



Callow End CE Primary School Educational Visits Policy

It is school policy to follow the guidance set out in the WCC Educational Service document: “Off-site Visits, Field Studies and Outdoor Education Guidelines” (2005).

All school visits and off-site activities are planned in the broad educational context of supporting the following educational aims and objectives:

- Use direct experience to improve knowledge, awareness and understanding of targeted curriculum objectives
- To strengthen personal development and the process of self-discovery
- To develop a sense of community and the ability to live and co-operate with others in a group or team context.
- To encourage and develop self-reliance, self discipline and self-esteem
- To enhance a sense of responsibility towards self, others and the wider environment.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines support the planning and implementation of educational visits organised at Callow End CE Primary School.

Head Teacher/Educational Visits Coordinator (EVC)

The Head Teacher at Callow End will endeavour to ensure that:

- she has appointed a qualified and competent group leader;
- all necessary actions have been completed before the visit begins;
- the risk assessment is complete and that it is safe to make the visit;
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance;
- the governing body has approved the visit if necessary;
- parents have signed consent forms;
- arrangements have been made for all the medical needs and special educational needs of all the children;
- the mode of travel is appropriate;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit’s venue and have a contact name;
- that they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff’s and volunteers’ next of kin.

Group Leader

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the Head Teacher. The Group Leader should:

- have completed the Visit Leader training organised by the LA;
- appoint a deputy;
- be able to control and lead pupils of the relevant age range;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- work with the EVC to 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

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.
- 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.

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/EVC 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/EVC

Risk Assessment

Generic risk assessments

These are statements of good practice which can apply to the given activity, wherever and whenever it takes place. They will identify the hazards and associated risks and set out the usual (but non-specific) control measures that can be implemented to reduce the risks to a level that will allow the activity to proceed.

Event specific risk assessments

These assessments will usually be the responsibility of the appointed Visit Leader, will be unique to each occasion and in terms of good practice, should best be carried out in a team context by the staff running the activity. They should take into account the site/environment, individuals within the group and any activity-specific needs, including the environment, accommodation, the staff and factors such as transport.

Ongoing/Dynamic risk assessment

This involves professional judgements regarding operational group management, in response to changing circumstances. It is critical that control measures are monitored and confirmed or adapted as required. It is these ongoing decisions that will determine the safety of the group and success of the activity.

Generic Risk Assessments are the starting point. They are tested against the event and the group to see whether they can stand as they are or they require adapting. Together with other specific risk assessments, they inform the plan.

The safety of the visit lies with the Ongoing Risk Assessment, which monitors the plan as it unfolds and confirms or adapts it according to other immediate influences such as adverse weather forecasts.

The lessons learnt from Ongoing Risk Assessments will inform future Event and Generic Risk Assessments.

Exploratory visit

Wherever possible 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.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some

cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible 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.

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Head Teacher /EVC should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

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.

Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone. Parents with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group.

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

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.

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.

Pupils with special educational and medical needs

The Head Teacher/EVC will not exclude pupils with special educational or medical needs 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 / Carers

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;
- 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.

Parental consent

If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. The School's parental consent form should be completed for each pupil in the group. (See Appendix 1.)

On the Day of the Visit

Group Leader/ Class Teachers

- Consent forms – if a class is split for travelling ensure the consent forms are held by the adult responsible on each bus.
- Mobile phones – one on each bus if possible
- Details of venue etc
- Medical supplies for each bus

Class Teachers

- Ensure you have a consent form for each child
- Talk to the children about
 - Expectations of behaviour
 - Stay with appointed adult at all times
 - Outline programme for the day

All Adults

- Each adult in the group to have a copy of Procedures for Offsite Visits (Appendix 2 & 3) and Emergency Procedures
- A list of the children in their care.

After the Visit

All group leaders should undertake an assessment of the visit. They should discuss

- the extent to which the educational objectives have been met;
- the suitability of the Risk Assessment;
- any significant issues;
- any factors that should be taken into consideration when planning future visits.

The risk assessment should be returned to the Headteacher/EVC noting any significant issues or factors. This information should be taken into consideration in future planning.

This policy will be reviewed annually.

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Appendix 1

CONSENT FOR OFF SITE VISITS

I agree that my son / daughter (name) may take part in theon

I agree that medical and dental treatment may be given to my son or daughter if necessary, including the administration of a general anaesthetic and to surgical operations in the case of an emergency, in accordance with the recommendation of a qualified medical practitioner.

1. Pupils are insured by Callow End CE Primary School against personal accidents when on an off-site visit. The policy covers personal accident, loss of personal possessions (single article limit £250), medical expenses and the cost to parents of visiting their children if they are detained in hospital away from home only if specifically advised by a medical practitioner (maximum 2 people up to £250 each). Please note there is a £15 excess applicable to claims relating to personal property.
2. Callow End CE Primary School accepts no responsibility for accidents or injury to pupils or for loss of damage to personal effects, unless caused by the negligence of any member of staff at Callow End CE Primary School.
3. Parents/Guardians must provide staff with telephone numbers (appropriate to the time and date of the activity) at which they can be contacted in case of emergency, in particular should urgent medical treatment be necessary.

I have received full information and agreed to my child's participation in all outlined activities.

Signed..... Date

Telephone Numbers (incl. Code) Home

Work.....

Other.....

This form should be completed and returned together with the voluntary contribution if applicable.

Appendix 2

Procedures for Off-Site Visits

Transport

- All children and adults to wear seatbelts and remain seated at all times.
- There should be first aid supplies and a mobile phone on each coach.
- Always ensure that one adult is always first on and last off the coach.
- One adult should stand outside the bus and supervise the children as they alight.
- Wherever possible the coach door should open to the pavement or away from traffic. Where this is not possible extra care must be taken as children alight.
- Ensure a head count takes place before the coach moves away.

Road Crossing

- Where possible a safe crossing (eg zebra, pelican) should be found.
- Children should not cross the road unaided.
- Children should be escorted across the road in small groups by an adult.
- All children should be safely over the road before proceeding.
- Under no circumstances should the traffic be stopped to aid crossing.

Toilets

- Do not allow children to visit public toilets unaccompanied.
- Children to be escorted to the toilet. Groups should be counted in and out.

Appendix 3

Emergency Procedures for Off-Site Visits

In the event of an accident or emergency

1. Make sure all members of the party are accounted for, safe and adequately supervised.
2. If there are injuries, administer first aid if possible.
3. Contact the appropriate emergency service, giving the name of the party leader, the location of the party, the nature of the emergency and the number of injured persons.
4. Any adults accompanying the children to hospital should take parental consent forms and appropriate medical information with them.
5. Contact the school (during school hours) or the Head Teacher, Deputy Head Teacher or appointed emergency contact person (outside of school hours)
6. Do not speak to the press or media, other than to refer them to the school.
7. Ensure any equipment is retained in an unaltered condition.
8. Do not admit liability of any sort
9. Do not allow anyone to see a party member without a witness being present.