



Bexton Primary School
'Together we can make a difference'

Educational Visits Policy

Name of school:	Bexton Primary School
Date of review:	Autumn 2016
New review date:	Autumn 2019
Committee:	Full Governors

Purpose

Bexton Primary School believes that educational visits are of great value and offer a great variety of opportunities and benefits. These experiences are often remembered as a high point in children's lives.

They also offer first-hand experience that can lead to further exploration across a variety of curricular areas. To achieve this it is important that visits form an integral part of our planning process therefore ensuring that each child is offered the opportunity to undertake a variety of visits during their time in school.

AIM

This policy is intended to remind staff of significant responsibilities so that these visits may continue with "Good Management" and "Health and Safety" going hand in hand.

Our aim is to offer exciting and stimulating visits that are planned and run taking all reasonable care to ensure the health and safety of all people involved.

The following procedures and guidelines are intended to help us achieve this aim and should be strictly adhered to when undertaking any educational visit. They have been written to incorporate guidance issued by Cheshire East Local Authority in their Educational and Overnight Stays Policy and Guidance Document and their "Safety in Outdoor Education" Policy (2010).

PROCEDURE:

PLANNING AND AUTHORISATION

Educational visits must have a clear and appropriate educational purpose and be properly authorised. A checklist is included (Appendix A) to assist in this process.

Authorisation will be conditional on attention being given to the following:

- Planning organisation and event timetabling
- Competence and experience of teachers
- Competence and experience of accompanying staff and helpers
- Leaders' knowledge of local circumstances to be experienced during the visit.
- Party size, age, aptitude and experience of pupils
- Child protection and safeguarding issues
- Medical needs of members of the party and first aid provision
- Supervisory ratios
- Assessment of health or safety risks inherent in the project
- Foreseeable emergency action and contingency plans that may be necessary
- Insurance
- Financial and travel arrangements
- Informing parents of risks and safeguards and obtaining their approval
- Effective communication arrangements with school base, especially in the event of a critical incident.

Accompanying adults who are likely to have substantial unsupervised access to pupils, or who may be accompanying pupils on an overnight stay must submit themselves to a Disclosure and Barring Service (DBS) and Criminal Records Bureau (CRB) Check. Trip organisers must be aware of the timescales for these checks to be completed as no adult will be allowed to accompany children on this basis before receipt of the relevant check. Decisions regarding the suitability of accompanying adults following receipt of the DBS / CRB check will be the responsibility of the Head Teacher.

STAFFING

Each visit must have a designated “Leader” who will have overall responsibility for the supervision and conduct of the visit and hence for the health and safety of the group. The leader will be representing the Head Teacher during the visit. In particular, the Leader will:

- Set out a plan showing the educational benefits of the visit and seek authorisation.
- Include in the plan a risk assessment (Appendix B), preferably based on a visit to the site, or at least up-to-date site information. Apart from health and safety, this assessment must take into account child protection, financial risks, conduct and behaviour. The Head teacher will read and review this risk assessment.
- Ensure that the plan complies with regulations and local authority guidance.
- Identify the adult staff and helpers needed, ensure that the ratio of pupils to supervisors is appropriate and appoint a deputy lead.
- Ensure that all accompanying adults, whether employees or volunteers, will be able to carry out allocated roles competently and are appropriately briefed, this should include all adults being correctly briefed regarding the taking and use of pupil images and the use of cameras/ electronic devices.
- Make appropriate and adequate preparations for emergencies and ensure that all accompanying adults are familiar with these procedures.
- Arrange for routine contingencies, including first aid and appropriate supervision when the group is sub-divided.
- Add planning, risk assessment and other appropriate documentation to the Cheshire East EVOLVE school visit system.
- During the visit:
 - Meet the objectives of the visit
 - Ensure the overall maintenance of order and discipline
 - Make adequate arrangements for the safety and well-being of the pupils at all times
 - Stop the visit if there the risk to the health and safety of pupils is unacceptable
 - Have appropriate procedures in place for such an eventuality
 - Ensure the group leaders have details of school contacts and the pupils in their care
- Review the visit and inform the Head Teacher of any adjustments made.

