

# Hutton Cranswick CP School



**Together We Achieve**

## Educational Visits Policy

**Date Completed: September 2018**

**Review Date: September 2019**

## Rationale

At Hutton Cranswick CP School, Equal Opportunities play an integral part in all aspects of teaching and learning. Hutton Cranswick CP School acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at Hutton Cranswick. Ideally visits will support the work in the classroom and should be at least two per year (not necessarily large visits, could be local).

Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfES Requirements and LA guidelines. A member of the SLT has attended the LA EVC training course.

The EVC for the establishment is: Liz Burkinshaw

The Headteacher will keep the Governing Body aware of its Educational Visits via the normal Head to Governors reporting process. All educational visits are completed on EVOLVE. They are checked by the LA dedicated person (Taff Bowles – [taff.bowles@eastriding.gov.uk](mailto:taff.bowles@eastriding.gov.uk))

## Aims

1. To enhance children's understanding of the curriculum.
2. To place the curriculum in a wider arena.
3. To be able to compare the home environment with other locations.
4. To extend first hand experiences.
5. To inspire the children to produce work of quality.
6. To develop children's independence, self-responsibility and social interaction.
7. To enhance the children's awareness and understanding of the multi-cultural society in which we live.
8. To enhance awareness and understanding of the wider world.

## Competence to Lead

The responsible person is the Head Teacher. This doesn't mean the head teacher must necessarily accompany the visit but his/her approval must be sought before proceeding. The responsible person must organise/keep

- A log system of visits taking place (retain for 3 years in the staff room).
- Information relating to an accident (retain until age of majority of child and not less than 3 years)
- All accident records for employees (retain for 3 years).
- A logging system for the administration of medicines (retain for 3 years).
- All risk assessment and trip information will be kept in the staff room.
- The School's Educational Visits Co-ordinator (EVC) is Liz Burkinshaw.
- The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headteacher, including recommendations regarding the approval of visits.
- The EVC role has admin support provided by the school office – this role involves sending out parent letters/obtaining medical details and consent forms.
- The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of residential/overseas/high risk visits is Anne Lilly or Liz Burkinshaw. The Governing Body representative for educational visits is encouraged to take advantage of specific governor training provided by the LA.
- The LA Educational Visits and Outdoor Learning Consultant is Mr. Taff Bowles (tel 01482 392417 email [taff.bowles@eastriding.gov.uk](mailto:taff.bowles@eastriding.gov.uk))

## Monitoring

To assure quality of standards on educational visits the school's Headteacher and/or the EVC will accompany at least one visit per term/year to monitor real practice, and to assist with the review of policies and procedures. Records of these monitoring visits will be kept with the trip risk assessments. Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC. In assessing competence to lead, the EVC will take account of the factors stated on EVOLVE online. In the case of the leading (i.e. instructing) of adventurous activities the assessment is undertaken by the LA by means of EVOLVE and through the highlighted level of the trip.

## Before the Visit:

1a) Discuss the proposal with the EVC/Head teacher and complete the Educational Visit Checklist

If approved:-

- 2) Complete Form: EVOLVE online to be approved by the EVC (The risk assessment should include any potential hazards including any children to take into consideration).
- 3) Book Visit
- 4) Book Transport
- 5) At least a week before let the kitchen know exactly how many packed lunches you require for children, eligible for free school meals, and school adults, by completing the green kitchen form in the Educational Visits Folder in the main office. Also inform if a change in times is required well in advance. **Remember, all infants receive free universal school meals, so these should be catered for if required.**
- 6) At least 2/3 weeks before send a letter to parents with permission slip specific to your outing.
- 7) Arrange for parents and helpers to accompany you on the outing (see ratio section)

## Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to Pupils/Participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on ROVER and kept in EVC file.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

Further detail on risk assessment will be found on the eRiding website - <http://www.eriding.net/all-ages/educational-visits/visits-guidance/>

## Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and Headteacher.

