

# Appleby Primary School Educational Visits Policy

## Educational Visits Policy

An educational visit is any aspect of a pupil's education that takes place off the main school site and should include visits to such places as parks, museums, swimming pools etc. as well as residential trips and visits abroad.

### ROLES AND RESPONSIBILITIES

#### Role of the Governors:

- To ensure that the Head Teacher and the EVC have adhered to the guidelines contained within the school's procedures for Offsite Activities.
- To ensure that visits are approved as necessary by Kym Allen before bookings are confirmed
- To agree to all residential visits, trips abroad and those involving outdoor and adventurous activities. In these instances, to ensure that bookings are not completed until external providers have met all the necessary assurances. (This service is provided by Kym Allen)
- To define which type of visits should be approved by the Governing Body, and/or the Head Teacher, and/or or the Educational Visit Co ordinator.
- To ensure that that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- Ask questions about a visit's educational objectives and how they will be met. Are the objectives appropriate to the age and abilities of the pupil group? Why is a particular venue being used? Is the visit inclusive for all students? Is the visit value for money?

- To ensure measures exist to obtain parental consent on a basis of full information, to investigate parental complaints.
- To review annually the EV policy and procedures including incident and emergency management systems.

#### Role of the Head Teacher:

- The responsibility for the off site visits lies with the Head Teacher and they must ensure that visits comply with the guidelines and regulations outlined in the school's procedures for off site visits and the Schools own Health and Safety Policy.
- To ensure that the Educational Visit Co-ordinator (EVC) is competent and adequately trained to oversee the co ordination of all off-site education, and support the EVC in attending relevant training courses. The Schools current EVC is Mrs Nicola Willacy.
- To ensure that the EVC keeps the Head Teacher informed of the progress of the visit and that this information is relayed to Governors (and to parents as necessary).
- To ensure that the activity leader is competent (experience and training) to undertake the activity.
- To check that visit leaders are competent. For less routine visits, the Head Teacher will need to obtain advice from an appropriate technical adviser as necessary (ie Kym Allen).
- To ensure that in the event of a major incident or accident, LEA guidelines are adhered to in terms of informing, parents, staff and the media. Help to ensure that serious incidents, accidents and near-accidents are investigated.
- To assign competent people to lead or otherwise supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit will

commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.

- To keep records of individual visits including reports of accidents and 'near accidents' (sometimes known as 'near misses').
- To ensure that arrangements are in place for the Governing Body to be made aware of visits so that questions can be asked as necessary.
- To arrange for the recording of accidents and the reporting of serious injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.

Role of the Educational Visit Co-ordinator:

- To approve educational visits as agreed by the Head Teacher and Governing Body.
- To provide adequate documentation to support planning of all trips and visits.
- To ensure all off-site visits are thoroughly planned by the visit leader using standardised whole-school documentation.
- To ensure all staff are aware of the guidelines available through *Safe Practice of Offsite Activities* concerning their particular visit.
- To work with the visit leader to ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- To work with the visit leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- To work with the visit leader to organise the emergency arrangements and ensure there is an emergency contact for each visit.

- To work with the visit Leader to ensure that all relevant forms have been completed in full and has been submitted to Kym Allen at least 6 weeks before the visit is due to depart
- To support the Head Teacher to ensure that visit evaluation is used to inform future visits and training needs. Further staff training should be made available where a need is identified.
- To support the Head Teacher to review systems and, on occasion, monitor practice.

#### Role of the Visit Leader:

The Visit Leader has full responsibility for the safe running of the activity including pre planning and following guidance and ensuring all participants are aware of their roles. To achieve this the Visit Leader will;

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation and obtain EVC approval for any visit off-site, no matter how short its duration.
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times particularly on residential trips.
- Have prior knowledge of the venue - the visit leader should normally have made an exploratory pre visit, (see school's procedures for off site visits).
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for. To ensure that each pupil knows which adult is responsible for them and that all adults

understand that they are responsible to the visit leader for the supervision of the pupils assigned to them.

- To ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.
- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.

### Role of the Pupil

- To be aware of the risk assessments including 'Plan B'.
- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and accept the expected standards of behaviour.

### PROCEDURES

The school has in place a clear process to be adhered to in planning and organising an educational visit or trip and they are documented in the school's procedures for off site visits.

