
Collingwood Primary School

Educational Visits Policy

Based on the Essex model

Staff consulted: March 2018

Ratified by the Governing Body: 15th March 2018

Review Date: March 2021

Educational Visits and Off-Site Activities

| | |
|------------------------|---|
| Responsibility - EVC | EVC name;Mrs. Sue Outhwaite |
| Date Trained | Date; OCTOBER 2010 |
| Other Policies Related | Safeguarding and Child Protection, Staff Code of Conduct, Health and Safety, Data Protection, Visitor Helpsheet |

Educational Visits Policy

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1. Authorisation – Legal Responsibilities

- *The head teacher, or senior member of staff authorised by the head teacher (e.g. Educational Visits Advisor) must formally approve any educational visit or other off-site activity.*
- *The governing body must be kept informed and visits must be individually authorised by the governing body where this is specific in the School's Educational Visit Policy.*
- *The EVC must: Ensure educational visits meet the employer's and school's requirements. Support the Head and Governors with approval and other decisions. Assess the competence of prospective leaders and staff; Ensure risk assessments meet requirements; Organise training and induction; Ensure parents are informed and give consent; Organise emergency arrangements; Keep records of visits, accidents or incident reports. Review and monitor practice.*
- *The Visit Leader must: Be approved to carry out visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.*
- *Any other specific responsibility determined by establishment*

2. Types of Visits

Locally approved and ECC authorised : eg.

- *All visits to comply with this **Educational Visits Policy***
- *All local visits to be approved by the EVC*
- *Adventure activities, all residential trips, and trips abroad; require County authorisation by the Outdoor Education Advisory Panel. (OEAP).*
- *This policy must relate to the Codes of Practice in place for such visits :*
- *i.e. COP 28, HASPEV. These and other relevant codes of practice may be viewed on the Advice, Guidance and Reference page of the educational visits website:
www.essex.gov.uk/educationalvisits*
- *All approval of visits will be made using the website based system for organising and seeking approval for educational or recreational visits which can be found at :
www.essex.gov.uk/educationalvisits*

or

- *Local approval will be made using submissions forms attached as appendices. County approval will be made using the on-line system.*

Collingwood School believes that school visits are an essential resource for the teaching of a broad and balanced curriculum. Each year group will go on at least one visit each year linked to an aspect of their topic work. Alongside visits off-site, the school will invite in speakers, groups, artists or other adults into Collingwood to enrich and extend experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

When planning for a visit, teachers should consult with Mrs. Outhwaite (at present designated teacher with responsibility for educational visits) to ensure correct procedures are followed.

Aims

The aims of our off-site educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits culminate with a 5 day/ 4 night - residential field trip experience in Year 6.

Curriculum links

For each subject in the curriculum there is a corresponding programme of activities (which can include visits to the school by specialists). Examples of educational visits or visitors include:

- **English** – theatre visits and visiting theatre group
- **Science**– use of the school grounds, visits to Compass Gardens and Chetwood (forest schools) for KS2 SATS revision;
- **Mathematics** – use of traffic surveys in the local environment;
- **History** – castle visits, study of local housing and the railway, the Imperial War Museum, London and local museums, Off the Page theatre group;
- **geography** – use of the locality for fieldwork, the residential PMFC/ Ironbridge visit
- art and design – art gallery visits, use of the locality : Compass Gardens
- **PE** – a range of sporting fixtures, extra-curricular activities, visits by specialist teachers; linked to William de Ferrers Specialist Sports School [Activemark achieved Dec.2007;
- **Music** – a variety of specialist music teaching, extra-curricular activities, local schools' Infant Music Festival, concerts and productions for parents to see and hear;
- **Design and technology** – visits to local shops/ Asda, APU Chelmsford;
- **ICT** – its use in local shops/libraries/secondary schools etc;

