Educational Visits Policy

Version	Date
Last reviewed	July 2022
Next reviewed	July 2023
Owner	Head Teacher
Approver	Academy Council

This policy is written in line with the DCFS Good Practice Guide Health and Safety of Pupils on Educational Visits/LA Code of Practice/other Advisory Body Educational Visits Guidelines. The recommendations made in those documents are reflected in this policy.

School visits are an integral part of life at Airedale Junior School, furthering the education of the pupils. When visits are arranged at Airedale Junior School, they support the social or academic needs of the pupils. The visits are well organised, stimulating and worthwhile.

Visits are not taken in isolation. The pupils are well prepared for the visit and, subsequently, put the experience to good effect. The visit is well planned by the class teacher with the safety and welfare of the children of paramount importance.

Teachers who plan a day or residential visit are classed as the **Group Leader** and, as such, have responsibility to make sure the visit is properly organised. The arrangements and procedures ensure well being and safety of all on the visit.

General Information

Early planning is essential for any visit. Plans for residential visits are formulated **twelve months** in advance and, for one-day visits, recommended **at least six weeks** before.

All visits off the school site are approved by the **Head Teacher**, who is kept fully informed throughout the planning stages. The Governors authorise residential visits and are kept informed of progress to facilitate continued approval. **Risk Assessments must be completed by the Group leader and submitted to the LA on the Evolve website, up to 8 weeks prior to the visit for Residential Visits.** An outdoor/adventure activity should be within the ability of the children participating and the accompanying staff.

Preliminary Planning

At the preliminary planning meeting, when this takes place, minutes are taken and copies distributed to the Head Teacher, each member of staff involved and to voluntary helpers. During the planning stage, all stake-holders as well as the Head Teacher **MUST** be aware of the date of the visit and the members of staff who will be attending.

When a visit is confirmed, a' Planning a visit' form (appendix) must be completed then returned to the office where they will book a coach. It is the responsibility of members of staff to identify the entrance costs and any other costs incurred before presenting the form to the office staff. After the coach has been booked, the office staff will cost the price of the visit based on the information presented by the group leader.

Letters to parents **MUST** be sent out at least 6 weeks before the visit, except for any residential, where the letter must go out a year before the visit takes place, allowing the parents sufficient time to budget accordingly.

Throughout the planning period, it is vital to keep both a checklist of jobs done and a record of those completed. Outdoor activity centres must be licensed under the provision of the Activity Centres (Young Persons Safety) Act 1995, and the associated Adventure Activities Licensing Regulations 1996. The contractual implications of using any outside bodies must be identified and confirmed in writing. A Risk Assessment should be obtained in advance from the Provider – Refer to Appendices

It is vital that information concerning staff qualifications, equipment to be used and safety procedures to be followed, are obtained in writing from any of the bodies that will be concerned with the teaching of risky or high-risk activities to children, to ensure that these fall within the guidelines. Similarly, written confirmation is sought about the criminal background and medical fitness of all staff who will have substantial access to, or contact with the children (DBS checks).

Airedale Junior School regards it as desirable that children/parents/staff each receive a dedicated visit booklet for residential visits. The school accepts that this is not always possible. A letter of information or a planning meeting may take place instead.

The Parents' information would include the following:

- Purpose for visit and parents giving the necessary consents
- Itinerary including time of leaving and time of arrival back to school
- Finance arrangements for deposits, cash payments and online payment
- Spending money if required and lunch arrangements
- Clothing/uniform expectations

Parents will be asked to ensure that the following is up to date:

- Emergency contacts
- Medical requirements for the visit
- Consents for first aid, photography and video

The Staff Booklet would include the following:

- Introduction
- Itinerary
- Emergency contacts

- Mobile telephone numbers
- Code of Conduct
- Insurance details
- Finance arrangements
- Spending money
- Personal items to take
- Medical history of group
- Medical forms of group
- Medication details
- Photocopies of passports (where and if appropriate)

Insurance

All staff and helpers are covered by the Academy's insurance.

Preliminary Visit for One day / Residential Visits

For a residential visit, an exploratory visit is made by the teacher/leader of the group. This is to acquire knowledge first hand:

- That the venue is suitable
- That the venue can cater for the needs of the pupils and staff
- To assess potential areas and levels of risk, completing a Risk Assessment Action Plan to be given to the Head Teacher / EVC
- To become familiar with the area before taking the children
- To obtain information concerning staff qualifications and licences
- To ensure the centre is licensed in accordance with Activity Centres (Young Persons Safety) Act 1995 Refer to Appendices

In the cases of LA Outdoor Education centres, the dangers of an area are well known to the local specialist staff.

For all other visits, a preliminary visit should be undertaken, where possible. This is particularly important when a visit involving countryside walks and/or remote areas is planned.

All visits will require a Risk Assessment. Such an assessment will be reviewed prior to the visit taking place.

Financial Arrangements

- The administration team keeps official and separate accounts for all costs and payments for class visits that are not residential.
- Records of all payments by individual pupils are kept by admin staff
- Residential visit payments are staggered, a payment card records such payments and is recorded by the admin staff
- All payments should be made by cheque or on online if possible, cash payments are kept to a minimum

- All payments MUST be sent up to the office
- Visits are cancelled if costs cannot be met by the pupils
- To safeguard all concerned, the visit leader neither banks, nor has access to, the money collected from pupils. All payments by cheque are to the school

Costs itemised for a visit are:

- Travel
- Entrance fees for staff, voluntary helpers and pupils
- Hire of equipment (for activities)
- Preliminary visits
- Extra staffing/supply cover
- Meals
- Materials
- Spending money

Liaison with Parents

It is imperative that parents are given full and complete written details regarding the organisation and administration of a visit to include:

- Activities and venues, including any special risk inherent in the activities undertaken
- Specialist equipment and/or clothing necessary for activities
- Code of conduct expected of the children
- Packed meal requirements
- Total costs and methods of payment
- Insurance cover, including medical cover and exemptions

Near the date of a residential visit, a meeting is held for all parents, their children, the staff, and any voluntary helpers concerned with the visit. The information above is reiterated and the emergency procedures explained. There is an opportunity for questions and discussion at the meeting. A Parental Consent Form and a medical form should be completed for any pupil who has a specific requirement prior to the visit.

Staffing Requirements

Person in Charge

The Head Teacher has overall responsibility for the planning and arrangements of any day or residential visits. The EVC will coordinate information between teachers.

If a qualified teacher wishes to take a group of pupils out of school, responsibility for the planning and arrangements will be delegated to that teacher. However, that person should be prepared to accept responsibility for the well-being and safety of the children at all times. A Risk Assessment must be done by the Group Leader and included in the planning for approval by the Head Teacher/Academy Council/LA/EVC.

Support staff may attend, if they are working with the class on a regular basis, eg TA/HLTA/LTS

If a child has SEN support for a behavioural or medical need, their support staff should accompany them on the visit. If this is not possible, another member of staff is assigned to supervise the pupil.

It is desirable that, on any visit by a party consisting of boys and girls, there are accompanying staff and/or voluntary helpers of both genders. While this might not always be possible on day visits, staff / helpers on residential visits must be DBS checked.

Voluntary Helpers

Voluntary Helpers are selected carefully and are well known to the school and the pupils going on the visit. The school makes checks, through the LA/other Advisory Body, to ensure voluntary helpers are not barred from working with children. A person who does not have this clearance is not accepted as a volunteer.

All voluntary helpers should let the school know as soon as possible if they are unable to accompany the children for any reason, so that a replacement can be found. Any documentation already given to them should be returned to school.

A meeting is held, before the visit, with voluntary helpers and other staff, to discuss arrangements.

Areas of Responsibility

Voluntary Helpers are made aware of the extent of their responsibilities and given a copy of them as set out on the following page.

Risk Assessments are made available to all members of staff, including parents, prior to the visit

(This page should be printed out and handed to Voluntary Helpers when appropriate)

Areas of Responsibility for Voluntary Helpers

- You should attend meetings before the visit, if appropriate
- You should be aware of the itinerary for the day/visit and receive a copy of the itinerary, names of the pupils and details of the groups
- You should stay in close proximity to a teacher on the visit. You should not take a group away to another area unless the teacher has been made aware
- You may be given a small group of children to look after and should know who they are. (The leader should check on a regular basis that the children are behaving themselves and that they are safe and feeling well)
- You should keep the children with you at all times if delegated a group
- You should not assume any responsibility for an activity for which you are not qualified
- You should be aware that the pupils must wear seatbelts at all times on a coach, unless told to remove them by a teacher or in the case of an emergency
- You should tell a teacher if a pupil does not wear his or her seatbelt or interferes with that of another pupil
- You should tell the teacher/leader if a pupil is misbehaving or will not do as asked
- You should accept you have a duty of care to make sure the children in your group are safe and well
- You should report any accident or incident to the teacher/leader immediately
- In the interests of health, **adults are requested not to smoke at any time on an educational visit.** Parents/Volunteers will not be permitted to support on future visits if this is not adhered to.

Visit to _____ Class _____

Signed _____ Parent / Helper Date _____

A copy is retained by the organiser of the visit.

Risk Assessments

Risk Assessments are an integral part of the planning process. The Group Leader is responsible for producing Risk Assessments for all aspects of the visit. The LA's Generic Risk Assessment can be used, but **must** be amended to suit the venue and/or the group. Each Risk Assessment must be signed and dated. Risk Assessments completed and submitted to the LA at least 8 weeks prior to the visit for those visits that fall into this category, refer to Appendices

If external providers are used, copies of their Risk Assessments must be obtained, but any free time and transport should be assessed separately.

