



Westbridge Primary School

# **Educational Visits Policy**

October 2018

**Review Date:** October 2019

## **Rationale**

At Westbridge we are passionate about education and the power it has to improve pupil's life chances. As such, we have high aspirations and ambitions for the future and a commitment to providing the opportunity for every child to fulfil his or her full potential. Everything that we do is underpinned by our broad Christian ethos of Grace, Love and Fellowship and our school motto of the 4Ps, e.g. Perseverance, Pride, Positivity and Potential.

Westbridge Primary School acknowledges the value of educational visits in broadening and enhancing both the learning and social experiences of our pupils. Educational visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Westbridge is committed to ensuring that the curriculum is enriched for pupils through educational visits linked to the curriculum. Every pupil at Westbridge will usually have the opportunity to attend one educational visit per term. Pupils will visit a variety of places of interest, which may include: theatres, museums, art galleries, wildlife parks and sports stadiums.

This policy has due regard to the following statutory documents and guidance:

- Keeping Children Safe in Education (September 2016)
- What to do if you're worried a child is being abused – Advice for practitioners (March 2015)
- Working Together to Safeguard Children (March 2015)
- The Children Act 1989 and 2004
- Education Act 2002 (section 175)
- The Education (Pupil Information) (England) Regulations 2005
- Disqualification under the Childcare Act 2006

In addition, school specific policies or guidance will interrelate with this policy such as:

Safeguarding & Child Protection, Behaviour, Staff Expectations, Code of Conduct, Whistleblowing, Anti-Bullying, Health & Safety, Attendance, Recruitment & Selection, Complaints and Teachers and/or Support Staff Standards.

## **Inclusion**

Westbridge will take all reasonable steps to ensure the inclusion and participation of pupils who have special needs, medical conditions, or have a disability, following a risk assessment process, in line with the SEN Code of Practice (which takes account of the SEN provisions of the SEN and Disability Act 2001) September 2014 and Equality Act 2010.

## **Duties and Responsibilities**

- All staff have a duty of care for the welfare and safety of all children taking part in an educational visit
- Every adult has a duty to stop any activity when it is considered that unsafe practice has been observed
- Every adult accompanying the visit must have a role
- The Visit Leader should brief all adults as to their roles and responsibilities during the educational visit
- By signing the risk assessment, the Visit Leader confirms that all adults participating in the visit have read, understood and adopted the written risk assessment

## **Preparing Pupils**

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for behaviour for all educational visits. Ongoing briefings are an important element of learning and safety

## **Procedures and Risk Assessments**

Under and health and safety laws, staff are required to obtain appropriate approval for educational visits. All risk assessments must be conducted by the Visit Leader and approved by the Educational Visits Co-ordinator prior to all proposed visits or activities taking place.

### Type A

- Educational visits, (non-adventurous, or residential for up to one day), e.g. theatre visits, museum visits, parks, visits to local schools for an event

### Type B

- Educational visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment
- Visits involving adventurous activities
- Visits to farms or theme parks
- Visits including overnight stay or residential accommodation

- Visits outside the UK, including Foreign Exchange visits

Staff wishing to undertake a Type A visit should submit the details of the educational visit and a completed risk assessment (see Appendix 2) to the Educational Visits Co-ordinator (EVC)/Headteacher at least 3 weeks in advance. Venues may also supply their own risk assessments, which should be submitted along with the Westbridge Risk Assessment. It is highly recommended that staff conduct a pre-visit to the venue prior to the educational visit in order to make an informed risk assessment, which may need to be updated following the pre-visit. Staff should liaise with the School Office with regard to bookings, travel and lunches at least 2 and ½ weeks in advance.

Type B visits need approval from the Governing Body/Chapel St Trust at least 4 weeks prior to the educational visit taking place. After the forms have been checked and approved by the Educational Visits Co-ordinator /Headteacher, they must be submitted to the Governing Body/Chapel St Trust for approval.

Following all visits the Visit Leader should undertake a review. Any incidents or accidents should be reported in accordance with the reporting requirements.

### **Health and Safety Considerations**

Prior to an educational visit, if it is felt that the behaviour of an individual pupil is likely to compromise the safety of others, the Visit Leader should discuss concerns with the Headteacher/Assistant Headteachers to ensure that reasonable adjustments are implemented to enable the pupil to take part (especially if the visit is part of the curriculum). An example of reasonable adjustments include 1:1 supervision from the pupil's parents, an Individual Safety Plan, etc.

### **Emergency Procedures**

The Visit Leader is responsible in the event of an incident, accident or emergency and must:

- Following the procedures on the checklist, as appropriate, in the circumstances (please see Appendix 1)
- Contact the school office and report any incident to a member of SLT
- Leave their own mobile telephone number with the school office
- Have a full list of names, addresses and telephone numbers of parents/carers of all pupils involved in the visit

### **Staffing Ratios**

A professional judgement must be made by the Visit Leader, Headteacher (or Assistant Headteachers in her absence) as to the appropriate ratio for each visit.