Approval of 'normal' day visits are at the discretion of the Headteacher/SLT/EVC. However, visits that are either:

- overseas
- residential or
- involving an adventurous activity (as defined in the Off Sites Visits Document) will require the additional approval of the LA (online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made.

## Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

## Supervision

Pupils/Participants must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils/participants
- age of pupils/participants
- responsibility of pupils/participants
- competence/experience of staff
- environment/venue

## Role of Supervising Parents/Carers

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils/participants in their immediate care, and be shown the completed Risk Assessment.

## First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

## Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils/participants and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils/participants must wear a seat belt.

## Use of Private Vehicles

In the event of an employee being involved in an accident in his/her car whilst on an official journey, the claim must be dealt with under the owner's insurance. All car users must, therefore, make sure they are adequately covered and that the policy includes their business use and extends to indemnify the Council in respect of third party claims. On occasions staff use their cars to transport young people or for approved journeys such as those between split sites; in these cases, the employee's own insurance must be used for cover, but it would be wise for employees to inform the insurers of the nature of journeys which are likely to take place and the fact that young people may be carried.

## Water 'Margin' Activities

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit.

## Cost

Organisers of school visits must be aware of the Charging and Remissions Policy as approved by the Governing Body of Hutton Cranswick Primary School and the requirements of the Education Reform Act 1988. Advice should be sought from the EVC and the Headteacher.

## Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

### The reply slip should read:-

"I give permission for my child \_\_\_\_\_ to take part in ..... I have read and understand the information about the visit. I enclose my voluntary contribution."

### In the case of sports fixtures, the reply slip should read:-

"My child \_\_\_\_\_ is able to play in the ..... match (at .....) on .....

I have read and understand the information in the letter, and give permission for my child to take part."

## Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the school mobile phone must be with the leader at all times.

## After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents and/or participants. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

## Advice and guidance

ERYC has an Outdoor Education Advisor who can be contacted for any matter concerning off site visits and experiential learning and a Health & Safety Team for all matters concerning safety.

## Staffing Ratios

A professional judgement must be made by the Visit Leader, Headteacher/ Deputy as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the Headteacher must be informed and must sanction the revised ratio. Please note: parents should not bring younger children.

Activity	Age Range	Staff to Young People Ratios	Notes
Local Visits (Galleries, Museums and Normal Countryside)	Reception Years 1-3 Years 4-6	1:4 1: 6-10 1: 10 – 15	
Residential Visits (In UK)	Years 4-6	1: 10	
Swimming in Public Pools (with qualified Lifeguard)	Years 1-3 Years 4-6 Years 7	1:5-8 1:10-12 1: 15-20	
Swimming (all other)	All Years	1:5-10 with 2 Staff Minimum	This is classified an adventurous activity and requires specific local authority approval

## **Appendices**

**Appendix 1 – EVOLVE- online registering of visits**

**Appendix 2 – Risk Assessments**

**Appendix 3 – Model letter/consent form**

**Appendix 4 – Full consent form**

**Appendix 5 – Educational Visit Review Sheet**

**Appendix 6 - Party leaders check list**

**Appendix 7 - Incident Reporting Sheet**

**Appendix 8 - Model guidance for Volunteer Helpers accompanying a visit**

**Appendix 9 - Medical Log**

**Appendix 10 – Flow chart up to and including visit**

## **Appendix 1 and 2**

EVOLVE and Risk Assessments Please see the Educational Visits Coordinator in person to discuss the vast range of relevant risk assessments available for visits, templates for writing risk assessments and electronic forms for registering all visits.

## Appendix 3 – Model Letter

Dear Parents/Carers

As part of the children's study of (Curriculum Area/Theme)\* the pupils in (Class/Year)\* are to visit (place)\* at (address and telephone number)\*. Here the children will (details of all activities and educational objectives)\*.

