

The Grange School

Educational Visits Policy

January 2018

**To review January 2021 or sooner if
required**

Educational Visits

Date	Review Date	Coordinator	Nominated Governor
Jan 2018	Jan 2021	Pauline Banks	

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Employers Liability (Compulsory Insurance) Act 1969
- Health and Safety at Work Act 1974
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- Adventure Activities Licensing Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We encourage educational visits as we believe they ‘offer an invaluable opportunity to enrich young peoples’ learning, raise their self esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.’ (Welsh Assembly Government 2008)

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

We will ensure that we comply with all current national and local documentation before any educational visit is authorised. We are guided by the policies of Plumsun. (NB. Plumsun is an external contractor who manages the school’s risk assessments and provides external moderation, approval and advice on these matters).

When planning an educational visit we will ensure that any third party provider such as a third party person/organisation contracted to organise/deliver all or part of the visit or just supervise pupils, meets our needs, expectations and has appropriate accreditation.

Before a visit to an unfamiliar facility or venue the visit leader will endeavour to undertake a preliminary visit to ensure the suitability of the venue/facility. If this is not possible, school staff will liaise closely with staff at the venue to gain a thorough understanding of the nature of the venue.

All school personnel attending an educational visit are trained in safeguarding procedures in order to ensure pupils' safety and to cover all eventualities such as high-profile terrorist threats when visiting such places as London.

We believe that we are an educationally inclusive school so therefore we will ensure all children are included on educational visits including those with special educational needs, disabilities or other special conditions or social circumstances. Additional adult support will be required / provided.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

Aims

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has responsibility to ensure:

- the school complies with all health and safety regulations and procedures;

- all risk assessments are in place,
- emergency plans are in place;
- insurance cover is in place;
- adequate supervision is in place;
- the needs of all pupils are catered for.

This will be carried out by an annual monitoring visit by the appointed governor, where records pertaining to the entirety of this policy are inspected and an annual report provided to the Full Governing Body.

The Governing Body has delegated powers and responsibilities to the Headteacher to ensure

- all school personnel and visitors to the school are aware of and comply with this policy;
- the school complies with all equalities legislation;
- funding is in place to support this policy;
- this policy is maintained and updated regularly;
- this policy is made available to parents;
- effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the governors and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- be responsible for the sanctioning and authorizing of all educational visits whatever the duration or purpose;
- consider the following before sanctioning and authorizing any educational visit:
 - ☐ the educational benefits of the visit
 - ☐ the travelling time to and from the venue
 - ☐ the health and safety factors
 - ☐ the third party provider has appropriate accreditation
 - ☐ the overall suitability of the venue / facility
- ensure the following safeguarding procedures are in place before sanctioning and authorizing any educational visit:
 - ☐ An appropriate adult : pupil ratio
 - ☐ Trained first aiders
 - ☐ First aid kit
 - ☐ Medication for specific children
 - ☐ All adults to carry a mobile phone
 - ☐ All adults to carry a complete risk assessment
 - ☐ A list of all pupil emergency contact numbers both mobile and landline

- School personnel trained in emergency procedures if an incident should occur
 - Alternative transport routes planned and printed
 - Identified safe place(s) of refuge to go to in case of a major emergency
- ensure that the Coordinator for Educational Visits and Party Leaders have appropriate training and are sufficiently competent, experienced and qualified;
- ensure all volunteer helpers/supervisors are subjected to a Disclosure and Barring Service criminal records check before they take part in an educational visit;
- ensure all accidents and emergencies are dealt with and reported;
- ensure all relevant insurance cover is in place;
- monitor the effectiveness of this policy by:
 - monitoring the quality of visit planning, including risk assessments
 - speaking with pupils, school personnel, parents and governors
- regularly report to the Governing Body on the success and development of this policy.

Role of the Educational Visit Coordinator

The coordinator will:

- be competent, experienced and qualified to undertake the role;
- undertake appropriate training in:
 - organising and supervising educational visits
 - risk assessment
 - emergency procedures
 - medical and first aid
 - pupil behaviour and discipline
 - supporting pupils with additional learning needs
 - outdoor activities
 - water safety
 - dealing with the media
- ensure that all documentation is in place before the Visit Plan can be authorised by the school's Safeguarding Lead and the Headteacher (or her representative);
- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

Role of Party Leaders

Party Leaders will complete the following Visit Plan before any visit is authorised:

- a Risk Assessment(s) based on a pre-visit / liaison with the venue;
- the nature, purpose and length of the visit;
- accommodation details;
- the year group and pupil numbers;
- pupil names;
- contact details;
- emergency contact details;
- parent consent forms;
- medical records;
- the number of adults;
- Disclosure and Barring Service checks of parent helpers;
- adult pupil ratio;
- insurance;
- costings of the visit;
- coach firm and contact details;
- travel arrangements;
- itinerary of visit;
- medical and first aid;
- emergency procedures.