This will be determined by:

- Type, duration and level of activity
- Needs of individuals within the group (SEND)
- Experience and competence of staff and accompanying adults
- Nature of the venue

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

The following ratio of adults to pupils is recommended for educational visits:

<b>UK (non- residential or adventurous)</b>	
Nursery (Age 3-4)	1:2-3 (minimum 2 adults)
Reception (Age 4-5)	1:3 (minimum 2 adults)
Years 1-2 (KS1) (Age 5-7)	1:5 (minimum 2 adults)
Years 3-6 (KS2) (Age 7-11)	1:10 (minimum 2 adults)

<b>Residential Visits (UK)</b>	
Years 3-6 (KS2) (Age 7-11)	1: 8-10 (minimum 2 adults)

<b>Swimming in Public Pools (with qualified Lifeguard)</b>	
Years 1-2 (KS1) (Age 5-7)	1:5-8 (determined by public pool)
Years 3-6 (KS2) (Age 7-11)	1:10-12 (determined by public pool)

<b>Swimming (all other)</b>	
Years 1-6 (KS1 and 2) (Age 5-11)	1:5-10 (minimum 2 adults)

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish meeting points and tell adults and pupils what to do if they become separated from the party.

### **Safer Recruitment - Volunteers**

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis will be in regulated activity. An enhanced DBS certificate (which should include barred list information) would need to be obtained for all volunteers who are new to working in regulated activity.

## **First Aid**

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be suitable. A decision based on the potential risks and pupils involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group.

The visit leader is responsible for ensuring that first aid kits and individual medication is taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

## **Information For Parents / Carers**

Parents will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details

Parents will receive the details of planned educational visit at least two weeks in advance. There are occasions where this may not be possible (e.g. last minute fixtures at sporting events, etc.); however, every opportunity will be taken to give parents as much notice as possible.

In the case of residential trips, parents will be invited to an information meeting, where they will be provided with information about the residential trip and have an opportunity to ask questions.

Parents need to be aware that during the educational visit, members of staff will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would.

Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

## **Parents / Carers Consent**

It is a requirement that a signed parental consent form is obtained from the parents/ carers of all pupils participating in educational visits - in exceptional circumstances, we will accept verbal consent.

If a parent does not consent to their child attending an educational visit, they will be invited to meet with the class teacher, or phase leader to discuss their reasons. If consent is withheld, the pupil will not be taken on the visit, but will remain in school, with the learning objectives of the visit being delivered to the pupil wherever possible. If the pupil does not attend school on the day of the educational visit, the absences will be treated as unauthorised, unless a satisfactory explanation for the pupil's absence has been received.

If a parent gives conditional consent, the Headteacher, or Assistant Headteacher will need to consider whether the pupil should attend the educational visit, or not.

## **Payment for Visits**

Please refer to the school's 'Charging Policy'.

### **Monitoring and Review**

This policy is monitored by the appropriate Committee of the Governing Body and will be reviewed every two years, or earlier if necessary.

## Appendix 1

### Emergency Procedures

The Visit Leader is responsible in the event of an incident, accident or emergency. The Deputy Visit Leader will assume overall responsibility for the group during the absence of the Visit Leader to maintain the safety and well-being of the rest of the group.

#### Emergency Procedure Checklist

If an emergency occurs during an educational visit, the following points need to be considered by the Visit Leader:

- Establish the nature and extent of the emergency as quickly as possible
- Establish the names of any casualties and get immediate medical attention/call the emergency services if necessary
- Ensure that the Deputy Visit Leader makes certain that the rest of the group are safe, adequately supervised and remain together at all times
- Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures
- Ensure that a member of staff accompanies any casualties to hospital, providing doctors with any relevant medical information
- Notify the police if necessary
- Notify the British Embassy/Consulate if an emergency happens abroad
- Inform the Headteacher/Assistant Headteachers at school
- Provide details of the incident to school, which should include: nature, date and time of incident, names of casualties, details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- Notify insurers, especially if medical assistance is required (the school contact can undertake this role)
- Notify tour operator (if applicable)
- Ascertain telephone numbers for future calls.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written account of all events, times and contacts details after the incident
- No person from the group should speak to the media. Names of those involved should not be given to the media, as this could cause distress to families, etc. Media enquiries should be referred to the Headteacher/Assistant Headteacher
- No person from the group should discuss legal liability with other parties
- Keep receipts of costs incurred during the emergency
- Complete an Accident Report Form as soon as possible, on return to school

#### **Emergency Procedures Checklist For School Contact (Usually the Headteacher/Assistant Headteacher)**

- Prior to the visit, the name and school/home/mobile telephone numbers of a school contact should be identified.
- If an emergency occurs, the main considerations for the school contact to consider include:
- Liaising with the Visit and Deputy Visit Leaders and ensuring that they are in control of the emergency
- Establishing if any assistance is required from the school
- Speaking personally to the parents of any pupils who has suffered injury or mishap.

