



St. Nicholas C of E Primary School

Educational Visits Policy

Our Vision Statement

“To maximise the learning potential of every pupil within the love of God.”

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Reviewed by: R. Younger

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1. Introduction

1.1 Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. Educational visits can also help increase the personal resilience and self-esteem of those involved, as well as having a positive impact on team-working skills.

This policy should be read in conjunction with Blackpool Council's Policy and Guidance for the Management of Offsite Visits & Adventurous Activities. This policy can be found on the T:/ drive of the school server under "Educational Visits."

Further guidance can be found on the website of the Outdoor Education Advisers' Panel National Guidance at <http://oeapng.info/>

All educational visits at this school are prepared and submitted for approval through EVOLVE which can be found at www.blackpoolvisits.org

Risk assessments must be completed for all visits and uploaded to the EVOLVE visit form. The risk assessment must include details of all significant risks, and how they will be mitigated or managed to an acceptable level. Whilst it is the assessing of risk which is primarily important and not the piece of paper at the end of the process, it is a legal requirement for these risk assessments to be recorded (ref. *The Management of Health and Safety at Work Regulations 1999*). Visit Leaders should use the risk assessment format which is approved by the school; these are available from the school server and on the resources section of the school's EVOLVE account.

Before any trip is planned it is essential for the Visit Leader to speak to the Educational Visits Co-ordinator (EVC).

1.2 Scope

This policy applies to all activities which take place off the school site where adults, acting in the course of their employment at St Nicholas C of E Primary School or as volunteers at the school, have responsibility for children who are not their own, i.e. are acting 'in loco parentis'.

1.3 Definitions

Activity Any specific element within a Visit. This might be a particular activity (such as pond dipping) but could equally refer to a specific element of the Visit (such as travel or residence). Visits should be regarded as comprising a number of consecutive and interdependent activities.

Adventurous Activities These are defined as one where a National Governing Body (NGB) qualification is required in order to lead it. This

includes caving, climbing, horse riding and water sports, to mention but a few. For a full list see the resources section of EVOLVE or speak to the EVC.

Base contact The person or people who can be contacted by the Visit Leader at any time (day or night) during a Visit and who has the competence to provide support and, if necessary, take charge of the situation.

Deputy Leader The person or people who supports the Visit Leader and is capable of taking over from the Visit Leader whenever this may be necessary.

Educational Visits Co-ordinator (EVC)

The member of school staff appointed to co-ordinate all Visits and with the status to effect change and be the focus of good practice.

Recommendations demonstrate good practice. **Requirements** are instructions and must be followed.

Risk assessment A systematic analysis of the risks associated with all aspects of the Visit and what controls (measures) will be used to eliminate or mitigate the risks. Following the risk assessment, a decision can then be made as to whether the residual level of risk is acceptable. If it is not acceptable, then the Visit must not go ahead.

Visit The term that describes the entire period between departing from and returning to the school, including time devoted to travel. The Visit will usually comprise a number of Activities.

Visit Leader The designated person responsible for the Visit and who will have over-all responsibility for the safety and conduct of participants.

2. Roles & Responsibilities

2.1 Governing Board

The Governing Board is responsible for:

- Ensuring that this policy complies with the school's Health & Safety Policy and all relevant Health & Safety legislation;
- Scrutinising the details of any residential, adventurous or overseas educational visits that the school is planning to undertake before granting approval.

2.2 Headteacher

The Headteacher is responsible for:

- Ensuring that all visits are carried out in line with this policy;
- Ensuring that the school's EVC has adequate training to carry out the role;

- Ensuring that all visits are inclusive and do not discriminate on the basis of any of the protected characteristics listed in the Equality Act 2010;
- Counter-checking and approving all educational visits via EVOLVE, after they have been approved by the EVC;
- Bringing to the attention of the Governing Board any residential, adventurous or overseas educational visits that the school is planning to undertake.

2.3 EVC

The EVC is responsible for:

- Ensuring that the school's Educational Visits Policy is reviewed at least every three years; more often if there are significant changes to relevant legislation or national/local guidance;
- Checking and approving all educational visits via EVOLVE;
- Bringing to the attention of Visit Leaders any proposed arrangements for an educational visit that do not meet the school's requirements and supporting Visit Leaders to alter arrangements in order to make the visit viable;
- Keeping records of all visits including reports of accidents/near misses that occur;
- Providing in-school training/briefings for all staff organising educational visits;
- Facilitating the sharing of good practice with regard to educational visits;
- Organising external training for Visit Leaders as and when appropriate;
- Monitoring practice and reviewing systems.