Teachers or adults who assume direct responsibility for a number of children must be made aware of, and agree to, the expectations of them for the visit.

They must recognise that they have responsibility for:

- Maintaining order and discipline
- Safeguarding the health, wellbeing and safety of the children
- Informing the leader of any relevant incidents affecting the pupils in their care.

PARENTS AND PUPILS

Parents have rights and responsibilities. Parents have the right to receive information relating to visits and this written information has the advantage that it can be used as proof of action taken in the event of a claim. Parents should be informed of any hazards which may be experienced and the steps planned by the school to be taken should these hazards arise.

Parents must:

- Disclose information about pupils' emotional, psychological and physical health
- Provide appropriate food, clothing etc. as advised in the school briefing document
- Provide details of where they can be contacted in case of emergencies or if parties return later / earlier than planned.

Pupils themselves should take part in the assessment of risks and deciding appropriate precautions for the visits.

Contingency plans are necessary for pupils who turn up without specified kit and / or whose behaviour endangers other group members.

GUIDELINES

PLANNING, RISK ASSESSMENT AND REVIEW

For a systematic, consistent appropriate planning the checklist (Appendix A) must be used.

A major feature of planning relates to risk assessment. Risk assessments should be applied at the outset and fine-tuned as the organisation of the trip progresses, in accordance with the EVOLVE system planning process. The initial risk assessment, will preferably be based upon a visit to the site, or at least up-to-date site information. Apart from health and safety, this assessment must take into account child protection, financial risks, conduct and behaviour.

RECOMMENDED RATIOS

Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils. (SOURCE: Health and Safety Executive website 2013).

The ratios recommended by advice from DfEE (1998) are a minimum of:

- Reception pupils to have a minimum of 1 to 6
- Pupils in years 1-2 to have a minimum of 1 to 8
- Pupil in years 3-6 to have a minimum of 1 to 10

It is desirable for mixed parties of pupils to be accompanied by adults of both sexes.

Charges for School Activities

Charges for school activities are made in accordance with the Bexton Primary School Charging Policy. This policy invites donations towards the cost of visits which are part of the curriculum. Visits which are outside the curriculum may be charged for to recover the cost of the trip.

Parents of pupils who are in receipt of free school meals can apply to the school for assistance in covering the cost of residential trips or those trips which are outside the curriculum. Such requests will be dealt with confidentially by the Head Teacher, Deputy Head or School Business Manager.

Emergency Procedures

Leaders should be prepared for emergencies and have rehearsed communication arrangements before the party leaves.

Control and Supervision

Be prepared to delegate responsibilities, e.g. contacting emergency services, tending to the injured etc. in order to maintain an overview and take charge until help arrives.

The procedures outlined in the Bexton Primary School Critical Incident Policy should be adhered to in the event of an emergency.

Communication

In the event of an emergency / critical incident, the Head Teacher will inform the Chair of Governors and the Local Authority so that the Critical Incidents procedure can be put into operation.

The Head Teacher will make contact with relatives.

In the event of an emergency, DO NOT give names of casualties to the media as relatives must be informed first. Dealings with the press should be dealt with centrally by the school or the local authority. Requests for information by the media should be directed to the school.

Schools have a duty to report any accidents or incidents using the PRIME reporting system. Full details of any accidents or incidents should be documented and forwarded to the school office for this purpose.

Check List

A check list for planning visits is available in Appendix B and on the EVOLVE trip planning system. In addition, please advise the school cook of any trips that may have an effect on lunches at least two weeks prior to the trip.

This policy was agreed by the Full Governing Body at a meeting on _____, and will be reviewed every three years, or sooner if required.