Role of Other Supervising Adults

The party leader will ensure that all supervising adults are:

- trained in supervisory procedures for educational visits
- allocated a group of named pupils
- given pupil information
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions;
- report any concerns they have on any aspect of the school community.

Risk Assessment Procedures

Risk Assessments will be completed and be signed off at least one week before the visit and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

Accidents and Emergencies

In the event of an accident or an emergency the group leader will:

- be in charge of all accidents and emergencies;
- assess the situation by establishing the nature and the extent of the problem;
- take charge of the incident;
- account for all members of the group;
- ensure all school personnel undertake their allocated roles and responsibilities in an emergency;
- ensure all injuries are dealt with;
- contact the emergency services for assistance;
- ensure an appropriate adult accompanies any casualties to hospital;
- alert school to the nature of the accident / emergency;
- ensure the safety all members of the group;
- record and report all accidents and emergencies;
- ensure all pupil contact details are in place;
- contact parents in the case of an incident;
- deal with any reports or interviews to the media;
- consider the emotional needs of any member of the school group who may have been affected by the incident;
- complete the appropriate accident and incident forms;
- monitor, assess and review the incident;
- update this policy in line with the findings from the review.

Recording an Incident

All incidents must be recorded either during the incident or as soon after the incident. The following should be recorded:

- Date
- Time
- Location
- Nature of the incident
- Names of casualties and their injuries
- Names of those taken to hospital
- Approximate times of all communications to:
 - ☐ Emergency services
 - ☐ School
 - ☐ Parents
 - ☐ Local hospital
 - ☐ Other
- Names and contact details of any witnesses

- Outcome(s) of the incident

Recommended Adult Pupil Ratios

We will endeavour to use the following adult pupil ratios (England), however, these are not statutory:

Primary Schools	Secondary Schools
1:10-15	1:15-20

Our preferred ratios for Category A – low risk

- a minimum of
 - 1 adult to every 4 children at Foundation Stage
 - 1 adult to a maximum of 6 children at KS1
 - 1 adult to a maximum of 10 children at KS2

Medical and First Aid

The group leader will ensure:

- staff are trained in first aid;
- supervisory adults are aware of all medical and first aid arrangements and procedures;
- the medical information of all pupils is in place;
- parent consent forms are in place;
- pupil medications are in place and secure;
- parents are contacted if their child is injured;

Authorisation of Educational Visits

The Headteacher (or her representative) will:

- authorise all educational visits;

Role of Parents

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;
- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;

- be subjected to a Disclosure and Barring Service criminal records check before they take on the role as a volunteer helper/supervisor on an educational visit;
- undertake training in the above role;
- be allocated named pupils during the visit;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
- be asked to take part periodic surveys conducted by the school
- be aware of and comply with this policy;
- receive from the school all relevant information regarding the planned educational visit takes place.

Planning and Information Meetings

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the group leader
- the names of the deputy leader and other staff
- the names of parents accompanying the visit
- the ratio of pupils to adults
- the dates and time of departure and return
- the full contact details of the destination
- the method/s of travel
- the name of the coach firm/travel company
- the itinerary of the educational visit and of the activities planned
- the total cost
- the date when the deposit needs to be paid and when the final travel cost has to be paid
- insurance arrangements
- pupil medical and dietary information
- checklist of clothing and other essentials
- checklist of equipment
- details and advice of pupil pocket money
- ground rules for the visit

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- abide by the ground rules and the standards of behaviour for the educational visit;
- know which adult is responsible for them;
- look after their possessions and spending money;
- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher or volunteer;
- ask for further help if they do not understand;

- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- wear appropriate clothing for an educational visit or school uniform;
- liaise with the school council;
- take part in questionnaires and surveys.

Training

The Coordinator for Educational Visits will:

- undertake training organised by an appropriate body;
- train all Party Leaders and volunteer helpers
- ensure all school personnel have equal chances of training, career development and promotion;
- ensure all school personnel so that they are kept up to date with new information and guidelines concerning equal opportunities.

