

Policy for

Successful

Implementation of

Educational Visits

|  |  |
| --- | --- |
| Reviewed by staff: | October 2022 |
| Reviewed by Governors: | November 2022 |
| To be updated: | October 2023 |

HIGH CLARENCE PRIMARY SCHOOL

POLICY FOR SUCCESSFUL IMPLEMENTATION OF

## EDUCATIONAL VISITS

**Contents:**

1. **Introduction**
2. **Planning and managing visits**
3. **Key considerations**
4. **Reconnaissance**
5. **Assessing risk**
6. **Role of children**
7. **Selection of participants**
8. **Staffing the visit**
9. **Parental consent**
10. **Medical considerations and first aid**
11. **Safety during the event**
12. **Visit costs**
13. **Transport**
14. **Educational visits to farms or similar**
15. **Swimming**
16. **Outdoor activities**
17. **Lunches**
18. **After the visit**
19. **Trips with Link Schools**
20. **Designated safeguarding Lead**
21. **LOtC Quality badge holders**
22. **Inclusivity**

# HIGH CLARENCE PRIMARY SCHOOL

**POLICY FOR SUCCESSFUL IMPLEMENTATION OF**

## EDUCATIONAL VISITS

1. Introduction

Well planned and well conducted visits and residential experiences form a recurrent and important part of the curriculum at High Clarence Primary School. Such visits form an important learning experience for children and can make a lasting and positive impact on personal and social development as well as consolidating and enhancing their knowledge and skills. Evidence of the curriculum enrichment provided by visits beyond school is to be found in children’s self-esteem and confidence, in their work across many areas of the curriculum, in assemblies, school photos and displays, favourable comments from children, staff, parents, helpers, governors and people who have hosted the visits.

All activities beyond school contain an element of risk. The management of this risk is essential in maintaining enjoyable and successful visits. Every consideration is given to ensuring that every risk is assessed, and practical advice given to counteract it, through focused risk assessments, prior to the trip taking place.

This policy has been written in consultation with children, staff, governors and parents. It is expected that all staff will consult this document and the National Guidance published by the Department for Education, [Health and Safety on Educational Visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits#the-2-main-types-of-trips) and the lead body for outdoor education, [The Outdoor Education Adviser’s Panel](https://oeapng.info/) before taking children on a school trip.

1. Planning and Managing Visits
2. Key Considerations

When embarking upon planning and organisation of educational visits, a series of considerations should be made:

* What are the aims of the visit?
* How does it fit into the children’s current curriculum needs?
* How does the visit fit into the school’s long term curriculum plan?
* What advice is needed before deciding to proceed with the visit?
* What are the skills and knowledge required of the school based staff accompanying the visit?
* Does the proposed venue offer value for time and money?
* Ensure there is a refuge place identified near to your destination in case of inclement weather or an incident.
* Is the Designated Safeguarding lead aware of the trip and available for the duration of the visit?

Investigating these considerations should provide information regarding the effectiveness, efficiency, appropriateness and economy of visits. It will also contribute to establishing the safety of a particular event.

Pre-visit sheet should be completed prior to the visit and a copy retained in school in case of an emergency. All boxes should be completed and shown to the headteacher to ensure thorough organisation beforehand (Appendix 1)

1. Reconnaissance

Whenever practicable, organisers should precede ventures beyond school by undertaking exploratory visits. The purpose of such reconnaissance is to-

* Evaluate the suitability and potential of the proposed venue
* Assess areas of potential risk

Advice regarding these matters must be sought from the Headteacher/LA.

No commitment should be entered into without satisfaction that adequate safety provisions have been taken.

1. Assessing risk

Risk should be kept within reasonably acceptable levels. Consideration should therefore be given to:

* The type and level of activity undertaken
* Location & weather,
* Competence, experience and qualifications of staff
* Group members age, competence, fitness and temperament, health and medication needs.
* Timing of visits (including seasonal)
* Adequately informed parental consents

Particular consideration should be given to those group members who have SEND, medical problems or who present challenging behaviour in school.

Staff are expected to complete a Risk Assessment Sheet for any off site visits as close to the actual visit as possible. (Appendix 2).

If at all possible two staff should visit the trip site. Any amendments which may be needed for further visits should be reported to the Senior Management Team/ Headteacher.