### Planning

For all visits off site refer to APS Procedures for Off Site Visits in order to ;

- Confirm details with, and obtain approval for the trip with the EVC by completing the risk assessment. Staff/K/health and Safety/Generic Risk assessments.
- Obtain approval from the Headteacher ensure that all visits have been entered into the school diary.
- When the visit is authorised, letters can be sent home to parents as necessary.
- Parents must always be made aware when their children are undertaking a visit and will be off school premises.
- Collect reply slips (bearing in mind some pupils in care of social services may also need additional permission from them) -No pupil will be allowed to go on a visit without parental permission.
- Liaise with the EVC over any changes to the approved itinerary and arrangements.
- Pre-visits. In most cases it is very important to undertake a pre visit. The need for a pre-visit should be discussed with the EVC. If a pre-visit is considered as not being necessary the reasons must be noted on the visit risk assessment. In planning and organising a residential trip or visit involving outdoor and adventurous activities the above process remains relevant with the following additions.
- All visits involving a residential (overnight stay) and/or adventurous activities must be approved in principle by the Head Teacher and Kym Allen before a contract is made with a Provider.
- Obtain approval from the Head Teacher. This will allow the date to be entered into the school diary at least 10 Weeks prior to the visit
- When the visit is authorised, letters can be sent home to parents as necessary.
- Collect reply slips (bearing in mind some pupils in care of social services may also need additional permission from them) - No pupil will be allowed to go on a

visit without parental permission. Authorisation for the visit leader to act for the child in the event of a medical emergency should be implicit within the permission.

- Liaise with the EVC over any changes to the approved itinerary and arrangements.
- Wherever possible and practical a First-aider should accompany each visit offsite. There should always be an appropriate first aid box available for use. Your Risk Assessment will identify when a qualified First Aider is not necessary.
- The school documentation identifies many of the issues that school staff need to be aware of during the supervision of a visit off-site. These include the Behaviour policy, Equal Opportunities policy and the Medication in schools policy. This contains permission for emergency medication should the need arise and details of specific medical plans for individual children (within the 'Administration of Medicines in School" policy, details are given for 'out of school activities'). Where specific medical plans exist the visit leader is responsible for ensuring all staff and accompanying adults are aware of the plan.
- One of the key features of all visits is the need for all staff to be involved in on going risk assessments. Visit Leaders need to make decisions on an on going basis regarding the safety of the visit. (see 'Risk Assessments'). This includes the support ratios and pupil groupings dependant upon social interactions and behavioural issues presented during the day. All members of staff need to be aware of the plans and procedures identified for dealing with pupils with specific behaviour plans.
- Visit Leaders must take a mobile phone in order to remain in contact with the school (and visa versa) during the time off-site. In the event of an emergency the school must be contacted immediately (or as soon as is practical) in order that the Head Teacher can take charge of the management of the incident. This procedure will follow the schools Emergency/Crisis Plan.

## Review

- All journeys and visits off-site must be reviewed and evaluated in relation to the visit aims and purpose in order to aid future planning. It is the responsibility of the Visit Leader to inform the EVC and the Head Teacher of any specific issues effecting future visits concerning the venue, the transport or the group.
- In the case of a residential or outdoor or adventurous activity, this will take the form of a formal meeting in the week following the trip.

## RISK ASSESSMENTS

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from.

All documents can be found in Staff/K/Health and Safety/Generic Risk Assessments and Forms

- Generic activity risk assessments, which are likely to apply to the activity wherever and whenever it takes place. These are prepared by the Visit Leader. Examples of generic risk assessment include travel in the school minibus, coach travel and visits to coastal venues.
- Visit/site specific risk assessments which will differ from place to place and group to group. These are usually undertaken by the Visit Leader for each venue.
- Activities such as swimming, crossing roads and curricular partnerships with other schools are examples of these site specific risk assessments where the same venue is used each week and barring any changes to the nature of that venue, our prime concern on a weekly basis is the risk presented by the group of pupils undertaking the visit.