2.4 Visit Leaders

Visit Leaders are responsible for:

- Ensuring that all visits receive initial approval from the EVC before any detailed arrangements are made;
- Ensuring that all the necessary approvals have been granted before beginning the visit;
- Submitting all EVOLVE forms to the EVC in a timely fashion, as per this policy;
- Ensuring that parental consents are obtained before the visit takes place and that any children from the relevant class/year group not taking part in the visit have suitable alternative arrangements. Under no circumstances should a child be taken off-site without parental consent;
- Organising emergency arrangements including a base contact who can be contacted at all times during the visit (NB for residential, adventurous or overseas visits there must be at least two 24 hour base contacts);
- Ensuring that the base contact has the list of participants taking part in the visit before it begins, contact details for the Visit Leader and contact details of the venue to be visited;
- Checking with the school's Business Manager that all accompanying adults have the necessary DBS or pre-2002 police checks;
- Explaining all visit arrangements, including risk assessments, to all adults taking part in the visit and ensuring that they have the base contact's details (to be used by other adults only in the event of the Visit Leader being incapacitated);

- Recording any accidents/near misses that occur on visits which they are leading and sharing these with the EVC;
- Ensuring that adequate first aid arrangements are in place for all visits which they lead;
- Making adequate arrangements for all special educational or medical needs of visit participants;
- Stopping the visit or an activity if the risk to the health & safety of participants or members of the public is unacceptable and having a back-up plan in place for such an eventuality;
- Following all aspects of this policy when organising educational visits.

3. Procedures

3.1 Local Visits

Use of the local area for environmental, historical and geographical work is encouraged. This includes traffic counts, visits to the local shops, garden centres, etc. No transport will be needed but safety issues and staffing ratios must be considered and kept to.

- a) As a guide, staffing ratios should be at least 1:10 for Key Stage 2; 1:6 for Key Stage 1 and 1:4 for Reception. However, these ratios are not definitive and will vary according to the nature and challenges that some children may present. The nature of the activity and the level of experience of accompanying adults should also be taken into consideration. This is part of the risk assessment process and should be documented therein.
- b) All visits off site require that parents give written consent.
- c) The Visit Leader must take a mobile phone and first aid kit in case of emergencies.
- d) The Visit Leader must complete a risk assessment and EVOLVE entry at least a week before the visit and ensure that approval has been given by the EVC and Headteacher before starting the Visit.

3.2 Day or Half Day Trips

Once a member of staff has decided on a visit location which needs transport, and gained initial approval in principle from the EVC, the following schedule should be followed:

- 1) Depending on the mode of transport to be used, either:
 - i) Ask the school's Administrative Assistant to contact the approved coach companies to get quotes; or
 - ii) Ask the school's Administrator to calculate the fuel cost of using the school minibus.
- 2) Complete a basic costing of the visit – including transport, entrance fees, etc. – to establish the financial feasibility.
- 3) The Visit Leader is recommended to undertake a preliminary visit to the location wherever possible, in order to carry out an on-site assessment. If this is not possible, an in-depth conversation should take place between the Visit Leader and a member of staff at the venue so that the Visit Leader is in a

- position to knowledgeably undertake the risk assessment. If the Visit is to a location that is not staffed, a pre-visit is a requirement.
- 4) At least 2 weeks before the visit date, complete the EVOLVE entry and submit it to the EVC for approval.
 - 5) Once approval has been given by the EVC and Headteacher, confirm coach and venue bookings. Check disabled facilities if necessary. Liaise with the school's Administrator regarding payment for the venue.
 - 6) Calculate any financial contributions to be requested from parents, referring to the school's Charging and Remissions Policy.
 - 7) Liaise with the Administrator to have information about the visit sent to parents via ParentApps. If the visit includes an external organisation who may wish to take photos of the children, consent for this should be requested at this point. Payment by either ParentPay or PayPoint barcode letter indicates consent for the pupil to go on the visit. In the case of a child taking part in the visit without the parental contribution being made, a signed parental slip must be obtained prior to the visit.
 - 8) 1 week before the visit, inform the kitchen of the date of the visit and arrange for the required packed lunches for those children on school dinners (if necessary) and re-confirm bookings.
 - 9) On the day before the visit, ensure that the pupils know of the lunch, travel, equipment and grouping arrangements. Emphasise the behaviour expected while representing our school.
 - 10) On the day of the visit, hold a briefing with all other adults who are coming on the visit with you, to make sure they are clear about all the arrangements, including those that are in your risk assessment.
 - 11) Also on the day of the visit, collect the first aid kit, sick bags, wipes, etc. for the journey. Make sure that you have all the necessary inhalers and other medication required by participants. Take a mobile phone in case of emergencies and make sure the base contact has this number. Collect signed cheques for fees payment if needed.
 - 12) Prior to leaving ensure that a full list of adults and participants on the visit is left with the base contact.

