

# BYRON COURT PRIMARY SCHOOL EDUCATIONAL VISITS AND RISK ASSESSMENT POLICY

## 1.0 INTRODUCTION

- 1.1 At Byron Court Primary we develop the full potential of all learners to enable them to make a greater contribution to our society.
- 1.2 We are an inclusive school where pupils, parents, staff, governors, the LEA and local services work in partnership to meet the needs of the community.
- 1.3 The Governors and staff acknowledge the great value of educational visits in broadening and enhancing both the learning and social experiences of pupils.
- 1.4 The Educational Visits Co-ordinator will ensure that the planning and supervision of all visits and adventurous activities meets all national requirements and LEA guidelines / regulations / legislation.
- 1.5 This policy gives general updated guidance in the planning and implementation of all off site visits and activities organised through the school.
- 1.6 This policy must be read in conjunction with the school handbook "Health and Safety of Pupils on Educational Visits" (HASPEV) and guidance given by London Borough of Brent in "There and Back Again —The Outdoor Education Handbook".
- 1.7 To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to. Regularly updated information will be provided by Brent Council.
- 1.8 The EVC / Head Teacher / Deputy Head Teacher will ensure all members of staff are aware of changes in procedures.

## 2.0 AIMS

- 2.1 The school will encourage all educational visits that will benefit children. It recognises that visits and off-site activities encourage co-operation, teamwork and the application of problem-solving skills. They develop children's independence and confidence.
- 2.2 Children will be encouraged to learn and apply a different range of skills than those used in the classroom.
- 2.3 Visits will enable, support and compliment the work of the National Curriculum, experimental (first hand) and memorable learning.
- 2.4 They help children to take responsibility in assessing and managing risks. ( Safety )
- 2.5 Visits will also develop latent talents, abilities and interests which can be motivational and have lifelong relevance.
- 2.6 It is a school priority that off-site visits and activities are safe, well-managed and educationally beneficial.
- 2.7 Educational visits can raise achievement by enhancing self esteem.
- 2.8 They also provide aspects of social education and citizenship.
- 2.9 Visits promote healthy and active lifestyles.

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## **3.0 THE ROLE OF THE HEADTEACHER AND THE LEADERSHIP TEAM**

- 3.1 The Head Teacher must ensure that off-site activities comply with the procedures set out in the handbooks as stated in 1.6 above and the agreed procedures of the governing body.
- 3.2 Appoint or undertake the functions of an Educational Visits Co-ordinator and inform the LEA.
- 3.3 Ensure that the EVC has attended a LEA approved training course.
- 3.4 Support staff development of leadership competence through continuous professional development.
- 3.5 With advice from the EVC, assign party leaders and additional staff who are sufficiently experienced and competent to assess and manage the risks with regard to the group and planned activity.
- 3.6 Ensure that all risks relating to visits have been assessed, recorded and appropriate safety measures / controls are in place.
- 3.7 Ensure that all parties are aware of the risk assessments and that all staff understand and comply with the control measures.
- 3.8 The final planning checklist is completed and all supporting documents are completed before the journey takes place.
- 3.9 Approve the arrangements for each visit and authorise the EVC to sign the risk assessment.
- 3.10 Comply with LEA monitoring arrangements and agree with the EVC a programme for monitoring off-site visits.
- 3.11 Organise the emergency arrangements and ensure there is an emergency contact for each visit.

## **4.0 THE ROLE OF THE OFFICE STAFF**

- 4.1 Organise transportation for each visit.
- 4.2 Confirm all necessary arrangements with the venue / place to be visited.
- 4.3 Collect any voluntary contributions for the trip.
- 4.4 Assist staff with correspondence that needs to be given to parents/carers.
- 4.5 Organise all insurance.
- 4.6 Inform canteen staff of any changes to lunch arrangements on the day of the visit.

## **5.0 THE ROLE OF THE EDUCATIONAL VISITS CO-ORDINATOR (EVC)**

- 5.1 Every school must have a designated Educational Visits Co-ordinator (EVC). This may be the Head or Senior Teacher, who in the view of the Head, is competent to undertake the task.
- 5.2 Advise the Head on the approval of visits.
- 5.3 Assign competent people to lead or otherwise supervise a visit.

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- 5.4 Support the party leader with advice and guidance on risk assessments.
- 5.5 Review and approve the risk assessment produced by the party leader and team for each visit and recommend to the Head Teacher of satisfactory risk assessments.
- 5.6 Keep records of individual visits including reports of accidents and “near accidents” (sometimes known as “near misses”) following the LEA procedures.
- 5.7 Review systems periodically and monitor practice.
- 5.8 Recording of induction of staff who will be authorised to be party leaders.