- Ensuring that parents of pupils who were not injured, but were witness to the emergency, etc. are contacted by a member of school staff
- Ensuring that parents are kept informed at all stages of an emergency (where possible)
- Contact the Chair of Governors and Chapel St Schools Trust
- Keeping a full record of the details of the incident that have been obtained
- If a serious incident occurs, the school contact should liaise with the designated media contact at Chapel St Schools Trust as soon as possible. In the event of an emergency, all media enquiries should be referred to the Chapel St Schools media contact. The name or details of any casualties should not be given to the media.

### **Emergency Procedures Checklist For Lost Children**

- Prior to an educational visit, pupils will be briefed about the importance of staying with their partner and group leaders. They will be reminded to encourage each other to be aware of what is going on and stay with the group.
- Pupils will be instructed on what to do if that if they separated from the group, e.g. they must STAND STILL so that the Visit Leader can re-trace their steps to locate the pupil, or if a pupil has been left on the tube/train, they are to get off at the next station and STAND STILL.
- Pupils will be advised that many adults are there to help them, therefore if they are approached by a person in uniform e.g. a station attendant, zoo keeper, the police, etc., or a parent with children, they can talk to the person and let them know what is happening. Under no circumstance must they go with the person - they should remain where they are and ask that their message is taken so that it can be conveyed by loud speaker or the school telephoned.
- In the unlikely event of a pupil being separated from the group, the Visit Leader will call the register to ascertain that the child is missing. The Visit Leader and one other member of staff will search the immediate vicinity, going to places where the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- The Deputy Trip Leader will assume overall responsibility for the rest of the group during the absence of the Visit Leader to maintain the safety and well-being of the other children.
- If the pupil is not found after approximately 20 minutes, the Visit Leader will contact the school and the parents of the missing child by telephone to notify them and ascertain whether they have any information.
- The Visit Leader will contact the police after 25 minutes of the child going missing. Once the police arrive, all relevant information about the pupil will be given, so that the police can take over the search. The Visit Leader will remain with the police to comfort the pupil when found and maintain regular contact with the school.
- The Deputy Visit Leader and remaining staff will return to the school with the rest of the pupils.
- When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain why the incident occurred and revise the risk assessment procedures where appropriate.





**Appendix 2**

**Educational Visits Risk Assessment**

**OUTLINE OF EDUCATIONAL VISIT:**

Name and Location of Venue:		Type of Visit: A/B	Costs:	Dates:	Departure Time:	Return Time:
Transport/Travel Arrangements:			Has The Venue Been Pre-Visited By Staff and Deemed Safe and Suitable? Yes/No  Details:			
Details of Significant Medical/Special Needs:		Details of First Aid Arrangements:				
Learning Objective:		Programme/Itinerary:				
Year Group(s) or Ages of Pupils:	Total Number of Pupils:		Total Number of Adults:		Adult/Pupil Ratio:	
Name of Visit Leader and Role:	Name of Deputy Visit Leader and Role:		Name/s of Additional Staff Members:		Name/s of Volunteers (e.g. parents, students, etc.):	
Parental Consent Obtained for All Pupils: Yes/No		Do All Members of Staff Have Up-to-date Pupil Needs Lists, Parent Contact Details and Staff Details: Yes/No		Have All Adults Been Briefed By the Visit Leader as to Their Roles/Responsibilities and Emergency Procedures During the Educational Visit: Yes/No		

**ASSESSMENT OF SPECIFIC SIGNIFICANT HAZARDS:**

Hazard	Risk	Persons at Risk	Control Measures/Procedures to be Implemented	Action Points (Who to be informed: Staff, Pupils, Parents)	Residual Risk	Tick if in Place
(Consider, as appropriate: travel, sites (including accommodation), activities, group (ability, medical, behaviour, special needs) any other significant specific hazards)			(Include plans for supervision including plans for any remote supervision)		(Low)	

Hazard	Risk	Persons at Risk	Control Measures/Procedures to be Implemented	Action Points (Who to be informed: Staff, Pupils, Parents)	Residual Risk (Low)	Tick if in Place
(Consider, as appropriate: travel, sites (including accommodation), activities, group (ability, medical, behaviour, special needs) any other significant specific hazards)			(Include plans for supervision including plans for any remote supervision)			
Alternative Plans (for poor weather etc.)						
Emergency Plan:						

RISK ASSESSMENT COMPLETED BY (NAME):

SIGNED:

DATE:

(By signing the risk assessment, the Visit Leader/Deputy Visit Leader confirms that all adults participating in the visit have read, understood and adopted the written risk assessment)

APPROVED BY EVC (NAME):

SIGNED:

DATE:

APPROVED BY GOVERNORS (IF APPLICABLE):

SIGNED:

DATE:



