



SOMERIES JUNIOR SCHOOL

EDUCATIONAL VISITS POLICY

Aims

The purpose of Educational Visits at Someries Junior School is to promote:

Enhancement and enjoyment of the curriculum; self-awareness; teamwork and co-operation; independence of the children as learners, and above all a sense of fun!

We aim to promote the school aims through our educational visits.

Authorisation of visits

All visits to be undertaken by pupils at Someries Junior School will be approved, where necessary, by the Head Teacher or nominated deputy, or Luton Borough Council.

The year leader for each year group will, in the first instance, inform the Educational Visits Coordinator (EVC) of the intention of the visit. The EVC will:

- Ensure all appropriate steps are taken in respect of authorising the visit, in a timely fashion, as per the regulations pertaining to Educational Visits.

Risk Assessment

The group leader will carry out a risk assessment before the proposed visit. It will assess risks, which might be encountered on the visits and will indicate measures to prevent or reduce them. The risk assessments will be based on the following considerations:

- What are the hazards?
- Whom might they affect?
- What safety measures are needed to reduce the risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?
- Risks associated with transport to and from the site of the visit.

Staff planning an off-site activity will, where possible, make a preliminary visit to the venue, in order to carry out an on-site risk assessment. They will take into account the weather conditions at the time of year proposed for the trip and the facilities available, with due regard to the size of the group. The site will be assessed according to its suitability with regard to the age and particular needs of the children. The group leader will also seek out the venues own risk assessments and procedures for health and safety. The LA will only provide their approval for the visits if they are satisfied with the risk assessments provided.

Copies of all completed risk assessments will be held in a central file and be forwarded to the LA as appropriate.

Staffing

On each trip a leader and a deputy leader will be appointed.

Other adult helpers will also accompany on each trip to ensure there is an adequate adult to child ratio, taking into account: medical requirements, safeguarding, behaviour, age of children and the activities on the trip - hazardous or water. The law does not prescribe specific staffing ratios, but the duty of care does require the level of supervision is effective.

Parental Information

Parents will be notified of visits by letter requesting their permission. All information available about the trip is given in this letter, timing, costs, travel, requirements etc. All parents are able to make further enquiries about the school visits at the office as the office staff will hold information on the visit.

Funding for off site visits is provided mainly by parental contributions (voluntary except in the case of residential visits). Trips may be cancelled where insufficient voluntary contributions are made to cover the cost of the trip. This is made clear to the parents in the school prospectus and in correspondence relating to a planned educational visit.

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 he/she is included. We may seek guidance from parents to help us adapt our programme and we will make reasonable adjustments to our itinerary to include any child with disabilities. Any such adjustments will be included in the risk assessment.

No child may be excluded from an activity because of unwillingness or inability of the parent to make a contribution, although activities may be cancelled due to lack of voluntary parental financial contributions.

Residential Activities

Children may have the opportunity to take part in a residential visit. This activity is in the school term and is linked to the National Curriculum. The cost of each residential visit will be based on the number of pupils going and will cover accommodation, food, transport and relevant insurances. Parents who are in receipt of state benefit may, in some cases, be exempt from payments or pay reduced amounts (individual circumstances may apply).

The residential visits are a valuable and exciting opportunity that enables children to take part in outdoor and adventure activities as part of their extended curriculum work. Fully qualified instructors will be used for any specialist activities involved.

Visits Plan

The visits plan for the intended residential educational visit must include the following:

- Risk assessment (generic ones may be used for regular visits)
- Notes from preliminary visits (if appropriate)
- Applications for approval of visits from LA
- General information
- Names, ages, contact details, permission forms, medical notes and other relevant details of all those going on the visits (where appropriate)
- Travel schedule
- Accommodation plan (if applicable)
- List of planned activities
- Fire precautions and evacuation procedures

- Intended arrangements for supervision
- Insurance arrangements for all members of the group
- Emergency contacts and procedures
- Communications information
- Guidance for group leaders
- Guidance for the emergency contact and the Head teacher
- Medical questionnaire returns
- First aid boxes

The EVC or the school office as appropriate will hold this information.

Further health and safety considerations

All adults accompanying the party will be made aware, by the group leader of any emergency procedures that will apply as well as meeting points, emergency contact numbers and times etc.

The office will hold a list of all people accompanying the trip including adult helpers, together with a timetable of activities and a contact mobile phone number (this will be the group leader's).

The safety of the party is paramount and the group leader must take whatever steps are necessary to ensure safety. Prior to a visit, 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 Head teacher (or member of the SLT in the absence of the Head teacher) the possibility of excluding that child from the visit for Health and Safety reasons.

Monitoring and review

This policy is monitored by the governing body and will be reviewed every three years or in accordance with any LA or Government guidance.

