

# ESTCOTS PRIMARY SCHOOL



## Educational Visits Policy

## Estcots Primary School Educational Visits Policy

### **Rationale**

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practice.

- All visits must have an identifiable educational benefit, with clear objectives linked to the schools' vision for outdoor off-site activities.
- All visits must be led by a competent Group Leader and accompanying adults.
- All those involved in the organisation and running of educational visits will comply with National, LA and the schools' guidelines on the health and safety of participants on educational visits.
- The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.
- It is the responsibility of all staff to ensure that the risk to health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

### **Purposes**

Educational Visits 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.

### **Guidelines**

The headteacher or trained Educational Visits Co-ordinator will ensure that the educational visits follow National, LA and the schools' guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit. The Educational Visits Co-ordinator will:

- Develop and implement procedures to monitor all educational visits.
- Develop and implement a procedure for dealing with emergency situations, including having a named home-based contact for each visit when it is necessary.
- Ensure all necessary actions have been completed before the visit begins. (This applies even when the head is not going on the visit);
- Ensure that the risk assessment is complete and that it is safe to make the visit;

### **The Group Leader**

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit, the Group Leader should:

- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment;
- have regard to the health and safety of the group at all times;
- know all the pupils proposed for the visit to assess their suitability;
- observe the guidance set out for teachers and other adults below;
- ensure that pupils understand their responsibilities (see responsibilities of pupils below).

### **Other teachers and adults involved in a visit**

Teachers on school-led visits act as employees of the LA or of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head Teacher and Governors if some of their time on the visit falls outside normal hours.

Teacher and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline. Non-teachers should generally not have sole charge of pupils except where risks to health and safety are minimal;
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

### **Responsibilities of pupils**

The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- should not undertake any task that they fear or that they think will be dangerous.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

### **Parents**

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- provide the group leader with emergency contact number(s);
- sign the consent form;
- give the group leader relevant information about their child's health which might be relevant to the visit.

### **Planning off-site visits**

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The Head Teacher is responsible for planning all off-site visits. In practice, the detailed planning is delegated to the organiser of the visit or the group leader, but the Head Teacher must be satisfied that the person planning the visit is qualified to do so and has the necessary experience.

The organiser / group leader must agree all plans with the Head Teacher.

### **Risk Assessment**

A risk assessment should always be carried out before setting off on a visit, using a Risk Assessment Evaluation Form. The risk assessment should include the following considerations:

- what are the risks?
- who is affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader guarantee that these safety measures will be provided?
- what steps will be taken in an emergency?
- what is the acceptable ratio of adults to children for this visit? (See section on Supervision.)

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger. The group leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken;
- the location;
- the competence, experience and qualifications of supervisory staff;
- the group members' age, competence, fitness and temperament;
- pupils with special educational or medical needs;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing.

### **Exploratory visit**

The group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.

### **Evolve**

WSCC have an online system called Evolve which is an e-register of all visits. It ensures that all health and safety procedures are implemented and is managed by the EVC and School Secretary. Guidance for its use is attached to this policy.

### **First Aid**

First Aid provision should be considered when assessing the risks of the visit; it is essential to have at least one trained first-aider in the group.

The minimum first-aid provision is:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid arrangements.

### **Supervision**

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- sex, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

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

### **Preparing Pupils**

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety.

Pupils will wear a yellow lanyard on trips with emergency contact details for safety and security.

School mobile phones will be taken by the trip leader and they will have the emergency contracts pre-programmed. The headteachers or SLT member remaining in school will have the other school phone to receive all emergency calls if required.

The trip leader will also carry an emergency credit card.

### **Participation**

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit they should not be coerced into activities they fear.

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils will return home early.

### **Information to pupils**

It is for the group leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Pupils should understand:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by a stranger;
- what to do if separated from the group
- emergency procedures
- rendezvous procedures.

### **Transport and pupils**

Pupils using transport on a visit should be made aware of basic safety rules including:

- arrive on time and wait for the transport away from the road, track, etc.
- do not rush towards the transport when it arrives;
- wear your seatbelt and stay seated while travelling on transport;
- make sure your bags do not block aisles on the transport
- never attempt to get on or off the moving transport;
- never throw things out of the transport vehicle's windows;
- never get off a vehicle held up by traffic lights or in traffic;
- never run about while transport is moving or pass someone on steps or stairs;
- never kneel or stand on seats or otherwise impede the driver's vision
- never distract or disturb the driver;
- stay clear of automatic doors / manual doors after boarding or leaving the transport;
- after leaving the vehicle, always wait for it to move off before crossing the road;
- if you have to cross roads to get to the transport always use the Green Cross Code
- if you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

### **Volunteer Helpers**

Volunteers helps must complete the school mobile phone policy and follow the use of using the phone and must agree to not taking photographs or using social media whilst helping on the trip.

### **Pupils with special educational and medical needs**

Pupils with special educational or medical needs will not be excluded from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Communicating with Parents/Guardians**

Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would.