## **6.0 THE ROLE OF THE PARTY LEADER / IMPLEMENTATION OF VISITS**

- 6.1 The party leader has responsibility for the supervision and conduct of the visit or activity.
- 6.2 To obtain agreement in principal for the visit from the Head Teacher / Deputy / EVC and agree possible dates.
- 6.3 Inform the office staff of arrangements that need to be made regarding transportation and confirmation of bookings with the venue.
- 6.4 Inform the Head Teacher / Deputy / EVC of final costs and individual contributions to be made by the children once the office has given all necessary information.
- 6.5 All contributions made by the children must be reasonable for the type of visit and offer value for money. Otherwise, the party leader must review the arrangements and plans regarding the proposed visit after consultation with the Head Teacher / Deputy / EVC.
- 6.6 Assess the reasonably foreseeable risks involved and draw up a record or amend as appropriate any previously recorded risk assessment. The risk assessment must include all foreseeable risks within the venue and for the actual travelling arrangements.
- 6.7 This is to be given to the EVC who will approve or ask the party leader to make any amendments. On final completion of the risk assessment, the EVC will sign all documents and forward a copy to the Head Teacher. The EVC will keep records of all risk assessments separately in a file.
- 6.8 Complete an insurance form giving details of the visit and hand to the office.
- 6.9 Inform the office to notify canteen staff of changes to lunch arrangements.
- 6.10 The party leader must ensure the office has a record of each child that will be out on the visit. Make arrangements for any child who is not going on the trip.
- 6.11 Complete a letter informing parents / carers of the visit giving details of timings, outline of program, appropriate clothing/shoes, lunch arrangements, travelling arrangements and spending money. The party leader must ensure that all children going on the trip have parent / carer approval.

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- 6.12 Record brief details of visit / classes involved / timings in the school diary so all staff are informed of the trip.
- 6.13 Inform the staff in the medical room about the visit so any medications / First Aid kits will be ready on the day. A copy of the letter given to parents should also be given to the staff in the medical room.
- 6.14 As far as practicable, ensure that all members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to under take their assigned roles.
- 6.15 All parents / carers helpers will be asked to meet the class teacher and complete a "Record of Educational Visit Meeting" form. Also, must be at least one qualified First Aider within the party. The party leader must inform other members of staff and volunteers about their roles and responsibilities whilst taking part in the visit to ensure the health, safety and welfare of the school party.
- 6.16 Monitor the arrangements to ensure the safe conduct of the visit paying particular attention to on going risks and changing circumstances. For example, check services for public transport or any major roadwork, meeting point for the coach and assess weather reports.
- 6.17 Ensure familiarity / knowledge with emergency procedures.
- 6.18 Exchange all mobile numbers between staff in the party and provide the office with all mobile contact details.
- 6.19 Where possible, conduct an exploratory visit before taking the main party. This should include being familiar with the area and travelling times, venue facilities, location of toilets, lunch provision, First Aid arrangements, venue policy if children get lost and any gift shops.
- 6.20 There should be a clear review process that reviews and plans change to the programme. Agreed changes should be subject to risk assessment and relevant control measures. All staff in the party must be informed of any changes as well as the Head Teacher and EVC.

### **7.0 THE ROLE OF THE CHILDREN**

- 7.1 Whilst taking part in off-site activities young people also have responsibilities about which they should be made aware by the party leader or other members of staff for their own health and safety and that of the group.
- 7.2 They should not take unnecessary risks.
- 7.3 They must follow instructions of the party leader and other members of staff.
- 7.4 Behave sensibly, keeping to agreed codes of conduct.
- 7.5 Inform members of staff of any significant hazards.

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### **8.0 THE ROLE OF PARENTS / CARERS**

- 8.1 Parents have an important role in deciding whether any visit or off-site activity is suitable for their child.
- 8.2 They must inform the party leader about any medical, psychological or physical condition relevant to the visit.
- 8.3 Provide emergency contact numbers.
- 8.4 Provide the party leader with arrangements to resume care of their child should this be necessary.
- 8.5 Sign the consent form.

### **9.0 THE ROLE OF THE GOVERNORS**

- 9.1 Ensure clear governing body policies will support the Head Teacher and teachers deliver positive and safe programs of study.
- 9.2 Ensure that compliance with all LEA and national guidelines / regulations are being followed.
- 9.3 The school's Governing Body is required periodically to approve, review and record the school's arrangements for organising educational visits.
- 9.4 The Governing Body can monitor off-site visits by receiving an annual or regular term report compiled by the Head or EVC.
- 9.5 Regularly review policy and procedures including incident and emergency management systems.