- **RE** – visits to local centres of worship and Chelmsford Cathedral, visits by local clergy/ and charitable organisations e.g The Red Cross;
- **PSHE and citizenship** – visits to the fire station, visits by local fire and police officers, nurses and health workers. Yr6 experience visits to both Danbury Crucial Crew and Chelmsford Play in the Park

Residential activities

Children in Year 6 have the opportunity to take part in a residential visit. This activity is in school time and is designed to provide a focussed culmination of a wide variety of subjects at Collingwood. The school makes a charge for this trip and considers on an individual basis any parent who has financial difficulties

The residential visit enables children to take part in outdoor and adventure activities. The school only takes part in this trip with the prior approval of the Governing Body. We ensure that only qualified instructors deliver the specialist activities that we offer the children.

How visits will be authorised

The head teacher will appoint a party leader and suitably experienced and qualified staff are responsible for running the activity. These will normally be teachers employed at the school.

Mrs. Outhwaite, the school's educational visits coordinator, will help in the planning and management of off-site visits, when requested.

She will:

- ensure that risk assessments are completed;
- support the Head Teacher and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that any coach company used assures us their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a local library).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the DfES. All off-site activities must take place in accordance with the agreed instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head Teacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Head Teacher will seek the approval of the governing body before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Transport

The costing of off-site activities should normally include any of the following that apply:

- Transport;
- Entrance fees;
- Insurance;
- Provision of any special resources or equipment;
- Costs related to adult helpers;
- Any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, staff/adults are covered under the school insurance policy but must ensure that Booster seats are used where necessary. double-checking that each driver has been subject to the normal police checks.

We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts and hold a safety check before vehicle moves off.

Group leaders' planning

Group leaders must liaise closely with Mrs. Outhwaite and (if required by her) read thoroughly the appropriate guidance for off-site activities:

- *Health and Safety of Pupils on Educational Visits: A Good Practice Guide* – (DfES 1998) and its supplements:
- *A Handbook for Group Leaders* (DfES 200
- *Group Safety at Water Margins* (DfES 2002)

They must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

Visit plan

The visit plan for intended educational visits must include the following:

- appropriate risk assessment;
- report on preliminary visit;
- application for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule, importantly arrival and departure times;
- accommodation plan (if applicable);
- full schedule of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information
- guidance for the emergency contact and Head Teacher;
- medical records (questionnaires for residential field trip)
- first-aid boxes.

Monitoring and review

This policy is monitored by the governing body and will be reviewed every two years or before if necessary.

3. Risk Assessment

All visits must be Risk Assessed

- *A risk assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.*
- *Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.*
- *Use of a 'provider', for example accommodation or adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit.*
- *One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.*
- *All staff / and or parent helpers must be encouraged to report any safety concerns they have regarding the conduct of the visit.*

4. Parental Consent

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

One parental consent may cover a programme of similar activities over a maximum of one year.
(Sporting fixtures)

eg.

Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- *Venue(s) and travel arrangements*
- *Dates and times of departure and return where visits exceed beyond the school day*
- *The nature of activities planned*
- *Kit list*
- *Arrangements for supervision*
- *Code of conduct or standard of behaviour expected during the visit*
- *Financial contribution expected from parents*
- *Insurance arrangements*
- *Contact system in case of emergency*
- *Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.*
- *A specific request for parents to inform of any medical/disability requirements even if temporary (ie medication)*

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits), with a limited subsidy from the parent teacher association. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the head teacher to make a decision about the financial viability of the activity in reasonable time.