The following information on matters that might affect pupils health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

- dates of the visit;
- times of departure and return;
- mode(s) of travel including the name of any travel company;
- details of accommodation with security and supervisory arrangements on site;
- names of leader, or other staff and of other accompanying adults;
- visit's objectives;
- details of the activities planned and of how the assessed risks will be managed;
- insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to.

# Evolve

West Sussex County Council have an online system called Evolve.

All school visits need to have insurance.

Evolve is an e-visit register which enables all out of school visits to be logged, monitored and authorised. It is designed as a check to ensure all health and safety procedures are in place and as a record of contact details of all participants.

Attached is an example of a Visits Form.

As well as the information on this form, a copy of the letter to parents and all risk assessments need to be loaded on to this system.

A complete list of children and adults is required.

When all the details have been completed on the Visits Form it is then sent to the Headteacher for checking and authorisation. It is vital therefore **that the form is completed in plenty of time** (at least 5 days in advance).

Forms for all schools can then be viewed by West Sussex County Council so that they have a day-to-day view of all schools that are out on a visit. If there were then any incidents they would be able to see if any schools were involved.

## Visits (Information Needed)

Class/Year Group	
Visit Date	
Destination (Name and address)	
Travel Arrangements/Requirements	
Visit Leader	
Additional Adults (Staff) (Names/mobile phone numbers)	
Additional Adults (Volunteers) (Names/mobile phone numbers)	
Number of Children (it is vital that the correct names and numbers are put on the system - if you know in advance that a child will be absent please let the office know)	
Educational Aims of Visit	
Main Purpose (Subject)	

Secondary Purpose (Subject)	
Risk Assessment	Once completed this should be e-mailed to the school office so that it can be uploaded on to Evolve <a href="mailto:office@estcots.co.uk">office@estcots.co.uk</a>
Essential Data Form	Once completed this should be e-mailed/given to the school office so that it can be uploaded on to Evolve <a href="mailto:office@estcots.co.uk">office@estcots.co.uk</a>



**Visit Type & Date**

ID:	
Establishment:	Estcots Primary School (01342 327473)
Overseas:	
Residential:	
Adventurous:	
Adventurous (led by establishment staff):	
None of the Above:	
Dates:	
EVC:	

**Staffing & Participants**

Visit Leader:	
Attendee Group:	
Intended Attendees:	
Staff (Employees):	
Staff (Volunteers):	
Staffing:	

**External Providers & Destination**

Venue/Accommodation address:	
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**Travel Arrangements**

Travel Method:	
Travel Company:	

**Purpose & Activities**

Primary Purpose:	
Secondary Purpose:	
Intended Outcomes:	

**Emergency Contact**

Name of the senior member of staff who will be the Emergency Contact during this visit :	
Designation:	
Telephone number (Day):	01342 327473
Telephone number (Eve):	
Telephone number (Mobile):	

EVOLVE - Visit Form

Email:	head@estcots.co.uk
Emergency telephone number at venue (if not elsewhere):	

**Insurance**

Which School Journey Insurance being used?:	WSCC opt-In policy
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**Risk Assessments applicable to this Visit**

Generic Risk assessments applicable to this Visit :	The following generic Risk Assessments (unaltered) apply to this Visit  <u>WSCC Regulations for Educational Visits and EVOLVE 2013</u>
Other Risk Assessments applicable to this Visit :	The attached Specific Risk Assessments apply to this Visit. These cover additional risks not included in the above generic risk assessments :

**Other Documents**

Attached:	Code of Conduct/Behaviour Contract - No Attachments  Letter to parents/information  OE2 External Provider form - No Attachments  Post event review/evaluation/near-miss report - No Attachments  Programme / Itinerary - No Attachments  student pack/booklet - No Attachments  Other (give name) - No Attachments
Available:	

*EVC Declaration :*

I can confirm that the proposed visit complies with the establishment's policies and risk assessment requirements. The staffing are recognised as being appropriate, competent and sufficient for the group, activity and venue.

*HeadDeclaration :*

I confirm that: The visit leader and staff are recognised by me as appropriate and competent to lead/accompany this visit. The planning and risk management procedures comply with the WSCC Regulations & Notes of Guidance for Off-Site Activities. (NB: The local authority can only achieve random

EVOLVE - Visit Form

sampling of risk assessments. It does not guarantee to have monitored all attached assessments.) The visit complies with the policy and broad programme approved by the establishment's Governing Body.

**Additional Comment**

<p><b>Approval Chain</b></p> <p>Visit Form created : Submitted by EVC : (Delegated) Approved by Head:</p> <p style="text-align: center;">Notification of this Visit has been sent to the LA</p>
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**Visit Evaluation**

Identified Outcomes		Evaluation
To compete in a tennis tournament against other schools		



Estcots Primary School  
Bourg de Peage Avenue  
East Grinstead  
West Sussex  
RH19 3TY  
Tel. 01342 327473  
Fax: 01342 300677

### ESSENTIAL DATA

**This sheet must be completed. A copy must be left in the office and one taken by the class teacher on the trip.**

Date:

Time of departure from school:

Time of departure from visit centre:

Visit Centre Address:

Visit Centre Phone Number:

Brief description of activities planned:

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Name of Teacher(s) in Charge:

Number of children:

Names of all Adult Helpers (each adult will have completed personal information sheet which will be left in the office)

Coach reg. no:

Mobile Contact:

In the event of an incident or an emergency the first point of call should always be the school. Please make sure you are familiar with procedures.

