



Educational Visits

The Old School Henstead

Written by:	WJM
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EDUCATIONAL VISITS including EYFS

This policy applies to any activity organised by the school involving one or more pupil off-site.

We believe that off-site visits offer a hugely rewarding experience to young people, extending and enriching their learning in many ways. However, our priority has to be the safety and wellbeing of all pupils. All visits must take into account pupil's disabilities and special educational needs. No pupil should be discriminated against when planning the visit and provision must be made to include all pupils whenever possible.

This policy document outlines the requirements for the planning, approval and recording of all off-site visits, including legal requirements and responsibilities and Health and Safety issues.

Before the Visit

Any proposed visit must be discussed in advance with the Headmaster, or his deputy, who will assure himself of the competence of the visit leader to lead that particular visit. Costings, including any additional insurance which may be required must be worked out.

All residential visits and other less routine off-site visits must be approved by the Governors well in advance.

In the event that additional adult helpers are involved, (e.g. parents) it is essential that the Safeguarding Policy is followed and that any necessary DBS checks are obtained. A risk assessment, which will usually involve a preliminary visit to the site must be undertaken and logged with the headmaster.

Adequate supervision must be planned for. As a guide for straightforward trips, e.g. museum visits or country walks, 1 adult for every 6 pupils in school years 1 to 2 (EYFS - Reception and Nursery - may have a higher ratio) and 1 adult for every 10-15 pupils in years 3 to 6. Higher levels of supervision may be required for some activities/groups of children. There should be a minimum of one teacher in charge (the visit leader).

Adequate information about the visit must be provided to parents to allow them to decide whether to send their child on the visit. Details of clothing and any other requirements (packed lunches etc.) must be provided. For residential visits more detailed information is provided.

Children should be briefed about the full itinerary of the trip and their concerns taken into account.

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 should be made to accommodate them whilst maintaining the safety of everyone 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.

All visit leaders must complete an EVC checklist and supply required documentation which is submitted to the Deputy head prior to authorisation of the trip by the Headmaster. Emergency checklists are also issued by the visit leader to all adults who will be accompanying the trip. All planned visits must be recorded in the school calendar

so that cover and school duties can be arranged. The school cook must be informed if pupils will be out of school at lunchtimes.

Visit-specific parental consent must be gained for all off-site visits. Parental Permission slips must be signed and returned to the trip organiser.

During the Visit

One adult, '**the visit leader**', always a teacher from the school, should have overall responsibility for the visit which includes the health and safety of the participants. The visit leader must:

1. Ensure adequate first aid provision
2. Keep an accurate list of participants' names and regularly check their presence
3. Ensure that all adult helpers are aware of risk assessments and emergency procedures and have appropriate details of all participants' special educational and medical needs
4. Brief assistants and pupils on their responsibilities, especially with regard to any identified potential risks.
5. Be prepared and able to stop any activity or visit if deemed unsafe.
6. Carry a charged and switched on mobile phone (number known to the school office)

The Visit Leader must make it clear to pupils that they must:

1. Not take unnecessary risks (and point out possibly unseen potential hazards)

2. Follow the instructions of the leader and other assistants at all times during the visit.
3. Dress appropriately for the activity and behave according to School Rules and in a way which brings credit to themselves and the school
4. Be sensitive to local codes and customs especially when abroad
5. Be aware of Health and Safety and tell the leader or assistant of any concerns

The Visit Leader may be assisted by other adults who should be clear about their roles and responsibilities in assisting the Visit Leader to ensure the health, safety and welfare of all young people on the visit. For residential visits or in other situations where assistants are likely to have sole charge of children, they should have a relevant and up to date DBS/CRB check.

All visits should have first aid cover. The degree of cover depends on the nature of the visit. Staff are trained to 'First Aid at School' level. A first aid kit appropriate to the specific needs of the visit is to be readily available.

Relevant procedures from school's Emergency File must be available in case of a major incident.

In all cases, the leader will have contact details of all parents and a charged mobile phone to be able to contact them. Should the situation mean that this is difficult, the leader should phone the school administrator who will then contact parents.

Transport

Supervision during journeys

The Visit Leader is responsible for the group at all times, including maintaining good discipline. Minibus and coach drivers should not normally be responsible for supervision except for a small number of older children making a short journey in the minibus.

When assessing the level of supervision the Visit Leader needs to consider:

1. Nature of transport, e.g. double-decker bus, train etc.
2. Safety on road crossings
3. Safety on transport when pupils are able to roam, e.g. ferries
4. Booking transport so group can travel together
5. Safety at pick-up, drop-off, and rest points
6. Safety of group in the event of an accident
7. Travel sickness and other travel related problems

During the journey, the Visit Leader needs to ensure that:

1. Head counts are carried out when the pupils are getting on and off the transport
2. A supervisor has responsibility for checking safety equipment e.g. wearing of seat belts
3. Pupils understand that they do not have access to the driving area at any time

Minibus

The School Minibus, driven by a member of the school staff or other approved and appropriately qualified adult, can be used for taking small groups of up to 15 pupils plus

2 staff to sporting fixtures and field trips. For larger groups a coach will be hired, complete with driver.

The School will ensure that the vehicle meets legal requirements with respect to licensing, insurance, maintenance and the procurement of appropriate permits including drivers' DBS checks, where required.

