



Educational Visits Policy



'Every Child, Every Chance, Every Day'

Reviewed By	Ellen Kennedy	Policy Owner	March 2018
Approved By	Cate Gregory	Head of School	March 2018
Ratified by	Stuart Curtis	Governor	July 2018
NEXT REVIEW			July 2020

"You can't teach young people about risk from a text book – they need some practical experience. That's why cossetting children and seeking to remove all risk from their experiences ultimately leaves them ill equipped for adult and working life." **Judith Hackett, Chair of Health & Safety Executive.**

As part of the broad balance of curriculum in every year group, opportunities are frequently taken to enrich and enhance this through outdoor learning, outdoor education and educational visits and ventures. Children's learning and development is enriched and extended by learning outside of the classroom within our school grounds, our local community and further afield. Such educational visits can provide an enjoyable and motivating experience from which further learning in school can be developed. Educational visits

The school's policy and procedures are formulated in conjunction with the **advice, guidance and training** provided by Hampshire County Council Outdoor Education.

Aims

At Shirley Infant School we are committed to providing outdoor learning opportunities to enable pupils to:

- Broaden their educational experience and extend their learning through activities on and off site, appropriate to their age and ability
- Develop their awareness of interesting opportunities beyond school
- Experience out of school activities within a supervised peer group

It is the school's aim that all pupils will take part in educational visits and outdoor learning. Appropriate adaptations will be made wherever possible to accommodate pupils with special needs or disabilities, whilst ensuring the safety of the child, the rest of the group and the staff. Alternative venues will be considered if a venue is unable to cater for a pupil with a disability. Adjustments made will not impinge unduly on the purpose of the education visit or outdoor learning.

Safety

The safety of pupils and staff is the most important consideration. Our aim is to introduce our children to some element of well-managed risk, rather than to remove all risks involved. It is vital to maintain safety consciousness and safe working practices. Good planning and thorough risk assessments lessen the likelihood of accidents.

Before the educational visit/outdoor learning – Planning and Risk Assessment

Sites or activities selected should be appropriate for the age and abilities of the class/group. Activities should be educational and lead to pupils developing new skills or knowledge.

Before any visit is arranged, the EVC Lead must give permission for the visit and a risk assessment must be completed, detailing actions to be taken to reduce any significant or medium risks. For some organised venues the venue will also be asked to produce their own risk assessment. Even when regular visits are made a new risk assessment sheet should be completed taking into account any new factors such as particular pupils with challenging behaviour who may need special arrangements, or a change to the itinerary.

Examples of previous risk assessments are available in the Outdoor Learning file held in the school office.

For reasons of safety and educational planning, at least one of the accompanying members of staff should have made a recent pre-visit to the venue or attended a previous trip to the location. The centre or activity provider must be known and vetted (if unsure check with the Outdoor Education Team).

The risk assessment sheet must be completed and handed to the EVC Lead at least one week prior to the date of the educational visit. The risk assessment must be reviewed on the day of the visit, any amendments made and resubmitted to the EVC Lead prior to commencement. The risk assessment should take account of the following:

- Numbers and ages of pupils involved
- Behaviour of pupils
- Pupils with medical conditions
- Previous experiences of the group in undertaking the activity
- Time of day and the time of year – clothing
- Travel arrangements
- Hazards of the environment being visited
- Numbers, experience and quality of accompanying staff and volunteers
- Nature of the activity
- Ratio of adults to pupils
(LA guidance is a minimum ratio of 1:6 for under 5 and 1:8 for under 8. We strive for a 1:6 ratio with a minimum of 1 teacher without a group responsibility)

Risk assessments may be required for individual pupils, for example, for pupils with challenging behaviour or for pupils with special needs, medical conditions or disabilities.

Responsibilities

The Head of School has overall responsibility for ensuring that the management of educational visits and outdoor learning meets the regulations and guidance offered by the LA and DfE, as well as conforming to the school's own Health & Safety Policy.

Education Visits Co-ordinator (EVC)

The key functions are to support the Head of School in the management of educational visits and outdoor learning, ensuring that guidance and regulations are followed. To support the EVC, the office will keep an updated list of staff and their qualifications, as well as a record of educational visits.

The Governing Body

The governing body must ensure that effective arrangements are in place and LA guidance and regulations are adhered to for all education outside the classroom. The governing body will assign a named governor responsible for outdoor learning and educational visits.