Staff Qualifications

Airedale Junior School does not permit staff and voluntary helpers to assume responsibility for any activity for which they are not qualified, eg water sports. Further guidance is available from the LA supporting officer.

First Aid

On any visit, at least one of the supervisory staff will be a competent First Aider, holding a valid first-aid certificate and carrying an appropriate first-aid kit. Airedale Junior School takes advantage of the LA/other Advisory Body's facilities for obtaining first-aid qualifications and revalidation, normally every three years.

Life-saving Qualifications

When swimming, water play or water based activities are envisaged, staff holding the relevant RLSS (life-saving) qualification supervise the activity. There is a pupil/teacher ratio of at least 1:12.

Transport

It is the responsibility of the Office Admin staff to book the coach, confirm the booking and telephone the coach firm a few days beforehand to make the final arrangements.

Airedale Junior School policy is that coaches with seat belts are booked. Vehicles used should comply with the current requirements on seat belts. All seats should be forward facing and seat restraints should comply with legal requirements. The drivers should be suitably qualified and experienced (For further information refer to DCfS guidelines on Health and Safety of Pupils on Educational Visits 1998).

Supervision

- At least two members of staff should supervise the pupils getting on and off the coach – one on the coach and one by the steps
- Both members of staff to check numbers and one to complete a register on outward and return journeys
- Do not let pupils sit on the first two seats facing the front window or next to the emergency exit
- Ensure pupils are settled before setting off
- Pupils **must** wear their seat belts throughout the journey unless told to remove them in an emergency
- When leaving the coach, check for lost property and litter
- At least one teacher should be on each coach or minibus and to have at least one mobile phone with them.
- Contact details for Airedale Junior School should be handed to the driver of each coach/minibus

Pupil Organisation

Regular sessions are held with pupils to prepare them for the visit, so that they obtain maximum benefit.

Where strenuous physical activity is involved, it might be necessary to organise a training programme for the children in preparation for the visit, and to identify those pupils who should not participate in certain activities.

Lists are prepared of the groups for all staff and helpers concerned with the visit. These lists are carried at all times when on the visit. Copies are given to the Head Teacher before the visit

Adult: Pupil Ratio

At Airedale Junior School, the following adult: pupil ratios are a pre-requisite for any visit to go ahead:

Key Stage 2	1:8 (Years 3&4)	1:10 (Years 5&6)
Residential	1:10	

Pupil Control

All accompanying adults have a duty of care. Teachers should remember that they are in loco parentis at all times on the visit and thus are legally responsible for the well-being and safety of the children.

A system of pupil recall is essential with work in an open environment, on water or during swimming activities. This system should be simple, understood by all and practised beforehand. A system is implemented to attract the attention of children (taking part in adventure or water-based activities under the supervision of centre staff) when it is necessary for the pupils to re-join the main group.

Children should never be on their own and always remain in a group. Groups and their leaders should be decided in advance.

Close supervision of the pupils during the night on residential visits is maintained. Adults sleep in close proximity to the children's rooms. Staff retain pass keys in order to gain entry to self-locking doors in an emergency. Children and staff will occupy separate rooms on residential visits, according to gender.

Information Available at School

Final details of the visit are submitted to and retained by, the Head Teacher the day before the visit. This is critical, if the visit is when the school is normally closed.

The group leader holds the information for the duration of the visit. The information should contain details of:

- Itinerary
- Contact points
- Mobile phone number(s)
- Staff - teacher in charge, deputy, helpers, etc.
- Emergency contacts
- Copies of Parental Consent Form copies of any insurance documents, contracts, etc
- Medical information
- Emergency procedures

Emergencies

Despite good planning and organisation, emergencies that require immediate response by the leaders, sometimes occur. Whilst still controlling and supervising the rest of the group, leaders should contact the appropriate emergency/rescue service immediately. The designated person at Airedale Junior School should be contacted as soon as possible (the office staff, who will inform The Senior Leadership Team of any problems).

Texts can be sent to the relevant parents needed to keep them updated.

Unofficial Visits

The above guidelines relate only to the work of the school. Where a teacher takes charge of children voluntarily on an activity out of school hours – one which is not organised by the school (and not approved by the Governors) but involves children from the school, no responsibility is accepted by the Head Teacher or the LA/other Advisory Body.

Reporting Accidents

The standard procedures for reporting accidents are followed. All accident report forms to be handed to the Administration Team, on return to school.

Extra Curricular Activities

The following rules apply when taking a group of pupils out to another venue after school hours to take part in an activity.