Please bear in mind:

- a) Child / adult ratio should be at least 1:10 for Key Stage 2; 1:6 for Key Stage 1 and 1:4 for Reception. The actual number of adults needed will depend upon the nature of the visit and the particular challenges that some children may present. If a pupil has 1:1 support as part of their educational provision, this adult must not be counted into the over-all child / adult ratio: this should be outlined in your risk assessment.
- b) When costing the visit, remember to include any fees for additional adults.
- c) Where a parent has particular difficulty in meeting the cost, the school can contribute. However, if a significant number of parents do not make a contribution, the visit may need to be cancelled (see Charging & Remissions Policy).
- d) We normally expect full school uniform to be worn when out on a visit. This looks smart and aids easy identification.
- e) It is the Visit Leader's responsibility to check for possible safety hazards and to ensure that all pupils are well supervised at all times.

- f) Pocket money – instructions regarding this should be on the initial letter to parents.
- g) Please ask a senior member of staff about anything which concerns you.
- h) Try to ensure that you have a senior member of staff with you if you have less than 5 years teaching experience.
- i) ALWAYS ensure that you have a Plan B. Most accidents occur when no Plan B has been devised (e.g. what happens when it rains?).

3.3 Residential, Adventurous and Overseas Visits

All residential, adventurous and overseas visits undertaken by the school follow Blackpool Council guidelines.

Planning for such visits will be undertaken at least 9 to 12 months in advance. Permission for these has to be obtained from the school's Governors and from Blackpool Council.

Due to the need for additional permissions, the EVOLVE form for these types of visits should be submitted at least 6 weeks before the visit is due to take place.

The Visit Leader has responsibility for the planning, organisation, costing and informing of parents. This includes:

- Safety issues
- Itineraries
- Supervision and safety of pupils and especially 'down time'
- Insurance arrangements
- Medical and emergency arrangements
- Consent forms and parent contacts
- Medical and dietary arrangements
- Pocket money
- Use of "spare time"
- In the case of foreign visits, passport arrangements.

The Headteacher has over-all responsibility for checking that all of the above arrangements are satisfactory.

It is the school policy that when pupils are on residential visits, no direct contact is made between the pupils and home. This is to avoid homesickness and under no circumstances should mobile phones be taken by children.

The Visit Leader must have details with them of two base contacts as well as the contact number of the school itself. Both base contacts should be available 24/7.

Both base contacts must hold the trip manifest which must include all medical information as well as signed consent forms for emergency medical treatment.

