



Cliddesden Primary School

Educational Visits Policy

This policy will be reviewed every 3 Years

Confirmation that this policy has been discussed by the Governing Body

Signed by:

Chair of Governors: Date:

Stephen Mourant

Headteacher: Date:

Kenneth Davies

Introduction

As part of the broad balance of curriculum and learning arrangements of the school, opportunity is frequently taken to enrich and enhance this through outdoor learning, outdoor education and educational visits and ventures. These guidelines outline our policies and operational procedures in these contexts.

The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire County Council Outdoor Education, PE and Sport Service and their documentation and guidance.

All Educational Visits are recorded on the Hampshire system - EVOLVE. For residential visits it is hoped that the forms will be sent for authorisation at least 8 weeks in advance of the visit (if it is going to cost a lot of money for parents then this should be extended to as long as possible), for day trips this can be a little less but should not be less than 3 weeks. This ruling is not to stop last minute opportunities being taken but these will have to be planned with full co-operation of staff, Headteacher, governors and EVC. Governors should be aware of this policy and where and when trips are planned for which groups of pupils during the year.

Authorisation by the Headteacher is required for short, nearby visits but further afield and any residential trips are to be authorised by Hampshire County Council. If the forms are not completed in a timely manner then authorisation may not be gained and the trip cannot go ahead.

The following procedures must be carried out when planning an educational visit:

- Decide on the venue and whether it supports the curriculum
- Availability of places and dates should be determined by the class teacher and a **provisional booking** of visit made.

How visits may be authorised

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

- Complete the EVOLVE form with the Educational Visits Co-ordinator (EVC) which includes risk assessments and adult:pupil ratios. The following information is needed prior to completing the form:
 - Leader's name and telephone number on the day of the visit
 - Dates and times of visit
 - Venue for visit

- Transport arranged with a named company or drivers
- Learning objectives for the visit and outcomes required
- Names of staff going on the visit and any other adults (parents, volunteers, governors) and check DBS status and car driver documents
- Year group/class going on the visit
- Completed risk assessment
- Cost of visit to parents/school
- Any adults going on the visit will have a short meeting to explain ground rules, expectations, what to do in emergency and the mobile number of leader and school contact for the duration of the visit.
- If enough adults are attending then the group leader/teacher should oversee and not have his/her own group. Adult helpers should generally not be assigned to their own children's small group.
- There should be one adult assigned as First Aider for the whole group - this will usually be the Visit Leader/Teacher in charge on the day.
- Pocket money will be handed to the Visit Leader before leaving school and be handed out to children as and when necessary.
- The teacher leading the visit will have responsibility for sending a letter about the trip to parents, which must be approved by the EVC. This is done through the school office.
- On the day of the visit the visit leader will have :
 - A charged personal mobile phone
 - Charged school camera(s)
 - Any medications needed by pupils with full list of what, when and how medication to be administered
 - First aid bags (if applicable)
 - Mobile telephone numbers of adults attending
 - Lists of the pupils in small groups and their adult enablers
 - EVOLVE form with address and telephone numbers of venue, transport company, school and visit leader
 - Risk Assessment Form
 - A list of children's names, addresses and contact telephone numbers as well as their permissions and any medical requirements
 - Children's medical consent forms
- Personal cameras will not be used on educational visits. The school has its own cameras and memory cards.
- Any queries will be made to Hazel Barker, the Education Visits Co-ordinator

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with excursions into the local area in the Early Years, and progress to a residential experience at the end of Key Stage 2.

Curriculum links

For each subject in the curriculum there is a possible programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA:

English - theatre visits, visits by authors, poets and theatre groups

Science - use of the local area, visits to local gardens, visits to Queen Mary's College

Science Dept

Mathematics - shape and number trails in the local environment

History - castle visits, study of the village, local museums for younger pupils

Geography - use of the locality for fieldwork, village trails

Art and design - art gallery visits, use of the locality

PE - a range of sporting fixtures, extra-curricular activities, visits by specialist coaches

Music - a variety of specialist music teaching, extra-curricular activities, concerts

Design and technology - visits to local industries

ICT - its use in local shops/libraries/secondary schools etc

RE - visits to local centres of worship, visits by local clergy

PSHE and citizenship - visit to the fire station, visits by local police officers and health workers etc

Residential activities

Children in Year 4, Year 5 and Year 6 have the opportunity to take part in two residential visits. These visits enable children to learn various skills, as well as take part in outdoor and adventure activities as part of their PE work. We ensure qualified instructors are used for all specialist activities undertaken. We do make a charge for board and lodging, insurance and specialist instruction for certain activities.