Visit Leader

One qualified teacher accompanying the visit will be designated as the Visit Leader and will have overall authority for the visit. This is normally the Year Leader. The Visit Leader is responsible for the administration, itinerary, supervision and conduct of the visit. They will manage the roles and responsibilities of all other adults and make all decisions whilst on the visit. The Visit Leader must provide the office with information of staff, volunteers and pupils, emergency contact numbers for all adults, first aid qualified staff and DBS confirmation. A copy of the Visit Leader Form must be provided to a member of staff on each coach and to the school office. Visit leaders must always carry a mobile phone. Consent forms are obtained at the start of each academic year and parents are made aware that they may withdraw their child from an activity at any point. Detailed information is provided to parents on paper, e-mail and via the school website at least 4 weeks prior to the trip. All adult helpers accompanying the visit should be given an EV Group Form, detailing a list of pupils and adults on the visit in a given class.

Volunteers

Class teachers will decide which volunteer helpers to take on an off-site visit. Only those volunteers deemed to have the skills required to be responsible for children should accompany a visit. Not all volunteers are suitable. If there is any doubt, teachers should discuss their concerns with the EVC, EVC Lead or Head of School. In the interest of safeguarding, priority will be given to those volunteers that are DBS checked.

The Visit Leader needs to ensure that all volunteers are fully briefed with the requirements of the visit, including the following:

- Their exact role and responsibilities, understanding their duty of care
- A guide to the supervision strategies used
- Who to report to, work with and communicate with
- A guide to behaviour management as appropriate
- Particular guidance relating to pupil safety including direction regarding taking pupils to public places and arrangements for toileting

Parents supervising an off-site activity must not bring other children with them.

Information to Parents and Parental Consent

Year leaders should ensure that parents/carers are kept fully informed regarding any educational visit. This information should always be given in writing and the mode of transport made clear where appropriate. Parents may be asked to provide a voluntary contribution towards the cost of the visit, however children should still participate in a school visit even when a parental contribution has not been received. The parent must have given permission for the child to attend the visit. In circumstances where insufficient monies have been contributed collectively to cover the cost of the visit, it may be necessary to cancel the visit and contributions will be refunded.

Transport

The transport arrangement forms a vital part of educational visits and the risk assessment considerations. All coaches are required to be fitted with seat belts. Buses and coaches should only be booked from reputable companies. Coaches or buses booked for school trips will arrive on site after 9.00am and will approach Shirley Infant School from St James's Road. Coaches and Buses will park on Bellemoor Road remaining stationary until children can safely board the coach or bus from the school.

- The Visit Leader must record the coach registration numbers and the names of children and adults on respective coaches, using the Visit Leader Form.
- Children should not sit on the front seats, next to an emergency exit or on the centre seat at the rear of a coach/bus for safety reasons.
- Children must sit down, wear seat belts and stay in their seats at all times for the duration of the journey.
- A head count **must** be undertaken as children **enter** and **leave** the vehicle.
- If transport is being provided by parents an agreement to drive record must be completed.
- Coaches or buses must arrive after 9.00am and park on Bellemoor Road.

Behaviour

Expectations of pupil behaviour off-site are the same as in school. If a child's behaviour in school could cause risk to that child or others in the group, staff may choose, with the Head of School's agreement, either that the child's parent/carer must accompany the child on the visit, or not to take the child off-site at all. A separate risk assessment should be written for these pupils and a written document of expectations provided to the parent accompanying the child. Any decision not to take a pupil on an educational visit must be documented in the risk assessment.

First Aid and Medical

All staff have a basic level of First Aid training. In addition, most venues provide a qualified First Aid trained person. A travelling First Aid kit must also be taken on the visit.

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If a pupil has specific medical needs, protocols must be established between the school, parents and the GP as necessary. Appropriate medical equipment should be taken on the visit. Any foreseeable problems must be referred to in the risk assessment.

All medicines must be carried by teachers and teaching assistants. Inhalers can be carried by parent helpers.

Accident, incident and emergency procedures

A serious accident or incident is defined as:

- An accident leading to a serious or multiple fracture, amputation or other serious injury or fatality or
- Circumstances in which a group member might be at serious risk or have a serious illness or
- Any situation in which the press of media might be involved

Emergency procedures (Appendix 1) are detailed on a laminated sheet which should be taken by teachers on each trip.

In the event of illness or accident, parents have given consent to any necessary medical treatment which might include the use of anaesthetics. In all circumstances, school staff will attempt to contact parents or carers prior to taking this action.

Lost Child Procedure

In the unlikely event of a child going missing on a visit, the following procedure will apply:

- All staff present will be informed and an immediate and thorough search of the area will be conducted, ensuring that all other children remain supervised throughout
- If appropriate, on-site security will also be informed and a description of the child/children given
- The designated person in charge will then inform the Head of School, who will contact the parent/carer, giving details of what has happened
- At least one member of staff will remain on the scene
- The member of staff remaining at the scene will meet the police and parents/carers when they arrive at the designated meeting point
- After the situation has been resolved, staff will review the reasons for it happening and ensure measures are taken to minimise the risks of a similar incident re-occurring

Insurance

When an off-site education visit is undertaken as part of the normal school curriculum, insurance arrangements for the school prevail. A full copy of the school's insurance is available from the school.

