the EVC, complete the Educational Visits Checklist. A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

### **Risk Assessment**

Risk assessments are made by the Visit Leader for all Educational Visits. This necessitates that the Visit Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low.

Risk Assessment considers the staff, activity, group, environment and distance away from base (and transport). In considering risk, there are three levels of which Visit Leaders should be mindful:

- **Generic Risks** – normal risks attached to any activity out of school. These will be covered by careful completion of the 'Educational Visits Checklist'.
- **Event Specific Risk** – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. .
- **Ongoing Risk** – the monitoring of risks throughout the actual visit as circumstances change.

### **Evaluation of Visit**

**Following a Visit, the Visit Leader should complete a Visit Evaluation Form (Appendix 4).**

### **Staffing Ratios**

A professional judgement must be made by the Visit Leader, Headteacher and EVC as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

### **Transport**

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils **must** wear a seat belt. Visit Leaders must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. Pupils should avoid sitting on the back seats of a coach or minibus wherever possible and should be adequately supervised at all times when travelling. They must also ensure that emergency procedures are clearly understood by everyone, luggage is securely stored and emergency exits are kept clear. If a minibus is being borrowed or hired, the driver must have passed the LBWF test for the driving of council vehicles or the equivalent Community Transport test.

If any pupils are to travel by car, the driver must complete Form EV6 (found on Evolve). This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

### **Financing Educational Visits**

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

### **Emergency Procedures**

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit.
- having access to an Emergency Card (Appendix 2) appropriate to the visit;

- ensuring that the contact point – or rota – is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible.

### **Supervision**

Pupils must be supervised throughout all visits. The Visit Leader is responsible overall for the group at all times. Examples of good practice when delegating supervisory roles to other adults in the group can be found in The Handbook for Visit Leaders (Appendix 5).

### **First Aid**

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. At least one person who has a current paediatric first aid certificate must accompany children up to the age of 6 on any visit.

Portable First Aid kits are available in each classroom; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

### **Water ‘Margin’ Activities**

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank, seashore or canal, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in the DfE ‘Group Safety at Water Margins’ is relevant. All staff should be provided with a copy of this guidance prior to the visit. A copy of this can be found in the Educational Visits File.

### **Seeking Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as the ‘Acknowledgement of Risk’).

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child, where applicable.

### **Before the visit**

- Fill in the Educational Visit Request Form (Appendix 5) at least two months in advance. A copy should be sent to the EVC for approval. All matters regarding each visit outside school: feasibility, planning, safety, organisation etc. will require the prior approval of the EVC. Approval of ‘normal’ day visits is at the discretion of the EVC and need to be submitted at least two months prior to the visit taking place. However; visits that are either:
  - overseas
  - residential or
  - involving an adventurous activity (as defined in Appendix 1)

will require the additional approval of the LA (online through EVOLVE). This needs to be submitted at least 12 weeks prior to the visit taking place. The governing body will also need to be informed about these visits prior to a commitment being made.

### **If approved:**

- Book Visit
- Organise and conduct a pre-visit to aid Risk Assessment
- Complete Risk Assessment and upload to EVOLVE
- Book Transport
- Send letter to parents including Form C
- Complete Educational Visits Checklist and send copy to the EVC

- Provide any supporting adults with a copy of the Risk Assessment, day's itinerary and group listings.

### **On the day of the Visit**

The Visit Leader must:

- Collect first aid kit/s and pupils' inhalers/medicine (where applicable)
- Collect bucket (if appropriate)
- Brief supervising adults
- Ensure that a minimum of two mobile phones are working, and that Office staff have the numbers
- Register and count pupils
- Make copies of all Form Cs (including self and supervising adults). These should remain with the Visit Leader throughout the duration of the visit and shredded on return.
- Ensure Office staff or Emergency Contacts have all original Form Cs, a copy of the Risk Assessment and the day's itinerary.

### **After the Visit**

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date and should involve the Visit Leader and accompanying staff. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning. The Visit Leader should complete a Visit Evaluation Form (Appendix 4).

**Policy date: October 2017**

**Due for update: October 2020**

## **APPENDIX 1**

### **TRIP POLICY AND OUT OF SCHOOL EDUCATIONAL VISITS PROCEDURE**

Trips and visits are to be agreed in advance and Joy Edge, Business Manager notified of these at the start of each term for the following term.

A written risk assessment must be completed before all visits, **at least five weeks in advance of the trip** or it may not proceed (saved on the staff server under risk assessments).

Please ensure you read the attached protocol for day visits and residentials.

Complete and hand a visit booking form to Donna Fitzgerald, Admin Officer, who will then complete online. Risk assessment should also go to Donna.

#### **CHECKLIST . . . Before the trip:**

- Agree visit with Joy Edge, Business Manager
- Visit the trip destination
- Risk assess visit
- Confirm required adult ratio as per policy
- Complete Visit Booking Form **in full** and pass to Donna, who will book the coach
- Calculate costing and check visit is viable
- Send letter to parents with the dates of visits at the start of each term for the term ahead
- Let the kitchen staff know of any trips as they affect lunch numbers
- Inform parent volunteers if they are needed or not and outline their role in writing in advance of the day and include pupil groupings. Only staff can accompany children to the toilet.
- Please be vigilant as regular helpers in school should be DBS checked
- The office will record all consent forms and monies paid but these need to be chased up by you with your children and parents
- Check regularly and ensure that all monies and permission slips are returned at least 2 weeks in advance of the day of the visit

#### **On the trip:**

#### **(This should be organised the day before the visit)**

Take mobile phone, epi-pens, first aid, sick bucket, (and bags), inhalers, wipes, tissues....  
Cheque if required, pupil contact numbers and school number, consider....lunches, reading books, spare clothing, stickers and all consent forms.

