

Linden Road Academy



EDUCATIONAL VISITS POLICY

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1. Introduction

This policy adheres to the guidelines laid out by the Local Authority in; **Arranging Educational Visits – Guidelines for Schools, 2009**. In addition to this guidance, the policy has been written with considerations to the new national online guidance resource OEAP National Guidance (Guidance for the Management of Off-site visits and LOTC activities) is an invaluable reference document.

2. Aims and Purposes

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school arranges a number of educational activities and visits that take place off the school site and/ or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Inter school team sports, such as football and netball
- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

3. Responsibilities

It is recommended that the school have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfE requirements and LA guidelines. The school's EVC is Peter Greaves (October 2013)

The role of the EVC is detailed in the Local Authority guidance from 2009 (**Arranging Educational Visits – Guidelines for Schools**)

Specific responsibilities include:

- Local Authority – to approve overseas, residential and adventurous activities
- School Governing Body – approve residential trips, ensure policy is approved and being adhered to.
- Head teacher – to approve visits and assesses competence of visit leaders
- EVC – to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA

- Visit leader – to plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- Supervising teachers and other adults – to supervise children, continually assess risks, manage risks in line with risk assessment
- Pupils – to follow instructions and procedures in line with the risk assessment

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

4. Approval Procedure

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the head teacher and EVC..

In addition, visits that are either:

- Overseas
- Residential or
- Involving adventurous activity

will require the additional approval of the LA. Further approval will also be required from the governing body for visits of these types.

If an external provider or tour operator is being used, they must complete the detailed form at the time of the provisional booking. The procedures to be followed in this case are outlined in appendix 1.

It is essential that all visits have sound and clearly stated educational aims.

5. Parental Consent

Parental consent (or carer) should be secured for all trips. Full details and itinerary for the trip should be made available to parents/careers if requested. Notice should be given to parents at the time that permission is sought, if the visit leader thinks that the trip will run past the normal end of the school day.

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.

Typically 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.”

6. Staffing

a) Competence

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 Head teacher and/or EVC. In assessing competence to lead, account will be taken of the factors stated in appendix 2. Adventurous activities must be led by a fully qualified person, as per the LA guidance. If an adventurous activity is to be led by an external provider, it is expected that they hold an up to date LOtC quality badge.

b) Ratio

As a general guide and in normal circumstances, the adult /child ratio may be

Age	4	-	1:4
	5- 6	-	1:6
	7-10	-	1:10
	11+	-	1:15

Statutory guidance is in place for EYFS educational visits. However, a professional judgement must be made for **each visit**, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue

- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

Evidence that these have been considered should be clear on the trip risk assessment.

c) Supervision

Pupils 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
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

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 in their immediate care, and be shown all relevant paper work (risk assessment etc.) connected to the trip.

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children. It is acceptable for staff, who it has been agreed are 'off duty', to drink a moderate amount of alcohol, but this should not interfere with responsibilities and supervision on subsequent days activities or when driving the school minibus. An off duty rota could be arranged with the visit leader so that a minimum of 2 adults are on duty at all times.

7. Risk Assessment

'Risk assessment' is a careful examination of what could cause harm to pupils, 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 (i.e. low).

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

- Generic Risks – normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's generic self-assessment.
- Event Specific Risk – any significant hazard or risk relating to the specific activity that is not covered in the generic policies. These should be recorded on Form EV5.

- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness – an educational issue as well as a safety issue. It is an essential life skill.

The publication ‘Group Safety at Water Margins’ must be consulted when assessing risks where the visit involves walking along the seashore, collecting samples in ponds or rivers, or paddling in shallow water.

On the day of the Visit

- Refer to the checklist
- Collect first aid kit(s)
- Take asthma pumps and EpiPens as necessary
- Brief supervising adults, including parents
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Count number of pupils regularly, and always when changing locations

8. Plan B

Despite the most detailed and careful 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. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B. Not having a Plan B has been a common cause of accidents.

9. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils 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 must wear a seat belt. Staff must ensure that pupils comply with this rule.

If any pupils are to travel by car, the driver must complete Private Car Form (3). This is also relevant to sports fixtures, and applies to both staff and parents’ cars. A new form must be completed every academic year.

10. First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the minimum requirement for residential visits.

First aid kits are available from the medical room. If the visit involves the party splitting up, a kit should be taken for each group.

11. Water 'Margin' Activities

Where pupils 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.

12. Emergency Procedure

Visit leaders must take with them a copy of **the Emergency card**, which sets out the local authority's procedures to be followed in the case of an emergency. An A4 copy of the **Emergency Card** is also found in each First Aid kit used for visits.

School Contacts must hold a copy of **the Emergency Card** at all times, which details procedures for supporting visit leaders and liaising with the local authority. The Emergency card is available in credit card size.

For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

13. Educational Visits Checklist

The Educational Visits Checklist is an essential part of the risk management process and should be adhered to for all visits. In addition to the checklist, this policy includes a flow chart to help plan all EVC trips (4).

14. Evaluation

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

15. Booking Procedure

The following people must be consulted about proposed visits out of school before booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- Janet Herson in the first instance, or Jane Boyle.