All minibus drivers must:

- Be fit and able to drive, having had an adequate rest period and not being under the influence of alcohol or drugs.
- Carry out pre-drive safety checks on brakes, tyres, steering etc and to
- Ensure that the vehicle is appropriate for the passengers to be carried.
- Plan journeys so that they can be completed safely and comfortably in accordance with passengers' needs.
- Have a clear plan of action in the event of a breakdown or accident

Record-keeping

The School will ensure that appropriate records are kept with respect to operation, accident and damage, maintenance, staff training and permitted drivers.

Private Cars

Drivers must ensure their passengers' safety, that the vehicle is roadworthy, and that they have appropriate licence, and insurance cover for using their car on School business. Where appropriate, use of private cars is indicated on trip permission forms and

Drivers should not be left alone in the vehicle with a pupil except in an emergency.

Coaches

All coaches will be booked from a reputable hire company who will be required to provide transport appropriate for the journey being planned. Full details of the intended journey must be provided to the hire company, including details of any stop or breaks required. The company will suggest suitable embarkation times to meet the required time of arrival. Coach and bus companies they should have the appropriate public service vehicle licence.

The Visit Leader and assistants will ensure that all children are properly seated with seatbelts fastened throughout the journey.

Public Transport

Where public transport (buses, trains, underground, ferries) are used, full consideration must be given to all transfers between each stage of the journey. Children should, wherever possible, be kept together and should walk in pairs between one stage and the next, e.g. between train and underground station.

Higher levels of adult supervision than usual should be considered.

Finance (including Insurance)

The visit leader must ensure that the visit is financially viable and that the budgeting includes all foreseeable costs. Parents must be made fully aware of any costs they will incur, and given accurate indications of those they may additionally incur, such as those necessitated by early return.

External Providers

Only reputable companies who follow best practice and, in the case of adventurous activities, have appropriate licences will be used. Copies of external providers' risk assessments and licences must be obtained.

The use of an external provider does not absolve the visit leader and assistants from responsibility; they have the final decision over any aspect of the visit. They must be prepared to step in at any time to stop an activity.

Activities on or around Water

Extra vigilance and supervision is required for all activities based on or near to water. Swimming in a pool, sea or any other body of water must not take place unless the appropriate risk assessment has been completed prior to the visit. Watersports are adventurous activities and must be appropriately assessed and insured.

Water margin activities can be equally dangerous and organisers should read Group Safety at Water Margins produced by Department for Education and Skills and CCPR 2002.

Residential Visits

The visit leader should organise a duty rota for the visit ensuring that there is always at least one member of staff on duty at any time, and, if it is a mixed visit, ideally one of each sex. No member of staff may consume alcohol while on duty, nor prior to duty in such quantity as to impair judgement or exceed allowable levels for driving while on duty.

The visit leader must brief the duty staff on their responsibilities. Visit Leaders apply the policy that pupils have the use of a staff mobile phone on the

visit only in the event of an emergency. (see *Emergency File*)

Foreign Visits

The visit leader must be aware of:

1. Visa and passport regulations
2. Emergency medical facilities and required documentation
3. Vaccinations required
4. Insurance cover for abroad
5. Driving regulations
6. Foreign customs and regulations regarding children
7. Travel update guidelines issued by the Foreign and Commonwealth Office

For any overseas visit the visit leader is advised to hold copies of visas and passports. Visit leader should be aware of care orders and wards of court.

Risk Assessments and other Paperwork

The School will carry out a full and comprehensive risk assessment before undertaking any off-site journey.

In addition to the generic risk assessments (e.g. for travel by minibus) and any visit-specific risk assessments, Visit Leaders and assistants should also carry out an on-going risk assessment i.e the continuous assessment of risk through a visit. This is of fundamental importance to the health and safety of the visit.

Leaders and assistants must always be prepared to stop an activity.

A written record of the visit and any on-going risk assessment must be completed by the visit leader.

Other paperwork which may be required:

- Information letters to parents
- Parental Consent forms
- Trip-specific Pupil Medical forms, which include contact details and permission for emergency medical treatment if the parents cannot be contacted
- Emergency procedures
- Incident and Accident forms / Documentation
- Agreement forms for external providers
- External providers' licences and risk assessments etc
- Insurance documents

Educational Visits Coordinator

Miss Melissa Clifton (Deputy Head) is the Educational Visits Co-ordinator

The role of the EVC is to:

1. Support and advise the visit leader
2. Support and advise the Headmaster and Governors in their responsibilities re off-site visits.
3. Check and confirm the off-site visit forms with the visit leader and in conjunction with the Headmaster.
4. Check and confirm off-site visit risk assessments with the visit leader.
5. Assess the competence of the leader and other assistants in conjunction with the Headmaster.
6. Confirm the emergency contact procedures with the visit leader.
7. Assist in induction and training for off-site visit leaders and assistants.
8. Keep records, monitor and review the School's Educational Visit policy and off-site visits.

Emergency Procedures

All visit leaders and visit assistants must be aware of the emergency procedures which must be read in conjunction and as part of the EVC checklist before departure.

IN THE CASE OF AN ACCIDENT The priorities are to:

1. Assess the situation
2. Safeguard the uninjured members of the group including yourself

3. Attend the casualty or casualties Inform the emergency services and everyone who needs to know of the incident

EYFS Outings and Events

Educational Visit Procedures also apply to all EYFS trips and visits.