

# Ringway Primary School Educational Visits Policy

The Future  
The Future  
starts here

Our aim is to provide the foundations for a positive future  
for our pupils.

A future where pupils learn to stay safe, to understand the  
importance of a healthy lifestyle , and to enjoy all they do.

A future where they are money smart & make a positive &  
respectful contribution to their culturally diverse  
community - at a local, national & global level.

A future where they aspire to be the best they can be &  
achieve their full potential.

Created.....Nov 16 To be reviewed 2019

Reviewed.....

Signed C of Gov.....

## **Ringway Primary Educational Visits Policy**

### **1. Aims and Purposes**

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school arranges a number of educational activities and visits that take place off the school site and/ or out of school hours, which support the aims of the school.

### **2. Responsibilities**

Under the statutory guidance which came into effect on 1<sup>st</sup> March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES requirements and LA guidelines. This school's EVC is David Glynn.

Specific responsibilities include:

- Local Authority - to approve overseas, residential and adventurous activities
- Head teacher - to approve visits and assesses competence of visit leaders
- EVC - to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, liaise with LA
- Visit leader - to plan visits in line with procedures in this policy, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- Supervising teachers and other adults - to supervise children, continually assess risks, manage risks in line with risk assessment
- Pupils - to follow instructions and procedures in line with the risk assessment

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

### **3. Approval Procedure**

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the head teacher and EVC. The Governing Body are kept informed of visits through the MIS committee.

In addition, visits that are either:

- Overseas
- Residential or
- Involving adventurous activity

will require the additional approval of the LA. Further approval will also be required from the governing body for visits of these types.

The relevant paper work for the above trips is available on Teacher Area Only and is to be filled in with the advice of the EVC and a copy sent to the local authority.

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

#### **4. Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgment of Risk').

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and ensure that the detail of other incidental activities is included, together with Plan B if appropriate. Permission slips should be given to the Headteacher to keep on file.

#### **5. Staffing**

##### **a) Competence**

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head teacher and/or EVC.

##### **Ratio**

As a general guide and in normal circumstances, the adult /child ratio may be

Age	4 - 1:4
	5- 6 - 1:8
	7-10 -1:10
	11+ - 1:15

However, a professional judgement must be made for **each visit**, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group - medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

### **b) Supervision**

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

## **7. Risk Assessment**

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- **Generic Risks** - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's generic self assessment.
- **Event Specific Risk** - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- **Ongoing Risk** - the monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Copies of risk assessments are available on pupil area only. However, a risk assessment **must** be done for every trip taking into account the uniqueness and needs of every individual class. If in doubt, the EVC will help with the risk assessment.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness - an educational issue as well as a safety issue. It is an essential life skill.

## **8. Plan B**

Despite the most detailed and careful pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B. Not having a Plan B has been a common cause of accidents.

## **9. Transport**

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

## **10. First Aid**

The level of first aid provision should be based on risk assessment. The Appointed Person First Aid Certificate is the minimum requirement for all trips/visits. One member of staff must have a first aid certificate.

First aid kits should be brought by the first aider. If the visit involves the party splitting up, a kit should be taken for each group.

## **11. Water 'Margin' Activities**

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy can be found in the risk assessment folder on Teacher Area Only.

## **12. Seeking Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

Typically the reply slip should read:-

"I give permission for my child \_\_\_\_\_ to take part in ..... I have read and understand the information about the visit."

## **11. Emergency Procedure**

For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

## **12. Educational Visits Checklist**

The Educational Visits Checklist is an essential part of the risk management process and should be adhered to for all visits.

## **13. Booking Procedure**

Please see checklist

## 14. Review

This policy is reviewed annually. It is next due for review in December 17.

### Checklist for Organising an Educational Visit

Please follow the procedure below to ensure that

- you are supported in planning the visit
- you receive information to enable you to plan a safe and effective visit
- risks are minimised or eliminated
- communication between all interested parties (office, head, LA, parents, governors, children) is effective and efficient

Please inform the following people about proposed visits out of school before booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- Admin Officer

### Procedures

1. Inform the headteacher, check that proposed dates are convenient and put in diary.
2. Complete transport booking form from admin office at least 3 months in advance or as early as possible, and copy to EVC.
3. Complete LA approved form (residential trips and adventurous activities only)
4. Liaise with the Admin office with regards to booking transport, cost, letter to parents and, if necessary, additional insurance
5. Inform parents using standard letter from admin officer. (Where own letter is used, email a copy to Admin office)
6. Attach Risk Assessment and letter to parents
7. Carry out pre-visit if possible and necessary
8. Use the educational visits checklist as an aide memoir before and on the day of the visit

### On the day of the Visit

- Refer to the checklist
- Collect first aid kit(s)
- Take asthma pumps as necessary
- Brief supervising adults, including parents
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Count number of pupils regularly, and always when changing locations

### After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader,

accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

If the headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**