Evaluation & Monitoring

To ensure that all trips remain age/activity appropriate and that they satisfy their educational purpose, the Visit Leader will complete an Educational Visit Evaluation Form (Appendix 2). Any staff with feedback

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regarding a trip may also complete this form. Completed forms will be reviewed by the EVC, EVC Lead and Head of School to ensure the purpose of the trip has been met and that the visit is embedded in the curriculum.

In addition to evaluation of all educational visits, sample monitoring of visit leaders in action whilst leading a visit will take place. Practical observations will be conducted by the EVC Lead, leading to documented constructive feedback and informing future training as necessary.

SIS Educational Visits Co-ordinator	Emma Fay
SIS EVC Lead	Cate Gregory
Educational Visits Governor	Stuart Curtis

APPENDIX 1

Emergency Procedures

ACTION TO BE TAKEN BY THE VISIT LEADER (or by other group staff) IN THE EVENT OF A SERIOUS ACCIDENT/INCIDENT

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury

OR

- Circumstances in which a group member might be at serious risk or have a serious illness

OR

- Any situation in which the press or media are or might be involved

Guidance for responding to a serious incident:

1. Take charge of events (Year Group Leader if present – if your group has separated from the rest of the party, the adult responsible for their group should take the lead)
2. Agree on and verbalise an action plan for the specific incident
3. Delegate responsibilities and give tasks/clear instructions to specific people
4. Establish a crisis team meeting place, close to the incident control point – rendezvous points already detailed in pack

Be prepared to give the following information to relevant emergency services:

- Emergency Service(s) required
- Exact location of the incident
- Number of casualties
- Nature of injuries
- Location and telephone number where call is being made from
- Hazards which may be encountered by the Emergency Services at the site

Responsibility of each group leader:

1. Remain in current location if safe/ follow main party to nearest rendezvous point
2. Check all children present from your group and inform Year Group Leader immediately if any children are missing
3. Report immediately to the Year Group Leader to inform of your location if separated from main party
4. Respond to advice of emergency services/ Group Leader
5. Regular updates will be given by Year Group Leader

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6. Do not liaise directly with the media
7. Do not share any information on social media sites
8. Do not contact any parents/ teachers/ school if with main party – Year Group Leader to take lead on all calls. Only make contact with Leader/ School if separated from main party
9. Maintain a calm atmosphere

*Ensure all adults have a mobile phone which they are happy to use in an emergency and a list of contact numbers for everyone on the trip (which is printed which is printed and given as a hard copy).

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APPENDIX 2 - Educational Visit Evaluation Form

NAME:	
DATE:	

Educational Visit or Outdoor Education Venue:	
Visit Date:	
Visit Leader:	

PURPOSE OF EDUCATIONAL VISIT:
WHAT WERE THE LEARNING OUTCOMES OF THE EDUCATIONAL VISIT:

DID THE EDUCATIONAL VISIT ENABLE OUR PUPILS TO:

Enjoy participating	Y	N
Adopt a positive attitude to challenges	Y	N
Gain in personal confidence and self-esteem	Y	N
Achieve success	Y	N
Develop self-awareness and social skills	Y	N
Appreciate the contributions of self and others	Y	N
Display an increased motivation and appetite for learning	Y	N
Appreciate broader horizons	Y	N

IF THE ANSWER TO ANY OF THE ABOVE IS NO, PLEASE PROVIDE DETAILS BELOW:

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Was the site or activity age and ability appropriate?	Y	N
Did the visit provide value for money?	Y	N
Were there adequate rest periods?	Y	N
Was the itinerary reasonable?	Y	N
Was the coach/provider compliant in expectations?	Y	N

IF THE ANSWER TO ANY OF THE ABOVE IS NO, PLEASE PROVIDE DETAILS BELOW:

PLEASE PROVIDE ANY FURTHER INFORMATION THAT MAY INFLUENCE WHETHER OR HOW THIS EDUCATIONAL VISIT SHOULD BE REPEATED IN THE FUTURE:

Do you believe this educational visit continues to satisfy the purpose of the visit?	Y	N
Do you believe this educational visit should occur again in the future?	Y	N

THANK YOU FOR TAKING TIME TO COMPLETE THIS EVALUATION FORM.

EVC, EVC LEAD & HEAD OF SCHOOL TO COMPLETE.

	Purpose Reviewed	Outcomes Reviewed	Educational Visit Approved for the Future	Signature & Date
EVC				
EVC LEAD				
HEAD OF SCHOOL				