### **10.0 PUPIL RATIOS**

- 10.1 These ratios are indicative and should be used as a guideline only. The actual number of adults to young people should be arrived at by careful consideration of the children, staff involved, programme, proposed activities and travelling arrangements.
- 10.2 For KS2, the school recommends a minimum of 1 adult for every 8 children.
- 10.3 For KS1, the school recommends a minimum of 1 adult for every 6 children.
- 10.4 In Reception, the school recommends a minimum of 1 adult for every 5 children.
- 10.5 There should be always one male and one female adult available for pastoral care.
- 10.6 There must always be a qualified teacher for any off-site visit.
- 10.7 It is strongly encouraged that more adults are taken than the minimum ratios.

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### 11.0 RISK ASSESSMENT

11.1 Risk Assessments should be based on generic, site specific and on going risks.

Issues to consider include:

- 1..1 What are the hazards? Assessment of the risk of harm. Who might be affected by them? What safety / control measures need to be in place to reduce risks to an acceptable level? Regularly review all risks. What steps will be taken in an emergency?
- 1..2 The type of visit / activity and the level at which it is being undertaken.
- 1..3 The location, routes and modes of transport.
- 1..4 The competences, experiences and qualifications of all staff in the party.
- 1..5 The group members age, competence, fitness, temperament and the suitability of the activity.
- 1..6 The special educational or medical needs of the children.
- 1..7 Specific behaviour issues for individual children or whole class.
- 1..8 The quality and suitability of available equipment.
- 1..9 Seasonal conditions, weather and timings.
- 1..10 Emergency procedures.
- 1..11 How to cope when a child becomes unwilling or unable to continue?
- 1..12 The need to monitor the risks throughout the duration of the visit.
- 1..13 Arrangements for sending children home earlier or later than planned.
- 1..14 Groups of children containing individuals with specific visual or hearing impairment, learning difficulties or any disability must have as supervisors, staff who are specifically assigned to meet the needs of those pupils.

11.2 Examples of risks include:

- 1..1 Injury from slipping / tripping / falling / road accidents / materials / objects / falls from heights.
- 1..2 Risks from severe changes in weather conditions. E.G. Sunburns, hypothermia.
- 1..3 Drowning.
- 1..4 Hazards associated with travelling to / from venues.
- 1..5 Assault resulting in injury.
- 1..6 Child going missing.
- 1..7 Abduction / Sexual Abuse.

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- 1..8 Psychological harm / injury from being lost.
- 1..9 Injured while handling, lifting or carrying.
- 1..10 Food poisoning from infected food / drink. Unhygienic food handling / eating facilities.
- 1..11 Inadequate, dirty or ill-maintained washing facilities especially on farms / zoos.
- 1..12 Burns from a fire.
- 1..13 Hazardous materials / chemicals.
- 1..14 Bites / infections / diseases from animals. E.G. Infection E. coli 0157
- 1..15 Infections / diseases from the quality of the water.
- 1..16 Small groups / pairs being separated from adults.
- 1..17 Incidents with members of the public.
- 1..18 Hands / feet getting trapped.
- 1..19 Struck by moving objects.
- 1..20 Falling from moving objects.
- 1..21 Uncovered cuts / abrasions exposing child to further infections in vulnerable places like zoos or farms.
- 1..22 Not responding to safety signs / notices / announcements.
- 1..23 Staff illness.

## **12.0 EMERGENCY PROCEDURES**

- 12.1 Assess the nature and the extent of the emergency.
- 12.2 Monitor other members of the group and move them to a safe place.
- 12.3 Render first aid –contact emergency services.
- 12.4 Arrange transport of the group to a safe base, one adult must remain to assist the emergency services.
- 12.5 Contact the Head Teacher who will inform parents.
- 12.6 Be aware of the Authority's emergency line.
- 12.7 Make no comment to the press.

## **13.0 EQUAL OPPORTUNITIES**

- 13.1 The school will ensure that all educational visits and activities are available and accessible to all the children irrespective of special educational or medical needs, ethnic origin, gender, language barriers, social background or religion.
- 13.2 All children will be encouraged to participate in every activity planned by the school.
- 13.3 The school will not exclude any child from participating because the contribution has not been paid.

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## **14.0 MONITORING / EVALUATION**

14.1 The EVC / Head Teacher / Governors will ensure that all members of the school community follow this policy.

## **15.0 REVIEW**

15.1 Date of policy : May 2014

15.2 Review : May 2017