Risk assessment

A comprehensive risk assessment is carried out by the group leader and EVC before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

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

Staff planning an off-site activity will make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader will take careful account of the facilities available, with due regard to the proposed size of the group. They will also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the possible risks involved. Hampshire County Council will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan will state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

Sites visited regularly by the school can be assessed at the start of the school year and a phone call made thereafter to establish if there are any changes to the risk.

An activity will normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to 12 pupils in Years 4 to 6;
- 1 adult to 8 pupils in Years 1 to 3;
- 1 adult to 6 pupils in Early Years.

Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue.

A copy of the completed risk assessment will be given to the Headteacher, the educational visits coordinator and be discussed with all adults supervising the trip.

Transport

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the Educational Visits Co-ordinator is responsible for checking that the insurance of each driver covers such journeys and double-checking that each driver has been subject to the normal police checks.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Telephone permission will be accepted in exceptional circumstances.

Funding for off-site activities is provided mainly by parental contributions. This will be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from the Off-Site & Hazardous Activities File held in the school office.

Group leader planning

Group leaders must read thoroughly the appropriate guidance for off-site activities.

More detailed guidance on procedures and requirements can be obtained from the Local Authority's Off-Site & Hazardous Activities file held in the school office.

Visit planning for intended educational visits must include the following:

- preliminary visit
- risk assessment
- general information
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit
- travel schedule
- accommodation plan (if applicable)
- full plan of activities (itinerary)
- fire precautions and evacuation procedures
- intended arrangements for supervision
- insurance arrangements for all members of the group
- emergency contacts and procedures
- general communications information
- guidance for adult enablers
- guidance for the emergency contact and Headteacher
- medical consent forms (if applicable)
- first-aid bags

The school checklist for staff to use in preparation for a visit and the HCC Off-site Emergency procedures cards are attached.

Related Policy: Charging and Remissions for School Activities

Educational Visits Checklist - Cliddesden Primary

Educational Visits Checklist - Cliddesden Primary		Done
Before Visit		
1	Check ratios - children to adults. Ask for adult help and ensure adults going have DBS checks in place if not get. Take their mobile numbers.	
2	Book visit & coach through the Finance Officer.	
3	Pre visit. Carry out risk and accessibility assessments. Arrange transport for PD children (check coach has lift etc).	
4	Complete risk assessment form with the EVC.	
5	Check adults' qualification eg is open country certificate required or adult with first aid needed?	
6	Write in school diary date of trip.	
7	Prepare letter to parents which informs educational outcomes of trip, dress & shoes, packed lunch, equipment needed, money & permission slip.	
8	Chase up children who have not returned slip using reminder letter.	
9	Prepare list of children with medical needs eg inhalers/epi pens/piriton. Ensure all medicines in date etc. Ask parents with children who have epi pens to provide pack to take.	
10	Sort groups ensuring children with SN's/behavioural problems assigned to appropriate adult or split from others. If enough adults, teacher to oversee and not have own group. Adult helpers should generally not be assigned to their own children's small group.	
11	If going in smaller group ensure car insurance, MOT, booster seats in place.	
12	Change your playground duty, dinner duty and assembly duty if necessary.	
13	Prepare sick bucket for each coach and spare clothing.	
14	Ensure each adult has a first aid kit (see office if you need extra packs) do quick check of contents.	
15	Get list of group with contact numbers.	
16	Finalise plan for the day including timings etc.	
17	Photocopy all paper work for adults eg itinerary, lists, maps etc.	
18	Check mobile fully charged - prepare your bag eg spare paper, pens, pencils if needed, don't forget your lunch!	
19	Check digital camera/i-Pad charged and ready for use.	
Day of Trip		
1	Inform parent helpers of timings for day, meeting points etc behaviour expectations and general rules eg don't buy their group ice-cream or go on train!	
2	Give all adults contact numbers (school and yours) and share mobile numbers	
3	Mark in register for visit = V	
4	Go over expectations of behaviour with children use our code of conduct	
5	Check children have lunch, equipment, clothing, medicines etc	
6	Give all itinerary briefing & inform children of groups and what to do if separated	
7	Give office list of children who are going on which coach if class to be split and make note of coach number plate copy for trip leader	
8	If using parents to transport children get them to sign the transport sheet which outlines who they are taking etc	
9	Sit adults throughout coach with one sitting by fire exit door at back	
10	At venue do a quick check before using public toilets	
On return		
1	Return sick buckets and first aid kits and inform office if anything has been used and needs to be replaced	
2	Fill in accident form or use accident book if necessary. Give child bump on head sticker if needed.	