#### **COUNT PUPILS REGULARLY!**

# WOODLANDS PRIMARY SCHOOL

## EDUCATIONAL VISITS / OUT OF SCHOOL ACTIVITIES PROCEDURE

### 6 WEEKS BEFORE VISIT/ACTIVITY

- Class teacher to book visit with provider
- Class teacher to complete visit form
- Visit form to be given to Donna
- Donna to ensure all details are included e.g. Admission Costs, total number of pupils
- If transport is required Donna to obtain transport quotations
- Full details to be confirmed with class teacher
- Teacher/Donna to draw up letter to Parents including permission slips
- Parental letter to be confirmed by Class teacher
- Donna/Nicky to print letters to go out to Parents
- Visit to be uploaded on Tuscasi on-line Payments system

### 5 WEEKS BEFORE VISIT/ACTIVITY

- Class teacher to complete Risk Assessment/review last year's, pass to Donna for filing and uploading onto Evolve

### 3 WEEKS BEFORE VISIT/ACTIVITY

- Donna/Nicky to send letters to Parents chasing outstanding Payments
- Donna /Nicky to chase outstanding permission slips
- Teachers to chase up with children

### 2 WEEKS BEFORE VISIT/ACTIVITY

- Final reminder to Parents chasing outstanding Payments and permission slips
- Teachers to chase up with children

**ALL ARRANGEMENTS FOR VISIT SHOULD BE COMPLETE 2 WEEKS BEFORE**



## **APPENDIX 2**

### **List of adventurous activities requiring approval from the LA**

<b>Activity Name</b>
Multi Activities – led by External Provider
Abseiling
Air activities (excluding commercial flights)
All activities in 'open' country (see guidance)
All other forms of boating (excluding commercial transport)
Camping
Canoeing
Coasteering/coastal scrambling/sea level traversing
High level ropes courses
Hill walking and Mountaineering
Horse riding
Motor sport – all forms
Mountain Biking
Pond/Stream Dipping
Rafting or improvised rafting
River/gorge walking or scrambling
Rock climbing (including indoor climbing walls)
Sailing / windsurfing / kite surfing
Shooting and archery
Skiing
Skiing - Indoor or Dry Slope
Snorkel and aqualung activities
Snowboarding
Swimming (all forms, excluding UK public pools)
Underground exploration
Use of powered safety/rescue craft
Water skiing
'Extreme' sports (see LA guidance)
Multi Activities - led by School Staff

## APPENDIX 3

### Emergency Procedures (Visit Leader)

In the event of an incident or accident that does not involve serious injury or fatality and/or is not likely to attract media attention, the Visit Leader should seek advice from the school emergency contact/s.

In the event of an incident or accident that does involve serious injury or fatality and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to the casualty/ies (if applicable). Establish the names of any casualties and get immediate medical attention;
4. Ensure that a teacher accompanies casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together;
5. Details of the incident to pass on to the Emergency Contact at School should include: nature, date and time of incident; location of incident; names of casualties and nature of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);

Then:

- Contact the School Emergency Contact and seek further advice.
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going online such time as this has been agreed with the LA;
- Refer all press, media, parental or other enquiries to the LA

If the visit is outside normal school hours, visit leader should be contact with the Headteacher or member of the Senior Leadership Team.

## APPENDIX 4

### Evaluation of Visit Form

To be completed by the Visit Leader. This form should also be used to inform future planning.

Year Group: _____
Visit Leader: _____
Date(s) of visit : _____ Venue: _____
Purposes(s) of Visit: _____
Provider used: _____
Number in Group: Boys: _____ Girls: _____ Supervisors: _____

Please comment on the following features:

	Rating Out of 10	Comment
Provider's pre-visit organisation		
Travel arrangements		
Content of education programme provided		
Quality of instruction and learning		
Equipment		
Suitability of Environment and Accessibility for all children/adults attending		
Accommodation		
Food		
Evening activities		
Courier/representative		
Other evaluation & comments including "close calls" not involving injury or damage		

If you feel that the Local Authority should know about any other issues/problems arising out of the visit, please let the Educational Visits Coordinator know.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Visit Leader's full name: \_\_\_\_\_

**APPENDIX 5**

**Educational Visits Request Form**

Year Group:

Proposed date of visit/am/pm/full day:

Venue(s)/Area of Proposed Visit (including address and tel no):

Objectives of visit:

Proposed timetable of visit:

Departure time from school:

Return time to school:

List of activities to be undertaken:

Staffing levels/supervision

Visit leader:

Estimated teacher/pupil ratio required:

Costings

Transport:

Admission/event charges:

Any other charges:

Total cost per child:

Visit Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_

**This policy/document was reviewed by:**

**Signed .....** **Date .....**

**Position .....**

**Signed .....** **Date .....**

**Position .....**

**The next revision date is:**