The children will depart on (date)\* at approximately (time)\* and return by (time)\*. The children will travel by coach fitted with seat belts and will be supervised throughout the visit. The children will be expected to be attentive and well behaved as they are in school. (Names of staff)\* will be accompanying the visit. If you would like to take part as a volunteer helper, please contact (name)\*. There will be (number)\* volunteers going. The children will be required to take with them (list of equipment, clothing and food etc inclusions and exclusions)\*. Children who need inhalers should make sure these are available on the day of the visit. The visit is insured through the County Council's insurers.

The actual cost of the visit is \*(£££)\* per child. To help towards the cost of the visit we would appreciate a voluntary contribution of \*(£££)\* per child. In the unlikely event of an emergency the party will contact school via a mobile phone. Similarly the school is able to contact those on the visit.

Please return the slip below as soon as possible.

Yours sincerely

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I give permission for my child \_\_\_\_\_ to visit (place)\* on (date)\*.

I am able/unable \* to enclose a voluntary contribution of \*(£££)\*.

Signed \_\_\_\_\_ (Parent/Carer) \*please delete

I wish to book a free packed lunch for my child(ren) who is/are entitled to free school meals. (please tick if appropriate)



## Appendix 4 – Full Parental Consent Form

### 1. DETAILS OF JOURNEY

Journey/visit to \_\_\_\_\_

From: \_\_\_\_\_ Date/Time To \_\_\_\_\_ Date/Time

I agree to my son/daughter \_\_\_\_\_ (name) taking part in the above mentioned visit and, having read the information sheet, agree to his/her participation to any or all of the activities described. I acknowledge the need for obedience and responsible behaviour on his/her part.

### 2. MEDICAL INFORMATION (a) Does your son/daughter suffer from any conditions requiring medical treatment, including medication? YES/NO

If YES, please give brief details: \_\_\_\_\_

(b) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious disease or suffered from anything in the last three months that may be or become contagious or infectious? YES/NO

If YES, please give brief details:

(c) Does your son/daughter have any allergies – for example to medication or specific foods? YES/NO

If YES, please give brief details:

(d) Has your son/daughter received a tetanus injection in the last five years? YES/NO

(e) Please outline any special dietary requirements of your son/daughter

I undertake to inform the organiser as soon as possible of any change in the medical circumstances between the date signed and commencement of the journey.

(f) Are there any activities which you do not wish your son/daughter to take part in? (see detailed programme) YES/NO

If YES, please specify \_\_\_\_\_

### 3. DECLARATION

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

I may be contacted by telephone on the following numbers:

Name of Home Contact \_\_\_\_\_ (please print)

Work \_\_\_\_\_ Home \_\_\_\_\_

My home address is \_\_\_\_\_ Post Code \_\_\_\_\_

Alternative Contact Name \_\_\_\_\_ (please print) Telephone Number \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ Post Code \_\_\_\_\_

Name, address and telephone of family doctor (please print)

\_\_\_\_\_ Post Code \_\_\_\_\_

Signature of parent/carer \_\_\_\_\_ Date \_\_\_\_\_ This form or a copy must be taken by the Leader on the activity and retained by the home contact at all times. Please return to

\_\_\_\_\_ by \_\_\_\_\_

## Appendix 5 – Review of the trip

DATE OF VISIT

STAFF ACCOMPANYING VISIT

PLACE VISITED

OBJECTIVES OF VISIT

COMMENTS ON THE ADMINISTRATION OF THE VISIT

HOW SUCCESSFULLY WERE THE OBJECTIVES MET?

WHAT WAS PARTICULARLY GOOD?

WHAT WAS NOT SUCCESSFUL?

HOW WELL DID THE VISIT KEEP TO THE SCHEDULED ITINERARY?

HOW COULD THE VISIT BE IMPROVED?

REPORT ON ANY ACCIDENTS

## Appendix 6 – Organisers checklist

The following basic information must be provided and discussed with the Head Teacher (who will need to seek the approval of the Governing Body for category B visits).