- Consent from the Head Teacher
- Extra-curricular information form submitted the day before. If there are changes, submit these to: School office, Head Teacher and accompanying staff and this includes:
- Adult pupil ratio: The same adult: pupil teacher ratios apply, depending on the age of the children, as for educational visit
- If school staff use their own cars to transport children they should have the appropriate car insurance
- Appropriate child seats must be used for small children
- Parents should be fully informed of the time and place to collect the children
- If the activity is cancelled, parents should be informed as soon as possible, so that they can collect their children at the usual home time
- It is the responsibility of the organiser to look after pupils not collected after an activity. Do not leave pupils unsupervised, e.g. at school or at pick up point.

Letter to parents advising:

- Venue
- Time of departure from school
- Time of return
- Pick-up place

- Transport arrangements
- Parental Consent Forms should be completed. These can cover a series of events/visits/activities
- If parents are transporting children, their cars should be fully insured; the pupils should sit in the back and wear seatbelts, no child should be transported by an adult on their own unless it is their own child/ren

Swimming

The following procedures apply:

- Staffing – minimum two adults. SEN support for behavioural or medical needs, if appropriate
- Supervision ratio at the pool 1:12
- The pupils are fully supervised on the coach. All seat belts should be fastened. Staff sit amongst the pupils, with a member of staff at the front. No child or member of staff should stand in the aisle when the coach is moving, unless there is an emergency.
- Duty of care and responsibility for the safety of the pupils apply

Emergency Procedures

If an accident or other emergency occurs, the group leader or supervisor should do the following:

- Assess the situation
- Safeguard the injured members of the group
- If there are injuries, establish immediately the names of the injured people and the extent of their injuries
- Attend to the casualty/ies
- Inform the emergency services, and everyone who needs to know, about the accident
- Notify the police if necessary
- Share the problem; advise all other group staff that the accident/emergency procedure is in operation
- Make sure every member of the group is accounted for
- Ensure that the injured are accompanied to hospital (preferably by an adult whom they know)
- Ensure that the rest of the group understands what has happened, is adequately supervised and kept together
- Inform the Head Teacher and pass on all the details, including names of casualties, their injuries, action taken and names of others involved. The Head Teacher will initiate this policy, if the accident/emergency warrants
- Notify insurers, especially if medical assistance is required
- Ascertain telephone numbers for future calls
- As soon as possible, write down accurately relevant facts and witness details
- Preserve any vital evidence
- Keep a written account of subsequent events, times and contacts after the incident
- Complete accident report forms, contacting the LA Advisory Body and HSE, if necessary
- No one in the group should speak to the media. Media enquiries should be referred to the Chair of Governors
- No one in the group should discuss legal liabilities with other parties

Signed _____ _____

Headteacher Chair of Governors

Date _____ Date _____

Further Information

Useful Documents and Resources

DfES	Health & Safety of Pupils on Educational Visits 1998 (Circular 11/98) (Includes a wide range of model forms, contacts and further information)
ATL	Taking students off site
Calouste Gulbenkian	Wise Before the Event: Coping With a Crisis in School Foundation
HMSO	Activity Centres (Young Persons Safety) Act 1995
HMSO	Adventure Activities Licensing Regulations 1996
HSE	5 steps to risk assessment Managing & Safety
NAS/UWT	Educational Visits and Journeys
NUT	Safety on School Journeys
PAT	Safety on School Trips: a teacher and the law booklet
RoSPA	RoSPA Guide to School Trips, Part 2 (SEF326)

Educational Visits Appendices

EV_CL1 - Visit Planning Checklist

To be completed by all Group Leaders. Copy to EVC

EV_VN1 - Educational Visit Notification

To be completed for ALL educational visits and returned to the EVC

Information to be available for School Office

For visits that are overseas, residential and adventurous, forms must be completed and returned to the LA

EV_VN2 – Provider Assurance Form

To be completed for all visits.

Check relevant sections for particular visits.

Educational Visit Administration Form (information for office eg coach company used, date booked, confirmed etc)

Airedale Junior School

Visit to:	**Proposed Date:**
Entrance Fee:	
Year Group:	**Depart school:**
Number of children:	
Number of adults:	
Coach company:	**Return to school:**
Size of coach: Price of coach:	
Staff/Parent Helpers confirmed for visit	Next of Kin contact numbers given to the office
Letter to parents:	**Educational Visit Notification (EV_VN1)** **Date completed**
Kitchen informed/date:	**Visit Planning check list (EV_CL1)** **Date completed**
Coach confirmed:	**Provider Assurance form (EV_VN2)** **Date sent** _____
Visit confirmed:	**Date returned**
First Aid Kit taken	First Aid Kit returned to the office
Headteacher approved/date:	**Governors approved/date:**

PLEASE ATTACH A MARKED CLASS LIST FOR THOSE GOING