#### Phone Numbers:

<b>School</b>	<b>01342 327473</b>
<b>Head:</b>	<b>01342 327629 or mobile 07866 548203</b>
<b>Chair of Governors</b>	<b>01342 322386</b>



## Licensed Activities

The Activity Centres (Young Persons Safety) Act 1995 and the associated Adventure Activities Licensing Regulations (1996) require certain activities to be licensed when commercial companies sell them or where Local Authorities provide them with or without charge. The activities that require a license are:

- caving (including exploration of disused mines, cave diving and potholing);
- climbing, which includes abseiling, but does not include activities undertaken on a purpose built wall or tower
- trekking, including mountain biking, off-piste skiing and horseback riding when this is undertaken in a remote area (*more than 30 minutes* from the nearest road or refuge) of moor land or mountain country;
- watersports such as canoeing, rafting and sailing undertaken on the sea, in tidal waters or where water is more than 100 metres across or is known to be turbulent.

A license holder has demonstrated that the Licensing Authority is satisfied that appropriate safety measures have been taken for the provision of the activity licensed. The presence of a license does not indicate any standard of accommodation or catering. Before undertaking an activity that falls into the licensing category, the head teacher will ensure that the provider is licensed. The school staff (and designated volunteers) accompanying the activity retain overall responsibility for the pupils throughout the visit even when the pupils are being instructed by a member of the provider's staff.

The Licensing Authority is only required to license those activities that come under the auspices of the Act. Not holding a license does not mean the activities offered by a provider are unsafe. However, where a provider is being used that does not require a license, the school should be satisfied that the safety standards are appropriate and that where specialist staff are used they have appropriate experience and qualifications. In these circumstances, it is vital that a pre-visit is made to ensure that the safety standards are appropriate.

### **Checklist for Staff**

Checklists to help the Head and Group Leader to ensure:

- The safety of the children, volunteer helpers and staff
- The maximum educational benefit
- Effective organisation and administration
- Issues relating to conservation and access are addressed

**Visit Details:** Visit to .....

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**Date of Visit** ..... **Class / Classes** .....

**Number of Children** .....

**Number of Adults** .....

1. **Group Leader** (normally the Classteacher) Name.....

#### **2. Purpose**

Have the purposes and objectives of the visit been clearly identified and are they appropriate to the age and

ability of the children?

**3. Location**

Is the location of the activity appropriate to the activity?

**4. Advice and Approval**

Have you discussed the plans with the Headteacher?

**5. Staff**

Are the members of staff leading the activities suitably qualified and experienced for the activities proposed?

**6. Staff / Pupil Ratio**

Have you followed recommended pupil/adult ratios?

**7. Preliminary Visit**

Has the Group Leader made a preliminary visit to the site to assess, check for potential risks and arrangements?

**8. Risk Assessment**

Have the risks involved in the proposed activities been considered and a RISK assessment Form completed?

**9. Parental Consent**

Have parents received details of the visit? Has the consent of parents/guardians/carers been obtained?  
(signed permission slips been returned including emergency contact number)

**10. The Programme**

Have you written a programme for the day and are copies available for all helpers?

**11. Organisation**

Have you considered appropriate clothing and equipment for the activities?

Have you made arrangements for insurance cover with the Bursar?

What travel arrangements have been made?

Car - Insurance documents checked

**12. Finance**

Have adequate arrangements been made to finance the trip?

Have parents been asked for voluntary contributions?

**13. Travel**

**14. First Aid**

Named First Aider

First Aid Kit

Medical Needs - inhalers, epi-pens etc

Mobile phone

### **Off-site Activity Procedures**

In conjunction with the Off-Site Activity Information CD following procedures are to be adhered to when arranging a school trip or visit:

- A risk assessment should be undertaken of the venue to be visited
- Permission should be sought from the Headteacher for the trip to go ahead
- Information about the visit should be given to the office to allow the staff to book the venue and coaches
- The secretary should be informed of trip details so costs including: travel, entrance fees and insurance can be calculated
- A letter should be sent to parents, in good time, informing them of the trip and the costs involved.
- If a mini bus is required any driver must hold a valid West Sussex Minibus Driver Permit
- If private cars are to be used to transport pupils neither the Education Departments' third party liability policy nor employers liability insurance is effective. Any claims would therefore have to be met through the driver's own insurance. All drivers are to produce their current insurance documents to the office (they must have fully comprehensive insurance), also a valid road tax certificate, an MOT certificate and a full driving licence, as described in the West Sussex Driving Policy.
- A use of private vehicles to transport pupils form is to be completed by each driver
- All monies are to be collected by teachers and given to the Secretary
- All forms are to be completed by each class teacher at least 5 days before the visit.
- If a cheque is required on the day of the trip to pay for entrance, this is to be collected from the Secretary on the morning of the trip and a receipt obtained.