- However for visits which are 'one offs' a specific risk assessment for the venue itself as well as for the pupils is required. Examples of this would be visits to farms, galleries, museums, public parks, garden centres etc. as part of a specific curriculum module for a specific class group
- For both of these the EVC and the Head Teacher will direct the visit leader to the relevant sections of the school's procedures for off site visits.
- Ongoing risk assessments are those that take account of unplanned and unexpected changes, for example, illness of staff or pupils, changes of weather, availability of preferred activity. The visit leader is responsible for making decisions on an on going basis during the visit as to the appropriateness of continuing the visit in the light of prevailing conditions.
- All staff and pupils should be aware of a "PLAN B" in the event of the planned agenda needing to change. Visit leaders are always in charge. They should trust their own knowledge of the young people and use their own professional judgement. This may include challenging an activity leader where the visit leader's knowledge of the group is superior, or intervening to prompt a change of plan, including stopping an activity if they feel uncomfortable or believe that that it has become too hazardous.
- Where it is considered unsafe to include a particular pupil because there is serious doubts concerning their behaviour or it is felt that they represent a significant risk to themselves or others within the group (including staff), the Head Teacher will make the final decision on whether the pupil should access the trip and suitable alternatives that will meet the educational needs of the visit will be planned.

## VETTING OF PROVIDERS

. When a residential or visit that includes adventurous activities is being considered, the Providers of such services will be vetted by the Head Teacher (in conjunction with Kym Allen) to ensure that it meets the school's requirements.

## LICENSED ACTIVITIES

- Most Providers who offer adventurous activities require an Adventurous Activity Licence. The adventurous activities that fall within the scope of the Licencing Authority are; Caving, Climbing, Trekking and Watersports.

The status of a Provider in terms of licencing will be confirmed during the Pre Check process. Kym Allen will confirm if any Provider requires a licence and the Visit Leader must check if a Providers licence is current.

## INSURANCE

- When a trip is undertaken as part of the normal school curriculum, even though it is conducted off school premises, the insurance arrangements for the school will prevail.
- The visit leader must check the need for additional travel insurance depending upon the nature of the activity to be undertaken. (See procedures for off site visits)
- When a tour operator is used the type and extent of the insurance cover being used should be ascertained. All Providers must hold £5 million Public Liability Insurance.

## VOLUNTARY CONTRIBUTIONS

- Charges may be made for residential accommodation.
- Visits that are non-educational should not take place during school time denying access to full programmes of study.
- All visits during the school day should therefore be deemed to be educational.
- Voluntary contributions can be requested for any educational visit that takes place during the school day; however a pupil cannot be prevented from taking

part in the visit on the basis of a family not making any or sufficient contribution.

- Where the visit is non-educational the charge cannot exceed the actual costs to be incurred. Costs can be calculated against transport, board and lodging, admission costs, costs of appropriate non-teaching staff, incidental costs of staff, materials and equipment and insurance costs.
- Accounts related to off-site activities should be kept by the visit leader and checked by the school finance secretary.

## VOLUNTARY HELP

- The use of voluntary helpers should only be permitted by the Head Teacher. This permission will be based upon knowledge of the volunteers and their previous experience and training (on the job). The fact that help is voluntary does not negate the legal responsibility of those involved.
- CRB checks should be carried out by the office on all volunteer helpers - hence much advance notice is needed and those intending to use voluntary help should liaise with the EVC as early as possible in the planning phase
- All volunteer helpers have the same responsibility to follow the instructions of the visit leader.

## TRANSPORT

- Parents should always be informed of the type of transport to be used and risk assessments carried out.
- Hired transport - The school should ensure appropriate levels of supervisory staff are available to ensure the safety and welfare of all pupils. The driver of the coach has no responsibility for the behaviour and conduct of the pupils.
- Public transport - Close supervision should be ensured.
- Use of private cars - the school's insurance policy covers the use of up to 10 vehicles at anyone time.

## REVIEW

. Visit Leaders will need to evaluate the success of each trip with the EVC who can oversee the need for changes in arrangements for subsequent visits to the venue or with the particular group.

. In the event of a visit that involves a residential and/or adventurous activities, a formal review meeting between the EVC and the Visit Leader must take place.

This policy was agreed by the Head Teacher and governing body on:

Signature of Chair of Governors:

Date

Signature Head Teacher

Date

This policy will be reviewed annually. Next Review March 2014

Nicola Willacy March 2013

