



Eldwick Primary School

Educational Visits Policy

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1. Context

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice.

2. Policy Statement & Aims

The aim of this policy is to give information and guidance for staff, parents and pupils with regard to the planning and execution of all educational visits organised by the school.

3. Equal Opportunities / Cultural Diversity

All educational visits organised by the school are open to every child, regardless of gender, race, religious beliefs or disability or sexual identity.

4. Key Responsibilities and Guidance

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines support the planning and implementation of educational visits organised at Eldwick Primary School.

Head Teacher

The Head Teacher at Eldwick will ensure that:

- a suitable group leader/deputy group leader has been appointed;
- all necessary actions have been completed before the visit begins.
- the 'pink' arrangement form and the risk assessment forms have been completed and that it is safe to make the visit;
- training needs have been met;
- the group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- 'cover' request forms have been completed and passed to the Business Manager
- the group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance;
- the governing body has approved the visit if necessary;
- parents have signed consent forms;
- arrangements have been made for all the medical needs and special

- educational needs of all the children;
- the mode of travel is appropriate;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;
- that they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff's and volunteers' next of kin. These should be kept in the school office.
- All staff and volunteers have a current CRB check.

Group Leader

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the Head Teacher. The Group Leader should:

- appoint a deputy;
- be able to control and lead pupils of the relevant age range;
- be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents, filling in 'pink' form etc.;
- undertake and complete a comprehensive risk assessment;
- have regard to the health and safety of the group at all times;
- know all the pupils proposed for the visit to assess their suitability;
- observe the guidance set out for teachers and other adults below;
- ensure that pupils understand their responsibilities (see responsibilities of pupils below);
- ensure all medication/first aid kit are taken;
- Take school mobile, yellow fatal/serious injury procedure card.

Other teachers and adults involved in a visit

Teachers on school-led visits act as employees of the LEA or of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head Teacher and Governors if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal;
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

DBS (Disclosure and Barring Service) checks

All voluntary helpers on educational visits must hold a current CRB which has been processed through Eldwick Primary School. This check will be carried out at the 'enhanced disclosure' level.

Responsibilities of pupils

The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;

- should not undertake any task that they fear or that they think will be dangerous.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit

Parents

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.

The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- (for residentials) provide the group leader with emergency contact number(s);
- sign the consent form;
- give the group leader relevant information about their child's health which might be relevant to the visit.

Exploratory visit

Wherever possible the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group. The minimum first-aid provision is:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid arrangements.
- A person trained in administering 'epipen' (when required)

Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- sex, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

The table below sets out Bradford LEA's recommended **minimum** ratios of adults to pupils for supervising school visits and journeys:

Pupils	Teachers	Non-teachers	Total Adults
15	0	1	1
20	1	1	2
25	1	1	2
30	1	1	2
35	1	2	3
40	2	1	3
45	2	1	3
50	2	2	4
55	2	2	4
60	2	2	4
65	2	3	5
70	2	3	5
75	3	2	5
80	3	3	6
85	3	3	6
90	3	3	6
95	3	4	7
100	3	4	7

Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents or Governors with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group.

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil. Adults should not use their own cameras/mobile phones. The school can provide these.

Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

Participation

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils will return home early. Eldwick Primary School reserves the right not to take a pupil on a visit if his/her behaviour in school has been a cause of serious concern.

Pupils with special educational and medical needs

The Head Teacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to accommodate them whilst maintaining the safety of everyone on the visit. This may involve asking a parent to accompany their child on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Eldwick Primary School is an inclusive school and every effort will be made to accommodate children with special educational or medical needs, whilst ensuring the safety of everyone on the visit. This will involve considering what reasonable adjustments can be made, such as asking a parent to accompany their child on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Communicating with Parents / Guardians

Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils' health and safety is useful to parents, and will be included in a letter to parents / guardians prior to a visit:

- dates of the visit;
- times of departure and return;
- mode(s) of travel including the name of any travel company;
- details of accommodation with security and supervisory arrangements on site;
- names of leader, or other staff and of other accompanying adults;
- visit's objectives;
- details of the activities planned and of how the assessed risks will be managed;
- insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to.
- Emergency contact number (if outside school hours).

Parental consent

All children participating in an educational visit must only do so with the full consent of a parent/guardian. If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Head Teacher will need to consider whether the child may be taken on the visit or not. The School's parental consent form should be completed for each pupil in the group.

Residential visits

Eldwick children are encouraged to take part in four residential visits whilst at the school:

In Year 2 there is a one night stay at Nell Bank Outdoor Education Centre in Ilkley;
In Year 3 there is a one night stay at Malham Youth Hostel.
In Year 5 there is a two night stay at Ingleborough Hall Outdoor Education Centre in Clapham, North Yorkshire;
In Year 6 there is a four night stay at Peat Rigg Outdoor Education Centre near Pickering.

Teachers leading these visits must ensure that the LEA is informed through the *Evolve* system of notification. (www.bradfordvisits.org) See MW for further information

Charging and Remissions Policy

All trips and visits depend on voluntary contributions by parents. Children of parents who do not contribute will not be treated any differently. In the event of insufficient contributions being made, an activity or trip will be cancelled.

Charges for residential visits are made up of monies taken for Board and Lodging together with voluntary contributions to cover the cost of various activities.

Parents/carers will be notified as early as possible in the school year of the possible costs and contributory payment dates for residentials, and will be urged to contact the school if they anticipate a problem.

Eldwick Primary School will deal with all cases in the strictest confidence and parents will be expected to keep all financial discussions and arrangements private.

5. Dissemination of the Policy

This policy will be accessible via the school network ('Teacher' drive) for staff and within the Parents section of the school website:
www.eldwick.bradford.sch.uk

6. Monitoring, Evaluation and Review

This policy will be reviewed every three years.

7. Document History

This version: M Jan 2014, revised May 2016.