Signed Chair of Governors

Signed Head Teacher

Appendix A: Bexton Primary School Planning Check List

Checklists are important both as an aide memoir and as a means of assisting effective preparation. The following checklist identifies the main elements of visit organisation. It is intended to be comprehensive but should be read in conjunction with this document. The list is not necessarily in sequential order, since planning will depend to some extent on the type of visit. Nor will all elements apply to all visits.

CHECK LIST

1. Is a visit necessary on educational and/or social grounds? Is it the best way of delivering the educational or social aim?
2. Who is the visit for?
 - Names and number of pupils and staff
3. Purpose of the visit?
 - Clarify aims; objectives; outcomes
4. Where and when do you plan to go? Appropriate to aims and group?
5. Research:
 - Have you researched the area, site, accommodation and company?
 - Is a commercial provider involved?
6. Do you have approval? In principle from Head Teacher, governors and, where necessary, the LEA. Ensure the Head Teacher has seen and signed a copy of your risk assessment through the Evolve system.
7. LEA notification:
 - Are adventurous activities or visits to challenging geographical areas involved?
 - Have you checked the need for LEA approval?
 - Are specific adventure activity guidelines being followed? See Safety in Outdoor Education
8. Staffing
 - Are adequate staffing numbers available?
 - Have you checked the ratio recommendations?
 - Is their experience appropriate to the visit?
 - Voluntary helpers? Are they appropriate? Insured, by being entered on the school list of voluntary helpers? Aware of their responsibilities?
 - Is a police check necessary for your helpers under the Child Protection Act?

Bexton Primary School Planning Check List

- Are any of the activities offered licensable under the Adventure Activities Licensing Regulations, 1996? (See 'Safety in Outdoor Education')
 - If so, is the provider licensed by the Adventure Activities Licensing Authority?
 - Are there any training needs identified?
9. Have you checked and are you following your internal school procedures? Have you discussed the visit with your school 'educational visits co-ordinator'? (J. Hammond)
10. Finance:
- Is a "charge" or "voluntary contribution" involved?
 - If so, have you used the correct letter to parents to conform with the ERA Charging Regulations?
 - Accounting: seek advice from the appropriate school administrative staff
 - Commercial operator or company: financial security? Package Travel regulations
11. Insurance and accident reporting:
- Is personal insurance cover for pupils necessary?
 - Have you checked any, cover automatically provided by, say, a tour company?
 - Are parents aware of the insurance position?
12. Parental information:
- Have you notified parents? Check this document and school policy.
 - Have you provided appropriate information for parents?
 - Meeting with parents?
 - Do you need and have they given their consent?
13. Special needs:
- Have you taken full account of any special needs involved?
14. Programme:
- Have you a detailed programme including alternatives for bad weather etc.?
 - 'Free time' arrangements?
 - Adequate supervision at all times? Duty rota?
 - Agree standards of behaviour and conduct?
 - Emergency procedures?
15. Clothing and Equipment:
- Is all clothing and equipment appropriate to the activities and location?
 - Have pupils' essential clothing items been checked!

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16. Medical arrangements:

- Do you have relevant medical information of all pupils on the visit?
- Have you made appropriate medical arrangements, including first aid?
- Are there any special potential health hazards associated with the site?

17. Accommodation:

- Suitability? Checked? Facilities?
- Fire precautions and certification? Fire drill. Other safety features.

18. Transport:

- If using minibuses or private cars are you aware of the driver, insurance and operating requirements? Age, Minibus Driving Permit, drivers' hours?

19. Travel:

- Appropriate stops, eating and care arrangements en route?

20. Visits Abroad:

- Passports? Minibus driving regulations? Insurance? Exchange visits? Cultural issues?

21. Emergency Contacts and Communication:

- Have you established appropriate emergency contacts with school and parents?
- Have you set up effective communication procedures, with the group?

22. Review arrangements:

- Is a review necessary? If so, plan in as part of the early planning process.
- Display?
- "Thank you" letters; outstanding invoices paid; borrowed equipment returned.

