

# Lanesfield Primary School



## Educational Visits Policy 2017

Review 2020

## Visits Policy

This policy has been written in conjunction with the Educational visits guidance provided by Wolverhampton Local Authority for the management of off-site visits.

### Introduction

The Governing Board recognises the importance and value of educational visits and is keen to encourage their development. The safety of the Staff and children involved in them is paramount. It is essential that all visits are planned and supervised with great care.

### Planning & Procedures

#### The Visit

To establish the appropriateness and safety of a visit everyone concerned should have a clear understanding of the objectives relating to all areas of the curriculum and the impact this may have in understanding the **'fundamental British values' which are:**

- democracy.
- the rule of law.
- individual liberty.
- mutual respect for and tolerance of those with different faiths, beliefs and people without faith.

Activities must match the age, needs and experience of pupils and should address questions such as:

1. What is the aim of the visit?
2. Where does it fit into the pupils' current curricular needs?
3. Is it in line with the school's curricular and safeguarding policies?
4. Is the aim being achieved in the most efficient and effective manner?

One Key aim applicable to all Educational Visits is that of teaching children to be observant and identify hazards, knowing what to do if they spot one – this is in line with our school aims and our PSHE curriculum.

### Appendix 1

 outlines the specific procedures to be completed before the visit, during and after the visit.

### Planning

Organisers should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk.

No contract or visit should be entered into until the organisers are satisfied that there is good safety provision.

### Risk Assessment

All proposed Educational activities off school site must follow the completion of a formal risk assessment. Risk assessment is to be written down prior to the event and communicated to all involved. At Lanesfield we have adopted the use of the Wolverhampton Evolve system.

We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. We aim to do this by careful consideration of the following factors:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualification of the school supervisory staff.
- The group members' age, competence, fitness and temperament
- The ratio of experienced, qualified centre staff to students.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

### Responsibilities

The Governing board have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit. Authority for residential visits require the approval of governors and LEA approval prior to the visit taking place.

The Head Teacher along with the educational visits officer have overall responsibility for ensuring that this policy is adhered to and for all off-site activities.

All injuries or accidents should be reported to the Head Teacher immediately and recorded in the school accident log. The L.A. should be informed of any injuries resulting in an IR1 investigation.

Parents must receive written details of routine visits and journeys. Their written consent is required for all activities that differ from the daily norm. This should be at least 4 weeks prior to the visit taking place.

Supervision of Pupils - It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group.

Party leaders retain responsibility for the safety of pupils at all times, but on occasions may delegate this to a qualified member of the centre staff for a short time during a hazardous journey of increased risk.

**Appendix 2** outlines the expected code of conduct to be adhered to by pupils on an educational visit.

### **First aid provision**

All offsite visits must include a minimum of one member of staff with a recognised First aid qualification. Individual pupil's medication together with a complete first aid kit must be taken on all educational visits.

### **Staffing the Visit.**

For Safeguarding reasons it is imperative that wherever possible a minimum of two staff support each visit, one of whom should be a qualified member of staff.

Suitably experienced education visit leaders should be found or the visit will not take place.

Voluntary helpers must be carefully selected and must act towards the children as a careful parent would in similar circumstances. However, the teacher retains primary responsibility for supervising the group at all times.

### **Minimum recommended staffing ratios are as follows:**

- For day visits without a high risk, a ratio of 1 adult to 10 children is required.
- Activities with increased levels of risk will require lower ratios.

For children under 8 years, a ratio of 1 adult to 6 children is recommended.

LA guidance states:

- each visit should include a teacher – but this is at the discretion of individual governors
- no difference in number of children that qualified / unqualified staff should have assigned to them

### **Transport:**

Whenever an educational visit is due to take place that requires transport hired by the school, and approved by a reputable company should be used. It is important to ensure that this hired transport should be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained.

## **Appendix 1**

### **Prior to Visit: Complete a risk assessment form and have it signed by the Head teacher or educational visits officer.**

1. Identify group leader. Preliminary visit to venue where possible.
2. Discuss proposal with Head Teacher and forward for Governing board approval.
3. Complete offsite school planning form hand to receptionist who will:
  - Calculate cost involved, include transport, insurance, admission charges and extra adults.
    - Book coach, confirm in writing and keep copy of letter.
4. Enter in school diary.
5. Letter to parents assessing financial viability of the visit and gaining parental consent. Inform of any parent meetings as appropriate.
6. Order appropriate numbers of packed lunches for the visit
7. Identify extra adult helpers - male and female in mixed parties (see suggested ratios).
8. Identify Special needs/problems for particular children (e.g. travel sickness)
9. Send out final details to parents including itinerary and emergency contact at school. Make clear the anticipated time back at school.
10. Notify staff and SEN support staff as appropriate.

### **Day of Visit.**

1. First Aid kits as appropriate.
2. Telephone if possible (Leave contact numbers in school)
3. Packed lunches.
4. Establish emergency contact at school is unchanged.
5. Details of venue including maps if appropriate. Copy of venue details and itinerary to be left in school with the Head Teacher / Education visit officer.
6. All necessary equipment is available including a list of items taken.
7. All children have the appropriate clothing.
8. List of all children on each coach with group leader.
9. Lists of all groups to all staff helpers.

### **Before Leaving the Venue.**

1. Check face against name of all children on the coach.
2. If two coaches involved the visit leader must be satisfied that all children are accounted for before any coaches' leave.
3. Check all equipment is on the coach.
4. Check all children have bags, clothing etc.
5. No children in the front seats or centre rear seat of coaches.
6. All children seated and seat belts on – physical check must be completed.
7. Contact the school office and the Head Teacher with an estimated time of arrival.
8. Contact the school office and the Head Teacher if there is to be a delay.

### **Return to School.**

1. All pupils to return into the school building. Complete register. Ensure pupils have been collected or allowed home according to parents' wishes.
2. Return First Aid kits and other equipment to Store.
3. Inform Head Teacher of any incidents immediately

### **Notes for adults.**

1. Provide a précis of work to which the visit relates including historical context where relevant.
2. The main purpose of the visit (apart from enjoying it!)
3. Where there is a busy schedule an indication of those places, activities etc. which are essential and those which are desirable.
4. Encouragement not to force information onto children but to allow them to observe and 'discover' for themselves.
5. Not to spoil a child's visit by insisting on writing and drawing. Better to look and talk and write later.
6. Reassurance that visits are demanding on energy and are not easy.

## **APPENDIX 2.**

### **CODE OF CONDUCT FOR OUTDOOR VISITS.**

Children should adhere to the same code of conduct and basic rules that are expected of them within the school environment.

1. We are polite and good mannered to each other and all adults we meet.
2. We listen to our group leader and do exactly as we are asked, the first time of asking.
3. We travel on coaches sitting down safely - we never change places or shout loudly. WE NEVER REMOVE SEAT BELTS.
4. We stay with our group and always ask permission to go elsewhere (toilets etc.)
5. We walk quietly wherever we go not disturbing other people, along pavements in pairs keeping next to the wall-side.
6. We respect property.
7. We obey the rules of the setting we are visiting and listen carefully to instructions
8. We always leave places as we found them without litter.