If risks are deemed unacceptable, then either:

* The activities should be modified
* The activities should not take place.

Where there is any significant chance of harm then a process of risk assessment and effective risk management can help all those involved. The process should be:

* Simple
* Proportionate
* Suitable & Sufficient
* Manageable
* Achievable.

**If appropriate risk assessments have not been made by staff prior to the visit, the visit will not be allowed to take place.**

If events change on the day, thorough assessment based upon professional judgement will direct the necessary additional control measures.

1. Role of Children

The visit will be discussed with the children prior to the trip to ensure they are aware of the organisation of the day; what to do if they get lost, (See Lost Child Policy), to discuss any fears they may have about the trip; to discuss medical conditions; to inform them of their groups; to remind them to wear school sweatshirts.

1. Selection of Participants

Several considerations need to be made when determining who should attend a particular visit:

* The aim of the visit
* The class at whom the activity is targeted
* The number of places available
* The individual needs of the children
* The behaviour of the children in school
* The health/condition of children (see section h)

1. Staffing the Visit

The responsibility for planning, arranging and conducting education beyond the school lies with the Headteacher.

The Head Teacher shall make a judgment about the suitability of that person to lead **that** group on **that** visit-activity in **that** environment.

This responsibility is exercised on the behalf of the Local Authority.

It may however, be appropriate to delegate this responsibility to a suitably qualified member of staff.

All visits should include the suggested ratio of adults/pupils is:

Nursery 1:2

Reception 1:4

Year 1 – Year 2 1:8

Year 3 – Year 6 1:10

(The ratio may alter depending upon the behavioural/medical needs of the children and the nature of the trip).

This will need to be reviewed according to each individual planned event. Parents/Volunteers may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and pupil group. Anyone who has not had a criminal conviction check should never be left in sole charge of pupils. The suitability of potential supervisors should be assessed by the group leader and the headteacher at an early stage of the planning process. When there is any doubt about suitability further investigations should be made and if any doubt remains the adult should not be allowed to help supervise the visit. Similar considerations should be made for adults who have no supervisory role but who wish to take part in the visit. Volunteers must be aware of their role and should be aware that teachers retain the primary responsibility for supervising the party at all times.

On occasion two teaching staff may accompany a visit. In such cases, an agreement regarding roles and responsibilities should be made with accompanying staff and the Headteacher prior to commencement of the visit. The teacher leading the party will be the one who is best qualified and experienced in the particular activity being focused on with the particular group involved. The lead member of staff will be named prior to the visit and a second leader nominated in case such circumstances arise where the first named is unable to lead. In the case where the lead member of staff is unable to attend it would be good practice prior to the trip, to nominate a third member of staff as they will then be involved with all aspects of the trip in case they become the second leader.

1. Parental Consent

Parental consent should be gained in advance in writing. This will include asking parents to confirm their child’s medical condition before the trip. Trips will be classed as any off-site visit whether this be in the local residential area or further afield.

Parents will always be given information regarding the visit/the activity and written permission requested. If written/verbal permission is not given a child will not be allowed to attend the visit.

Prior to residential visits parents will be invited into school to discuss the details of activities planned and accommodation provided. An exemplar letter can be found at Appendix 3.

1. Medical considerations and First Aid

The following points need to be considered prior to a school trip:

* Names of staff with first aid status
* Names of children already on the school medical list
* Children on SEN register for behaviour problems
* If doubts persist over the health of a pupil, then medical advice should be sought in writing prior to the child attending a visit. Such written advice can then be placed in the child’s record file.
* All children should be aware of what to do if they are feeling unwell during a visit and any permitted medication required should be given to the group leader prior to leaving school. All medication should be clearly labelled with the child’s name and instructions on administration. Inhalers should also be labelled and carried by their owners. Staff should check that children have brought medication prior to leaving school.
* A First Aid Kit is provided in school and kept stocked by Mrs Y Main. All staff have attended appropriate First Aid training but a lead member of staff for this will be identified prior to the trip.
* Prior to departure on residential visits a comprehensive medical information sheet should be completed by parents.
* If a child needs medication and this is not brought to school on the day of the trip/visit then the child will not be allowed to attend the visit.