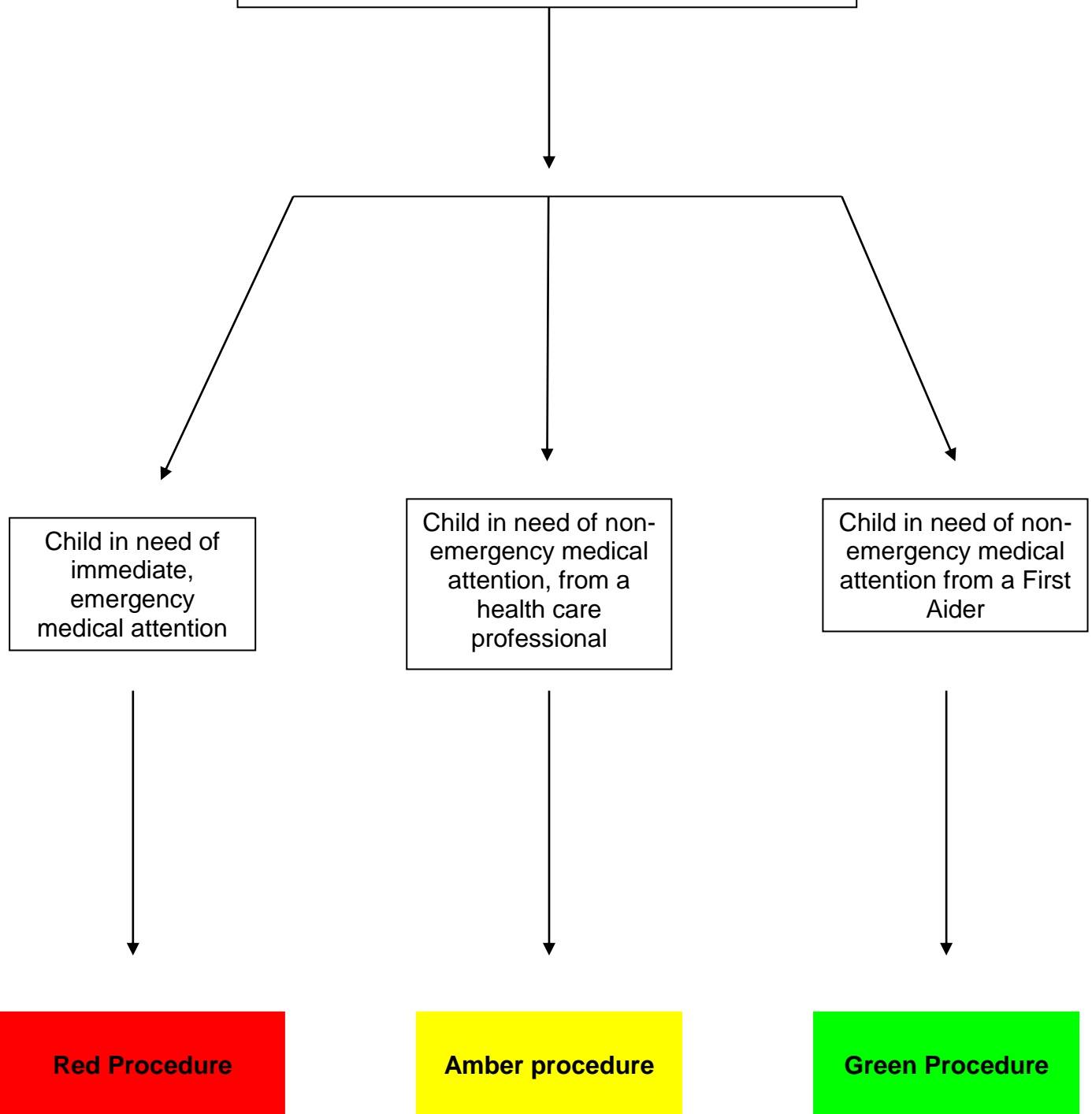
As the staff accompanying children on a visit have direct responsibility for the welfare and safeguarding of the children in their care, no alcohol must be consumed and staff

must be always ready to act speedily and coherently in an emergency situation, should it arise.

Emergency Procedure

In the event of an emergency situation on an educational visit the following procedure should be applied. The Visit Leader should have made all members of staff aware of their roles in this case.

Visit Leader makes initial assessment of situation.



===Emergency Procedures===

RED PROCEDURE

Red procedure is used when the participant is in need of immediate emergency attention.

1. Phone Emergency Services using mobile phone or nearest available phone.
2. As soon as possible the school base contact should be informed of what has happened. S/he will advise you and then contact the parents and guardians via the emergency contact and medical information given to them by the Visit Leader.
3. A member of staff **MUST** go with the emergency services to hospital until the parent or carer arrives.
4. A full report must be made and the incident will be evaluated to ensure safety measures and risk assessments were appropriate.

AMBER PROCEDURE

Amber procedure is used when a participant is in need of non-emergency medical attention.

The Visit Leader should assess the severity of the complaint and decide on a course of action.

Deputy Visit Leader should then ensure that the rest of the participants are safe and cared for.

Visit Leader should check that the medical information given to ensure medication, etc. is accessible.

If First Aid attention is required this should be done by the person with responsibility for this area on the visit.

The school base contact should then be contacted, should any participant need treatment from a doctor or any other health care professional.

The base contact will advise you and then contact the parents and guardians via the emergency contact and medical information given to them by the Visit Leader.

Should hospital treatment be required a member of staff **MUST** go with the emergency services to hospital until the parents and guardians arrive.

If the participant is to be taken to hospital via a car, the driver must ensure that they have the appropriate insurance cover.

A full report must be made and the incident will be evaluated to ensure safety.

GREEN PROCEDURE

The green procedure is used when participants have minor injuries or complaints that do not need medical attention.

The Visit Leader should assess the severity of the complaint and decide on a course of action.

If no medical attention is needed the person with responsibility for First Aid may treat the injury as they see fit.

The incident should be reported on return to school via an evaluation form.

A letter outlining that the participant has received First Aid treatment should be given to parents.

With incidents that involve head injuries, contact with parents should be made before they are released back into their care.

IT IS VITALLY IMPORTANT THAT IF THERE HAS BEEN A CRITICAL INCIDENT WHICH MAY HAVE MADE THE NEWS, THAT SCHOOL ARE INFORMED AS SOON IS PRACTICAL TO ALLOW THE SCHOOL TO PREPARE FOR ANY MEDIA INTEREST.