



# The Manor School

# Education Visits Policy

---

Key Document details:

Author: [Hannah Gordon](#)

Owner: [Hannah Gordon](#)

Date: [July 2019](#)

Ratified: [Sarah Todhunter \(CoG\)](#)

Version No.:

[Version no 1](#)

Next review:

[July 2020](#)

---

# School Visit Policy The Manor School

## Introduction

School visits, which provide valuable opportunities for learning through first-hand experience, are an integral part of the curriculum at The Manor School but the safety of children is always our first priority.

- The safety of all children and adults participating in any planned educational visit or journey is of paramount importance.
- It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Education Visit Co-ordinator (EVC).
- All risk assessments must be given to the EVC and retained for future reference.
- A Risk Assessment document is a legal requirement and subject to audit.
- All staff planning visits should read and follow the detailed guidance provided by The WHF.

## Planning a Visit

The following questions must be addressed:

- What are the educational benefits likely to arise from the visit?
- What does the place to be visited have to offer?
- Is there sufficient time for planning?
- Is the travelling distance suitable?
- Is enough known about the location?
- Is the cost of the trip reasonable?

## Types of Visits

There are 4 types which each have different requirements which must be met by visit organiser:

1. Those activities which are considered an ***integral part of the school routine***. Permission for these is obtained when a child starts school.
2. ***Swimming lessons***: Parental consent is required before the first session; this will cover all subsequent sessions.
3. ***Educational Day Visits***: The school proforma including a risk assessment must be completed for each of these.
4. ***Residential Visits***: These visits require careful planning, the process of risk assessment should be undertaken by the Visit Organiser and the school's Educational Visits Coordinator (EVC).

## The Organiser of the Visit will:

- Liaise with the EVC throughout the process;
- Ensure the Checklist for Planning an Educational Visit is followed;
- Visit the venue of the visit in order to complete the risk assessment and plan the visit suitably
- Fill in a detailed Risk Assessment
- Discuss the risk assessment with the EVC who will make a decision as to whether the visit can go ahead;
- Send a letter to parents outlining the event and requesting parental consent;
- Choose adult supervision with care:
- The capabilities, experience, talents and qualifications of all accompanying adults should be given appropriate consideration;
- Every person accompanying children on a school visit must have an enhanced DBS. ;
- Complete an Emergency Contact List;
- Collate the children's emergency numbers and medical records

- Brief all adults, before the visits r/e their roles and responsibilities and what to do in case of a critical incident;
- On return complete a Report and Evaluation sheet and fill in any additional accident / incident forms as appropriate.

## Levels of Supervision

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

As a guide:

- Nursery children should be supervised at a level of 1:2
- Reception children should have a minimum adult to pupil ratio of 1:4
- KS1 adult : pupil ratio – a minimum of 1:6
- Lower KS2 adult : pupil ratio -a minimum of 1:8
- Upper KS2 adult : pupil ratio - a minimum of 1:10

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times. Staff with relevant qualifications will accompany children on all visits.

## Sports Fixtures

The arrangements of all sports fixtures must be planned and organised accordingly. If teachers' or other vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, Class 1 insurance, etc are all in place. Appropriate child restraints must be used in line with Government legislation. All adults transporting children, on behalf of the school, must have an enhanced DBS check.

## Residential Visits

Overnight stays of any kind involve additional levels of care and the minimum ratio of teachers/adult supervisors is 1:10, which may include qualified centre staff where appropriate. At least one teacher and one adult supervisor are assigned to each group, with both sexes represented in the case of mixed parties if at all possible. A summary sheet of information about children and adults participating in a residential visit is completed along with emergency contact information and a copy given to the home/school based contact. Visit organisers need to be fully aware of procedures in case of serious incidents and ensure that LA/WHF emergency contact numbers are taken with the paper work and consent forms on the visit. The visit organiser will ensure that parents have the school phone number for emergency contact should the need arise during or after the visit. On return an evaluation of the visit will be carried out and given to the EVC.

## Farm Visits

Farms can be dangerous places so taking children to a farm should be carefully planned. The risks to be assessed should include those arising from misuse of farm machinery and the hazards associated with EColi 0157 and other infections. Those who are pregnant are at particular risk. Check that the farm maintains good washing facilities, clean grounds and public areas.

### On Farm visits - never let children:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from taps
- Ride on tractors or other machines

- Play in the farm area

## **Inclusion**

The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc.

***The visit organiser will take all reasonable steps to ensure inclusion for all.***

However, on occasion, it may be that the behaviour of a particular child is such that identifying suitable and sufficient control measures through a risk assessment process is not possible. This applies particularly to pupils who have a record of persistent disruptive behaviour warranting Fixed Term or Internal Exclusion and, of course, the nature/type of visit and length of stay. If this is the case then the

Principal (EVC) will need to:

1. Take advice from the visit leader and discuss an individual risk assessment (RA) and write into the general risk assessment that we have an individual RA and agree the RA with parents/carers.
2. If there is still significant concern, despite the development of an individual RA, that the behaviour of the child might compromise their safety or the safety of others the Principal must meet with parents to share the school's concerns.
3. Based on discussion with parents Principal to make recommendation on whether the child can access the visit to The Primary Director, The White Horse Federation.
4. The Principal will then communicate the decision to parents and the child making necessary arrangements.

## **Equipment**

The following items should be taken on all visits:

- First Aid Equipment
- Children who require asthma inhalers to have them with them or with an adult dependent on their age. These are to be checked that they are in date before the trip.
- Prescribed medication
- Sick bucket
- Mobile phones
- Contact list for emergencies for all children and adults in the party

## **Transport**

Local coach companies are used to transport children, the best tender is accepted.

In the event of an accident:

Attempt to park in a safe place

- Keep the passengers in the vehicle unless they are at risk by doing so.
- On a motorway children should be taken away from the road.
- Note the precise location.
- Assess the situation and report the details to school as soon as possible
- An adult must stay with the children at all times.

## **Delays**

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

## **Injuries**

- Assess the injured without injury to yourself.
- Only attempt First Aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help: dial 999 and give the following information:  
- the location, details of casualties – age / condition, phone number.

## **Critical Incident Plan**

1. Trip organiser to inform the Principal - Mrs Hannah Gordon
2. Mrs Tridgell to inform Chair of Governors – Mrs Sarah Todhunter and Mr Simon Cowley, PrimaryDirector WHF
3. Mrs Gordon to inform parents of child/ren involved in the accident
4. Trip organiser to know that no parents are to be contacted from the accident scene
5. Principal/EVC to keep in contact with trip organiser

# Educational Visits Process

Obtain a risk assessment from the venue you are going to visit  
Or  
Fill out a risk assessment form for the visit.  
(Some generic risk assessments are available)

Fill out an EVA approval form.

Ensure all activity center residentials are AALA licenced or equivalent.

Send to your schools Educational Visits  
Coordinator (EVC) for approval.

Ensure the Principle had approved the trip.

## LOW LEVEL RISK TRIPS

Brief staff attending the visit of the controls and emergency procedures for the trip.

All visit information to be stored in the Educational Visits File.

## HIGHER RISK ACTIVITIES

Brief staff attending the visit of the controls and emergency procedures for the trip.

All visit information to be stored in the Educational Visits File.

**Send a copy of EVA approval form and risk assessments to the Federation Health and Safety Manager. i.e. residential, abroad, ski trips, rope access and water activities.**