1. Safety during the Event

Teachers accompanying a party have, under common law, ultimate responsibility for parents, acting in ‘loco parentis’. If staff are unsure of their ability to exercise this responsibility effectively, (perhaps in cases where children can present challenging behaviour in school) then an individual’s parents/guardians should accompany the visit. Where it is impossible or impracticable, then the child should not participate in the visit.

This decision will be made by the Headteacher/senior management in the best interests of:

1. the child concerned
2. the other children involved with the trip

As trips are costly and children want the maximum input for their learning and enjoyment it will not be deemed appropriate for a child to be taken who will:

1. hinder learning
2. spoil the enjoyment of the trip.

**Leaders** must have clearly defined and effectively communicated :

* roles
* responsibilities
* accountabilities.

So that **everyone knows**:

* who is in charge
* what they are in charge of
* who they are in charge of.

And **everyone else** knows :

* to whom they are accountable
* and who is responsible for them.

In order to exercise their responsibilities and ensure safety, teachers should:

* Understand their role
* Have a clear itinerary
* Have contingency plans for events such as
* the withdrawal of some adult help, ill health or accidents
* alternative activities in case of inclement weather
* Be aware of medical procedures
* Be prepared to take action on behalf of pupils to secure their safety (without compromising their own wellbeing or that of the group)
* Be prepared to report in writing any accident/incident according to established school procedures to both the venue and in the school accident book.
* Make children aware of what to do in an accident/incident occurs (e.g. rendezvous points)
* Have relevant safety equipment

Mobile Phones

Staff will be expected to take their mobile phones on a school trip in case of an emergency. This will be agreed with the headteacher/SLT prior to the trip.

If the photos are requested by other agencies for PR purposes then permission must be sought from the school/parents before this can take place.

Insurance cover for Pupils on School Visits: such cover is available for Residential visits and visits including high risk activities from Stockton Borough Council Education Department. All general trips are covered under Stockton Borough Council Public Liability Insurance.

1. Visit Costs

Educational visits are costly and these costs are met through a range of funding:

* School Budget Share
* School Private Fund
* Voluntary contributions from parents

Voluntary contributions are made in accordance with the Local Authority Charging Policy which has been adopted by school. If we do not receive sufficient voluntary contributions, it may become necessary to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. These children are not treated differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and this information will be provided in the school trip letter.

1. Transport

Depending on the nature of a visit, if transport is required, a variety of options may be used:

* Cars of appropriately insured staff
* Self-drive minibus (with seatbelts)
* Private hire coach/minibus (with seatbelts)
* Public transport

Coaches/minibuses will be booked by the School Business Manager from reputable companies.

1. Educational visits to farms or similar

If a visit to a farm is to be organized, due consideration should be given to the Public Health England publication [Avoiding infection on farm visits.](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/796824/Farm_visits_avoiding_infection.pdf)

Particular consideration must be taken for pregnant people attending farm visits to ensure they do not handle or touch pregnant sheep or lambs.

Advice on hand hygiene at farms available [here.](https://www.gov.uk/government/news/infection-risk-at-petting-farms-phe-urges-good-hand-hygiene)

1. Swimming

As swimming forms part of our curriculum, attention must be given to the administering of medication, particularly the use of asthma inhalers. Supervision at the swimming pool should be 1 adult to 10 pupils (High Clarence ratio, 1 – 12 is national expectation) in school years 4 – 6. For pupils in Year 3 and below the ratio will be higher. Teachers should monitor the risks of regular swimming activities and adjust supervision levels for their individual groups as necessary. This will include travelling to and from the swimming baths. A parental consent form should be completed before the children go swimming. Risk assessments will be undertaken by the teacher in charge and by the staff and swimming teachers at the swimming pool. (See Risk Assessment in Risk Assessment File/Swimming File.)

Supervisory teaching staff accompanying the swimming party must familiarise themselves with the Tees Active Ltd risk assessment for School Swimming Activities, available from the host’s venue.

They must sign to show they have read and understood it.

1. Outdoor Activities

Planning and preparation for off-site activities should be carried out in consultation with the current prevailing guidance published by the:

[Outdoor Education Adviser’s Panel](https://oeapng.info/)  and,

[The Council for Learning Outside the Classroom](https://www.lotc.org.uk/learning-beyond-starting-your-lotc-journey/) , LOtC.

1. Lunches

Packed lunches should be ordered from the school cook at least 2 weeks prior to the event. Numbers of child and adult meals should be given.