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction:
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Financial and Travel Arrangements

The school office will:

- act as 'treasurer' and will collect all monies from parents/carers and will pay all bills;
- organise all transport arrangements and dealing with reputable travel firms;
- ensure the school minibus complies with all regulations and appointed drivers are suitably qualified, experienced and insured.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website

- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the Parent Resource Area

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed every three years or when the need arises by the coordinator, the Headteacher and the nominated governors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Appendices

EDUCATIONAL VISITS CHECKLIST

Before Booking

- Pro-forma in office
- See Principal and EVC to discuss visit
- Have a clear learning objective that focuses on a curriculum theme
- Read any previous Risk Assessments
- Check the school diary
- Make sure there will be correct staffing/adult ratios available

Supervision ratios

Category A – low risk – a minimum of 1 adult to every 4 children at Foundation Stage

1 adult to a maximum of 6 children at KS1

1 adult to a maximum of 10 children at KS2

These ratios are only a guideline and will need to be adjusted for Category B and C visits particularly if these involve water based visits eg – a walk along the canal bank.

Children known to have a special need must have appropriate support, eg. In a very small group or 1:1. They should be included on the risk assessment so that all adults are aware of their needs.

Booking the Venue and Coaches

Phone the venue and find out

- The cost per child
- The number of free adult places
- Method of payment eg invoice to school or very occasionally a cheque to be taken on the day of the visit
- Give details of cost, numbers and date and times to office staff to enable coaches to be booked and cost to be calculated.

Pre-visit and Risk Assessment

If at all possible, a member of staff should visit the venue before taking the children. Many venues now have their own risk assessments. These must be annotated to fit

the age and needs of the children. There is a bank of risk assessments in the EVC file.

The following must be included

- Date of visit
- Cost of visit
- Reason for visit
- Clothing/money needed
- Time of departure and return
- Lunch arrangements
- A permission slip

This will include

- Permission signature
- Request for payment, if applicable
- Medical information
- An emergency contact number for that day
- Permission for a Plan B alternative activity
- If arriving back after 3.15pm, the name of the adult who will be collecting the child

At least 1 week before the visit make sure that:

- There is a list of all children and adults and their coaches, with contact numbers and relevant medical information and mobile phone numbers for accompanying adults. This must be taken on the visit by the teacher in charge and a copy placed in the office together with risk assessments.
- All adults need a list of children in their group and the whole part and a copy of the risk assessments.
- Copy of all documentation to office at least one week before visit.

First Aid

- First Aid kit
- Ensure that kits are equipped for the day
- Arrange for appropriate members of staff to be responsible for medicines (see policy)
- Ensure all adults know of medical conditions likely to affect children on visit eg. Asthma

Take a sick bucket, paper towels, wet wipes, disposable gloves, bin liners, spare clothes (KS1)

On the day

- Meet with helpers to give them paper work and highlight any important points
- Tell office of any absent children and leave a final number
- Check mobile phones, first aid and medicines are collected
- Seat children on the coach as per risk assessment
- Remind children of behaviour expectations
- Head count and or a register call of children on and off coach and at regular intervals during the day
- Contact school on arrival and departure and with any other relevant information
- Keep in contact with other coaches if there are any delays
- On arrival back at school dismiss children from the classroom or school halls

After the Visit

- Plan follow up work
- Evaluate visit and pass on comments to EVC

INCIDENT ACTION PLAN

Lost Child

This is an unlikely scenario and one prevented by close adult supervision at all times, especially head counts. With older children, on arrival at a venue, it is helpful to agree a point of reference where children must wait if they become separated from the party.

However in the event of a child becoming separated from the group the following plan should be followed.

- Within 5 minutes of noticing a child is missing the group leader must notify a member of the venue staff
- Notify all adult helpers
- Group leader must split their group between other adults and remain available to search for the child. All others continue with normal itinerary.
- After 20 minutes contact school and inform Police
- If the child has not been found by the end of the visit, the group leader must remain at the venue and keep in contact with school and rest of the party
- The child and group leader will be collected by a school representative asap

Illness/Accident

- Take the child to the First Aid Area or administer First Aid
- Assess the seriousness of the illness/accident and inform school who will contact the parents
- The group leader must remain with the child and keep in contact with school and rest of the party and await the parents arrival if applicable or accompany the child for further treatment
- School will arrange for the group leader and child to be returned to school.

Breakdown

- If this happens on a motorway, pupils should be taken off the coach in small groups and moved onto the bank a safe distance from the carriageway
- If this happens in a built up area, pupils should be kept on the coach
- Inform other coaches and the school

Accident

- If an accident occurs, secure own safety first
- Assess the situation
- Contact Emergency Services
- Instruct another adult to contact school
- Move uninjured and walking wounded to a safe place with adult supervision

- Continue to give assistance until help arrives
- **Never talk to the press/media**
- **If in any doubt dial 999**

Always have funds available in case a journey is delayed and food etc has to be brought.