1. Purpose of visit.
2. Educational objectives of the visit.
3. Full details of the proposed visit including any special circumstances or activities and nature of accommodation.
4. Nature of any hazardous activities.
5. Place(s) which it is proposed to visit, with existing knowledge of them and whether a preliminary visit is proposed.
6. Mode of transport.
7. Name/address(es) and telephone number(s) of any accommodation to be used or places to be visited
8. Financing arrangements.
9. Name of organisation/agency/company used.
10. Dates and times of visit(s)/journey(s) - leaving - - activities - returning.
11. Number of school days involved.
12. Proposed size and composition of party, including the age range of students.
13. Name and relevant experience of party leader and deputy party leader.
14. Number, names and relevant specialist qualification (including first aid) of staff accompanying the party.
15. Number, names and relevant specialist qualification (including first aid) of other adults accompanying the party.
16. Insurance arrangements.
17. Implications for students remaining in school.
18. Written information for volunteer helpers.
19. Briefing of accompanying adults.
20. Briefing of pupils.
21. Registration and reporting back procedures.
22. Information for parents and consent form.
23. Private cars insured for business / educational use.
24. EV1 and Risk Assessment Forms completed.

This page should be photocopied and used as a checklist by people preparing for visits and by staff when wishing to confirm that all necessary issues have been addressed.

## Appendix 7 – Incident reporting sheet

You will be asked to answer the following questions by either the home contact or the LEA in the case of reporting an emergency incident. Please be ready to answer them.

- Name of the person reporting the incident?
- Telephone number of where the caller is reporting the incident form?
- Location of where the caller is?
- What happened?
- Name of the establishment the party is from?
- Where did the incident happen with an OS Grid Reference?
- Name of the individuals involved and injuries occurred?
- Time and date of the incident?
- Name of the party leader?
- Where have the injured been taken?
- Where are the remainder of the party now?
- Are the remainder of the party safe?
- Have the emergency services been informed?
- Yes/No – If yes who and when?
- What action has been taken so far?
- Has the establishment been notified?
- Yes/No - If yes, who did you speak to and what have they been informed?
- Have parents/guardians been informed?
- Yes/No – If yes, who did you speak to and what have they been informed?
- Has the media been involved yet?
- Yes/No – If yes, who did you speak to and what have they been informed?

## Appendix 8 – Volunteer Helpers Guidance

Volunteer Helpers must have information given to them at least a day before the visit so that they are fully prepared to support the children they are accompanying.

Visit information for Parents must include:

1. The objectives of the visit;
2. A list of which children are with which adult;
3. How specific children should be assisted (If applicable);
4. What they are allowed to do / where they are allowed to go;
5. What they should not do / where they should not go;
6. How they should proceed through a number of attractions;
7. Specific skills, knowledge, understanding or attitudes the children should develop at certain places on the visit.

They should also be directed to the relevant sections of the Volunteer Helpers Guidebook. These reinforce confidentiality and other areas of guidance.

# Appendix 9 – Medical Log



PUPIL \_\_\_\_\_

MEDICATION TO ADMINISTER	AMOUNT IN EACH DOSE	FREQUENCY	SIGNED BY PARENT/CARER

## LOG OF ADMINISTRATION

DATE	AMOUNT OF MEDICATION (above) ADMINISTERED	TIME OF ADMINISTERING MEDICINE	MEDICINE GIVEN BY

## Appendix 9 – Flowchart



### Research

- Complete organisers checklist
- Run through with EVC and Head
- Book trip (at least half term in advance)

### Action

- Complete EVOLVE online
- Check all relevant generic risk assessments are in place
- Specific risk assessments to be carried out prior to visiting
- Letter/permission slips sent out

### On the day

- Collect packed lunches from the kitchen, if applicable.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.
- Take all permission slips with you on the trip.
- Ensure all volunteers know LO and children specific arrangements.
- Ensure toilet trips have happened.
- Have mobile phone with you at all times.
- Take payment with you if needed.

### On the bus

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.