The cook should be advised of any dietary requirements.

1. After the Visit

Please try to follow up visits in a suitable way. Work may be displayed relating to the visit. Photographs will be uploaded to Seesaw.

1. Trips with Link Schools

If any trips are arranged in conjunction with other schools (e.g. a visiting school comes to High Clarence Primary School for the day) the following procedure should occur:

**A.**

* Risk Assessments should be completed by High Clarence Primary School Staff for any activities in which the schools may be involved e.g. visit to Transporter Bridge, RSPB, local area, etc. and copies made available for the visiting school.
* Visits to local facilities may have their own risk assessments in place and these should be used accordingly.
* A First Aider for the visiting school should be named and any medical conditions for the visiting school should be given to the group leader of High Clarence Primary School.
* In the case of any incident occurring contact should be made with High Clarence Primary School as soon as possible.
* Accident forms should be completed in High Clarence Primary School and a copy given to the visiting school.

In the case of High Clarence Primary School visiting other schools the following procedure should be implemented:

**B.**

* Risk Assessments to be obtained from the school to be visited **before** the visit takes place
* A prior visit to the school should take place if this can be organized
* A medical list, a copy of ‘Organising Successful School Visits’ and a copy of all the children attending the trip will be given to the school to be visited
* A contact name and telephone number for High Clarence Primary School will be given

Any information which may help in the planning of further visits will be given to the Senior Leadership Team/Headteacher. Feedback from the children on the enjoyment/suitability of the trip will be taken.

For school trips staff will be expected to take their mobile phones with them in order to a) be able to contact each other during the trip if the need arises b) for school/ staff on the trip to be able to contact each other c) to be able to contact parents in the case of emergency.

1. Designated Safeguarding Lead

The designated safeguarding lead and/or a deputy should always be available during school times and any off-site activities, for staff to discuss any safeguarding concerns.

1. Inclusivity.

The Equality Act 2010 defines several protected characteristics and it may be

illegal to discriminate against someone displaying any of these characteristics.

The school shall therefore make reasonable adjustments to include those with any special educational, medical needs or protected characteristics, entitling them to participate.

A decision to exclude someone should not be taken lightly, and only after consultation with those who have responsibility for them or are involved, such as the headteacher, visit leader, class teacher, SENCO, parents, support staff, any third-party provider, GP or social worker.

If you exclude someone from a visit or activity for good reasons, you should consider providing them with a suitable alternative.

You should also consider the impact of exclusion on them, and the wider implications such as on attitudes and relationships across the establishment.

Any adjustments that are made to include an individual should not impinge unduly on the planned purpose of the activity. For example, it may not be appropriate for a parent to accompany a child on a residential visit where a planned outcome of the visit is developing independence.

However, you may be able to find a different activity which will achieve the same purpose, and which is accessible to all.

**Exclusion for behaviour**

Behaviour is not one of the protected characteristics defined by the Equality Act. It may therefore be acceptable to exclude someone from an activity or visit if their potential behaviour presents a significant, unmanageable and unacceptable risk to the health, safety or welfare of either themselves or others, or to the successful completion of the activity or visit.

However, if the behaviour is associated with a protected characteristic, great care should be taken to ensure that unfair or illegal discrimination does not take place.

Please refer to [OEAP Guidance 3.2e](https://oeapng.info/8855-inclusion/) for further details.

**Useful advice and resources:**

DfE [Schools Coronavirus Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance)  including educational visits

Annex C: [Domestic residential educational visits](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#annex-c-domestic-residential-educational-visits)

DfE’s [Health and Safety on Educational](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) Visits Nov 2018

[The Outdoor Education Advisers Panel.](https://oeapng.info/)

National guidance for the management of outdoor learning, off-site visits and learning outside the classroom.