Appendix B

Visit to:

Leader in Charge of Visit

Carried out by:

Dates of Visit

Persons considered in the assessment:

Date of Assessment

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
1 ENVIRONMENTAL ISSUES e.g. Weather,	<ul style="list-style-type: none"> • Weather forecast checked where appropriate • Activities programme amended where necessary 	
2 TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles, breakdowns	<ul style="list-style-type: none"> • Driving hours limited, with back-up driver on long journeys • Appropriate car child restraint used at all times • Marshalling as group leaves coach, etc • Appropriate stops for eating and care arrangements en route • LA guidance on transport in private cars, minibuses, and public transport followed. 	
3 EQUIPMENT CLOTHING SUBSTANCES	<ul style="list-style-type: none"> • All clothing appropriate to the activities and location, including the use of weatherproof clothing • Appropriate footwear worn • Special equipment checked • All equipment appropriate to the activities and location 	

<p>4 ACTIVITIES and PROCEDURES</p> <p>e.g. Programme of activities, down time</p>	<ul style="list-style-type: none"> • Detailed programme, including alternatives for bad weather • 'Down time' arrangements • Adequate supervision at all times, with a duty rota in place • Agree standards of behaviour and conduct • Equipment suitable for activities and abilities of young people 	
<p>5 SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> • Prior assessment of Leaders and helpers in relation to the visit, the young people involved and the activities taking place • Supervision ratio to keep sufficient check on all the party- including accompanying children other than young people • Code of conduct established and maintained • Adequate staffing numbers available • Appropriate voluntary helpers used and fully briefed on their responsibilities • Police check for helpers under the Child Protection Act 	
<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LA Notification • Medical Arrangements • Parental Information • Research • Special Needs • Visits Abroad 	<ul style="list-style-type: none"> ▪ Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out ▪ Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the Leader of the party ▪ Mobile telephone available for emergency use ▪ Established appropriate emergency contacts with schools or establishments and parents ▪ Critical incident procedure functions properly ▪ Set up effective communication procedures with the group ▪ Insurance cover checked and parents informed of the limits of cover provided • Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas 	

	<ul style="list-style-type: none"> • <i>Specific adventure activity guidelines being followed</i> • <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Is it necessary to notify parents. Check this document and local policy</i> • <i>Have you provided appropriate information for parents</i> • <i>Meeting with parents</i> • <i>Parental Consent</i> • <i>Do you need and have they given their consent</i> • <i>Researched the area, site accommodation, company</i> • <i>Pre visit carried out</i> • <i>Full account taken of any special needs involved</i> 	
OTHER		

A COPY OF THIS RISK ASSESSMENT, WITH VISIT SPECIFIC CONTROL MEASURES IS TO BE PROVIDED TO THE EVC, HEADTEACHER/MANAGER (AND WHERE APPROPRIATE, THE LA)

Signed _____

Date _____

Appendix C – Parental Consent Form



Bexton Primary School
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PARENTAL CONSENT FORM – SCHOOL VISITS

To be distributed with information sheet giving full details of the visit

Establishment/Group: Bexton Primary School

Details of Visit to:

From: Date Time To: Date Time

I agree to(name of child taking part in this visit)

I have read the information sheet I agree to 's participation in the activities described.

1. Medical information about your child

a) Any conditions requiring medical treatment, including medication?

If YES, please give brief details:

b) Please outline any food or other allergies and special dietary requirements of your child:

c) Any recent illness or accident staff should be aware of?

d) The type of pain/flu relief medication your child may be given if necessary:

Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact telephone numbers:

Work:..... Home.....

Home Address
.....

Alternative Emergency Contact:

Name: Tel No:.....

Address:
.....

Signed Date.....

(Name) (In capitals)

THIS FORM OR A COPY MUST BE TAKEN BY THE GROUP LEADER ON THE VISIT. A COPY SHOULD BE RETAINED BY THE ESTABLISHMENT CONTACT