Appendices:

Example 'Evolve' proforma

Visits Checklist

To be reviewed and ratified at the FGB Curriculum Committee meeting: 26.03.18

Review: Spring 2020

Visit Form



Visit Name:	Celtic Harmony 211008 (1635)	Visit Leader:	Jennie Smith - Female (01438 718543)
Establishment:	Somerles Junior (738810)	Attendee Group:	Age 8-10 (Key Stage 2)
Overseas:		Intended Attendees:	60 (M=32 F=28)
Residential:			
Adventurous:			
Adventurous (led by establishment staff):			
None of Above:	<input checked="" type="checkbox"/>		
Visit Dates:	21/10/2008		
EVC:	Linda Gilder		

External Providers & Destination

Destination:	Local
Venue/Accommodation address:	CELTIC HARMONY (01438 718543)

Travel Arrangements

Travel Method:	Coach
Travel Company:	HL Travel ()

Purpose & Activities

Main Purpose:	History
Secondary Purpose:	Science
Educational Aims:	Trip to experience Celtic life compared to life on a modern farm. History, science and PHSE

Other Documents

	<p>The following Documents are attached to this visit form:</p> <p>Planning / Risk Assessment <i>Added by: Dawn Dudley at 13/10/2008 16:00:47</i></p> <hr/> <p>Other - No Attachments</p> <p>Itinerary - No Attachments</p> <p>Insurance Details - No Attachments</p> <p>Evaluation - No Attachments</p>
Available:	<input checked="" type="checkbox"/> Emergency Procedures to be taken on visit by Visit Leader in case of an emergency <input checked="" type="checkbox"/> Information Letter to Parents <input checked="" type="checkbox"/> Parental Consent Form

K. Jones

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Appendix B

Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits. The visit should only go ahead if the answer to all questions is 'YES' or N/A

In advance of the visit:

- | | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. | Have the educational aims of the visit been clearly identified? | <input type="checkbox"/> | |
| | | yes | |
| 2. | Is the visit appropriate to the age, ability and aptitude of the group? | <input type="checkbox"/> | |
| | | yes | |
| 3. | Has there been suitable progression/preparation for participants prior to the visit? | <input type="checkbox"/> | |
| | | yes | |
| 4. | Does the visit comply with any guidelines specific to your Establishment? | <input type="checkbox"/> | |
| | | yes | |
| 5. | Does the visit comply with any specific Council guidelines? | <input type="checkbox"/> | |
| | | yes | |
| 6. | If a member of staff is going to lead an adventurous activity, have they been 'approved' by Luton Borough Council? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 7. | If using an external provider or tour operator, has the provider satisfactorily completed and returned a 'Provider Form'? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 8. | Are transport arrangements suitable and satisfactory? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 9. | If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 11. | Have you conducted a pre-visit? (normal procedure for most visits within the UK).
If not, have appropriate additional checks been made? | <input type="checkbox"/> | |
| | | yes | |
| 12. | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). | <input type="checkbox"/> | |
| | | yes | |
| 13. | Have any adult helpers (non Council employees) been approved by the Head of Establishment as to their suitability? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 14. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? | <input type="checkbox"/> | |
| | | yes | |
| 15. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role? | <input type="checkbox"/> | |
| | | yes | |
| 16. | Are all support staff aware of and comfortable with their roles? | <input type="checkbox"/> | |
| | | yes | |
| 17. | Are all helpers aware of and comfortable with their roles? | <input type="checkbox"/> | |
| | | yes | |
| 18. | Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? | <input type="checkbox"/> | |
| | | yes | |
| 19. | Is insurance cover adequate? | <input type="checkbox"/> | |
| | | yes | |
| 20. | Does at least one member of staff know the participants that are being taken away, including any behavioural traits? | <input type="checkbox"/> | |
| | | yes | |

- | | | | |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 21. | Have participants been advised in advance about expectations for their behaviour? If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 22. | Are participants aware of the nature and purpose of the visit? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 23. | Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 24. | Have all relevant details been issued? (eg. itinerary, kit lists, etc?) | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 25. | Are staff aware of any medical needs and/or other relevant details of participants? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 26. | Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 27. | Are staff aware of any relevant medical conditions of other staff/helpers within the group? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 28. | Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 29. | Is a first aid kit (appropriate to the visit) available? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 30. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 31. | For journeys taking place outside the establishment's 'normal' hours, will Form EV7 be carried by the Visit Leader, and Form EV8 with the designated emergency contact/s? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 32. | Are full details of the visit at the Luton Borough Council establishment, and if appropriate with the establishment's Emergency Contact(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 33. | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 34. | Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 35. | If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 36. | A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 37. | Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 38. | Does any specialist equipment conform to the standards recommended by responsible agencies? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |
| 39. | Have all financial matters been dealt with appropriately? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 40. | Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | |
| 41. | If residential, overseas or involving adventurous activities, has the visit been approved by Luton Borough Council ? | <input type="checkbox"/> | <input type="checkbox"/> |
| | | yes | n/a |

During the visit

42. Do all staff have a list of participants/groups? + emergency contact details and Form EV7 if out of the establishment's normal hours? yes
43. Does the establishment office have a list of the names of all participants, including adults? (+ contact details if out of establishment hours) + Emergency Cards yes
44. Do staff have sufficient funds to allow for any contingencies? yes n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
47. Are participant numbers being checked at appropriate times? yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
49. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) yes n/a
50. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? yes n/a
51. If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet? yes n/a
52. Do participants know what action they should take if they become separated from the group? yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)? yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants? yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
56. Has the group been debriefed and any relevant follow-up work completed? yes n/a
57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
59. Have all staff and helpers involved in the visit been thanked for their input? yes