Off-site Emergency Procedures – BASE CONTACT

Action to be taken by the base & base contact person in the event of a serious accident/incident, eg:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- circumstances in which a group member might be at serious risk or have a serious illness
- any situation in which the press or media are or might be involved.

1) Record the telephone number of the group leader and the group. Listen carefully and write down:

- what happened
- to whom
- where
- when
- what has happened since the incident.

2) Inform the head of your establishment or a senior member of staff of the relevant details as soon as possible.

3) If agreed or as necessary, telephone the Children's Services emergency number as follows:

HCC: Daytime: Outdoor Education, PE and Sport: 01962 876218

24 hrs: Emergency Planning Team: 07623 960259

Outdoor Education, PE & Sport Service offer advice and guidance to any of the above during work hours on 01962 876218.

- 4) Not only must the parents of any injured young person be notified as a priority, but arrangements should be made for all parents to be contacted regarding the safety of their particular child (ren) or young people.
- 5) If necessary, assistance should be given to transport parents to their injured child if he/she is hospitalised.
- 6) If necessary, an incident centre should be established as soon as possible. Each school/youth area should have a planned location for this eventuality.
- 7) Refer all press/media enquiries to the Media Centres: HCC 01962 847368 or via the emergency contacts above.

All base contacts must have by their telephone:

- lists of all group members (including adults) together with the addresses and telephone numbers of their next-of-kin
- complete details of the itinerary
- telephone numbers of senior staff from the establishments concerned
- telephone numbers of Children's Services/EPT contacts.

Off-site Emergency Procedures – GROUP LEADER

Action to be taken by the group leader in the event of a serious accident/incident:

- 1) Stay calm - assess the situation.
- 2) Protect the group from further injury or danger.
- 3) Render first aid or other service as appropriate.
- 4) Call rescue services (112 / 999) and/or police if required:
state the nature of the emergency
give your name, address/location and telephone number, followed by:
 - the location of the incident
 - the nature of the incident
 - the names of the individuals involved
 - the condition of those involved and where they are located.
- 5) Phone your base or base contact person (as soon as possible) with:
 - clear information about the situation
 - your location
 - your actions to date
 - your telephone number
 - a request to the receiver to alert your senior managers and/or the Children's Services contact.
- 6) If it is not possible to reach your base/base contact person, telephone the emergency number::
HCC: Daytime: Outdoor Education, PE and Sport: 01962 876218
24 hrs: Emergency Planning Team: 07623 960259
Outdoor Education, PE & Sport Service offer advice and guidance to any of the above during work hours on 01962 876218.
- 7) It is probable that both the leaders and young people will be in a state of shock, therefore:
remove remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media
if necessary, request the police to assist or ask for direct support from your base
calm and comfort the young people and arrange for their evacuation.
- 8) Do not make any statements to the press/media or allow anyone else to make statements other than expressions of sympathy.
- 9) Do not allow group members to text or telephone home or friends until contact has been made with your senior staff, the Press Office or Children's Services senior managers
- 10) Retain all equipment involved in an unaltered condition.
- 11) Do not allow anyone to see any group member without an independent witness being present. (No-one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.) Refer all press/media enquiries to the Media Centres: HCC 01962 847368 or via your emergency contact above.