N Caraher

Headteacher

October 2022

Appendix 1

ORGANISING SUCCESSFUL SCHOOL VISITS

|  |  |  |
| --- | --- | --- |
| Place of visit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of visit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No. of children\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **No. of adults\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(Any health problems to be noted)** |  | Departure time\_\_\_\_\_\_\_\_\_\_\_ **Return time\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Advice on children’s clothing given Yes/No** |

|  |
| --- |
| Group Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Second Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Supported by** Indicate first aid arrangements\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Risk Assessment completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Is the designated safeguarding lead aware of the proposed trip? \_\_\_\_** |

|  |  |
| --- | --- |
| **Transport arrangements**  **Coach company\_\_\_\_\_\_\_\_\_\_\_\_**  **Seatbelts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Booked on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Cost\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Lunches**  **Number required\_\_\_\_\_\_\_\_\_\_**  **Booked on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Cook advised of any special dietary requirement \_\_\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| Consent forms sent Yes/No Checked Yes/No |

|  |
| --- |
| **Type of Activity**  **Alternative Activity in case of change in circumstances e.g. weather, illness etc.** |

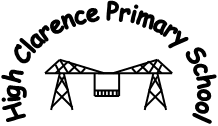
|  |
| --- |
| **Extra personal insurance cover**  **Reconnaissance visit made Yes/No arranged Yes/No**  **Site booked Yes/No Booked on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Site confirmed Yes/No Signed (leader)\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signed (headteacher)\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| Contact numbers School 01642 561237 **Venue:**  **Mobile phone numbers of leaders:**  **Mobile phone number of contact member of staff in school:** |

Appendix 2

Risk Assessments for Off Site Visits

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | **Persons at Risk** | **How Harmed** | **Control Measures** | **Residential risk rating (e.g. High – Low)** | **Comments**  **Actions** |
|  |  |  |  |  |  |

Appendix 3

Dear Parents,

Class 3 will be visiting Cleveland Ironstone Mining Museum, Deepdale, Skinningrove as part of the work they are doing in school about the Stone Age. The visit will be taking place on …………………………...

We will be leaving school at 9.00 a.m. and will return to school for approximately 3.15 p.m. Please ensure your child is on time for school. The children will be travelling by coach, with seatbelts, and will be accompanied by Mrs Caraher, Mrs Brown, Mrs Burns and Mrs Main.

The full cost of this trip is £157 which is £6.55 per pupil. We would like to ask for a voluntary contribution of £6 per child from yourselves. School will pay the remaining balance. **We would like to stress that if not enough voluntary contributions are made, unfortunately we will not be able to go ahead with the trip.**

Packed lunches will be provided for children who have free school meals. If your child normally pays for school dinners please could you provide a packed lunch, or alternatively if you require school to provide a packed lunch please pay the normal dinner money (£2.05 per day) and fill in the slip below. Please note that drinks should be in cartons or plastic containers – no glass bottles.

Please ensure that your child wears sensible, comfortable footwear and clothing. A warm, waterproof should be taken in case of wet weather. If your child needs an inhaler or any other form of medication please could you complete the form below and ensure that your child’s teacher is aware of this.

Please could you complete and return the form below as soon as possible.

Mrs J Orridge

Headteacher

…………………………………………………………………………………………………………………………………………………………………

I hereby give permission for my child…………………………………………………..class………………………..to go to Cleveland Ironstone Mining Museum on …………………………………………………………….

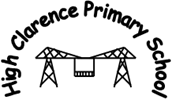
I enclose herewith a voluntary contribution of £6 towards the cost of the trip.

Signed…………………………………………………………………Parent/Guardian Date………………………………

I would like school to provide a packed lunch for my child - Yes/No

My child has a medical condition Yes/No (If Yes please give details)

Emergency contact number:



Dear Parents,

Your child will be having swimming lessons in a 2 week block from ……………………………………..

The swimming lessons will take place at Billingham Forum **every afternoon** from ….. p.m. to …… p.m. starting ………………………………… and finishing on …………………………………….

Your child will need to bring to school a swimming costume/trunks and a dry towel **each day**.

It is a rule of the swimming baths that jewellery, particularly earrings, must not be worn for swimming.

If your child uses an inhaler could you please ensure that he/she brings it for the swimming lessons. Also, if your child has any other medical conditions that we should be aware of, would you please let us have full details.

Transport to and from the baths will be provided and a teacher and 1 teaching assistant will accompany the children.

Please sign and return the form at the bottom of this letter as soon as possible.

Jean Orridge

Headteacher

………………………………………………………………………………………………

I give permission for my child………………………………….class…………………….

to have swimming lessons each afternoon at the Billingham Forum commencing …………………………………………………………………………

Signed………………………………………Parent/Guardian

My child has a medical condition YES/NO (if yes please give details below)