Procedures

1. Inform the head teacher, check that proposed dates are convenient and put in diary.

2. Use trip flow chart to begin to plan trip.
3. Seek necessary assurance from venue or provider about level of public liability insurance, full risk assessments are in place at the venue and/or assurance that the external provider has an up to date LOtC quality badge.
4. Liaise with the Admin office with regards to booking transport, cost, letter to parents and, if necessary, additional insurance.
5. Complete LA approved form (EV2 & 4) (residential trips and adventurous activities only)
6. Complete transport booking form from admin office at least 3 months in advance or as early as possible, and copy to EVC.
7. Inform parents using standard letter from admin officer. (Where own letter is used, email a copy to Admin office).
8. Complete risk assessments for travel to/from venue and, if required, for at the site of the trip, making sure all characteristics of the trip are planned for and risk is reduced as much as possible.
9. Forward Risk Assessments and a copy of letter to parents to EVC.
10. Carry out pre-visit if possible and necessary.
11. Keep record of contributions made by parents/ carers, ensuring money is checked and then send to office daily for safekeeping.
12. Use the educational visits checklist as an aide memoir before and on the day of the visit.

If the head teacher and EVC have not agreed to the visit then **THE VISIT MUST NOT GO AHEAD.**

15. Record Keeping

The EVC will keep an up to date record of visits, planning, risk assessments and paper work. This will act as the school's central record, though the school's business manager may keep other records linked to money collected and payments made.

16. Review

This policy is reviewed every 2 years.

Appendices

1.

For completion by 'external providers'

Providers that do not hold an LOtC Quality Badge and that are to be attended by Linden Road Primary school and Hearing Impaired Resource Base

Establishment Staff member in charge

Date(s) of visit..... Name of provider

The provider or tour operator providing services to the establishment named above is asked to give careful consideration to the statements below and sign in the space at the end of the form to indicate that the standard of service will meet the conditions listed. Please tick all specifications you can meet, indicate by a cross any you cannot meet, and write N/A against any specifications which do not apply to your provision.

Section A should be completed for all visits. Sections B (Adventure Activities), C (Tour Operators) and D (Expeditions) should also be completed if applicable.

SECTION A - ALL VISITS

Health, Safety, and Emergency Policy

1. The provider complies with relevant health and safety regulations, including the Health and Safety at Work Act 1974 and associated regulations for visits taking place in the UK, and has a health and safety policy and recorded risk assessments which are available for inspection.
2. Accident and emergency procedures are maintained and records are available for inspection.

Vehicles

3. All vehicles are roadworthy and meet the requirements of relevant regulations in the country in which they are to be used.

Staffing

4. All reasonable steps are taken to check staff that have access to young people for relevant criminal history and suitability to work with young people.
5. There are adequate and regular opportunities for liaison between establishment staff and the provider's staff and there is sufficient flexibility to make changes to the programme if necessary and the reasons for such changes will be made known to establishment staff.

Insurance

6. The provider has public liability insurance for at least £5 million with a clause giving 'indemnity to principal'.

Accommodation (if provided)

7. UK accommodation is covered by a current fire certificate or advice has been sought from a fire officer and implemented, and a fire risk assessment has been completed.
8. There are appropriate security arrangements to prevent unauthorised persons entering the accommodation.
9. Separate male and female accommodation and washing facilities are provided and staff accommodation is close to participants' accommodation.
10. If abroad, the accommodation complies with fire, health and safety regulations which apply in the country concerned.

11. Linden Road Primary School will not enter into a contract with any Provider that requires the signature by students or their parents, or by employees of the Council, of:

- (a) any waiver or other document purporting to restrict or exclude in respect of the signatory:
 - (i) the liability of any supplier of services related to the activity for any breach of a duty of care or any other legal duty owed to the participant in the activity ; or
 - (ii) the right to obtain a remedy from a supplier of services related to the activity in respect of any breach of a duty of care or any other legal duty owed to the participant ; or
- (b) any indemnity in respect of liability that may be incurred by any supplier (or any party connected with any supplier) for breach of a duty of care or any other legal duty owed to the participant.

2.

Assessment of Leader Competence

The EVC and/or Head of establishment must consider the following when assessing the competence of a member of staff to lead a visit:

- a) What experience has the leader in leading or accompanying similar or other visits? (Check Visit History on EVOLVE).
- b) Is the leader competent in planning and managing visits (has s/he completed Visit Leader Training?).
- c) What are the leader's reasons for undertaking the visit?
- d) Is the leader an employee of the local authority / establishment?
- e) Does the leader have the ability to manage the pastoral welfare of participants?
- f) Does the leader exhibit sound decision making abilities?
- g) What experience has the leader of the participants he/she intends to supervise?
- h) What experience has the leader of the environment and geographical area chosen?

- i) Does the leader possess appropriate qualifications?
- j) If appropriate, what is the leader's personal level of skill in the activity, and fitness level?
- k) If leading adventurous activities has the leader been 'approved' by the LA?
- l) Is the leader aware of all relevant guidelines and able to act on these?

3.

PRIVATE CAR FORM

Use of a private car to transport young people

1	To: The Head of _____ Establishment
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I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects. My vehicle is fitted with seatbelts, and I will ensure that young

people use these. I will comply with the Child Restraint and Car Seat Regulations, and ensure that children under 12 or 135cm use a booster seat if required.

2	Signed: _____ Print name: _____
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3	Address: _____ _____ _____ _____
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4	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	Insurance cover required
For teachers, youth workers, or other LA / establishment employees	<i>'Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>'Use for social, domestic and pleasure purposes'</i>