5. Staffing – competence and training

- *There must be a qualified teacher in charge as visit leader. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.*
- *All staff should be assessed for competency and training provided for visit leaders.*
- *The staff-pupil ratio must be determined as part of the risk assessment. Staffing ratios for visits: Identify legal staffing ratios and appropriate supervision arrangements for types of visits taken: (may specify minimum school requirements based on HASPEV / COP 28 and establishment considerations)*
- *Considerations : SEN / behavioural / age / activity / location / transport / Visits lasting longer than one Day / Visits of one Day or less*
- *Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.*
- *County policy must be followed with regard to CRB checks.*
- *If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.*

6. Supervision

- *Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.*
- *The visit leader must determine when supervision must be 'direct' and when it may be 'remote':*
- *Direct supervision – pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group*
- *Remote supervision - pupils are allowed to operate unaccompanied in groups of 4. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of an emergency.*
- *A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received.*

- *Any other school determined consideration*

7. Insurance

Essex County Council Insurance covers all pupils on Education and Off-site visits.

Non VA, Foundation and establishments not covered by ECC insurance must provide insurance cover for off- site visits.

No forms of indemnity or 'insurance waivers' may be signed without reference to the ECC Legal Service.

8. Emergency Planning

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if requires, plus access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information, must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.

What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Governing Body will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

1 adult to 5 pupils in Year R, 1 and 2

- 1 adult to 8 pupils in Year 3
- 1 adult to between 10 and 15 pupils in Years 4 to 6;

Essex County Council stipulate the following minimum requirements;

Namely; 2 adults for the first 20 children + an additional adult for each additional children 20 children or less.

At least ½ of the minimum above shall be members of the teaching staff or non-teaching staff.

NB- this is minimum only. **For younger children this ratio should be increased.**

Any trip will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases. The responsibility lays with the teacher's knowledge of their class (taking into account medical and special requirements of the specific group) to provide adequate supervision when on trips.

A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes (This will also be obtained if a different coach company is used), including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The group leader will double-check that all adults helping to supervise any **residential** trip have been subject to police checks.

The completed risk assessment will be given to the head teacher / or Mrs. Outhwaite (Educational Visits Coordinator) to be signed and a copy given to the governing body, a copy to be placed in the Education Visits file and a third copy to be kept by the visit organiser.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from DfES

9. Summary Checks

- *Seek approval in principle from EVC / Line manager.*
- *Plan and prepare for visit.*
- *Complete submission form.*
- *Assess risks.*
- *Define roles and responsibilities of other staff and pupils.*
- *Ensure effective supervision of pupils and what they do.*

Related policy areas for the establishment

- Child protection
- Inclusion
- Emergency planning
- Accident
- Health and safety
- Staff development (training, qualification)
- Volunteer
- Finance and insurance
- Work Experience
- Diploma work
- Extended Schools

Documents required:

- *Parental Consent forms*
- *Incident / Accident Report forms*
- *Educational visits register – Pupils / Staff lists*
- *School Emergency Plan*
- *Emergency Contacts at Essex County Council (download emergency contact list from website – Page 5 submission form –(Ironbridge only)*
- *Risk assessments*

Educational Visits – Helpful Tick List Sheet

Before

| | Tasks | Tick |
|-------|---|------|
| | 1. Obtain costs for entrance fees and coaches and any other anticipated expenses | |
| Notes | | |
| | 2. Visit the proposed venue. | |
| Notes | | |
| | 3. Check venue for toilets, eating environment, shops, and fire precautions. | |
| Notes | | |
| | 4. Completed the necessary pre visit paperwork. I.e. visit plan, risk assessment, etc. | |
| Notes | | |
| | 5. Complete the Journey Costing Calculation Form (Form A) | |
| Notes | | |
| | 6. Gain authorisation from the Head Teacher | |
| Notes | | |
| | 7. Ensure the booking of coaches or other transport | |
| Notes | | |
| | 8. Write a letter to parents including all relevant details, venue, subject, justification, times, cost, parental contribution, clothing and money for children to bring. | |
| Notes | | |
| | 9. Keep record of money brought in by the children and parent's permission slips, (Usually sent in together) Along with medical requirements. | |
| Notes | | |

Just before

Checklist. Have you got;

| | |
|-------------------------------------|--|
| Children's medical records | |
| All the permission slips | |
| All the emergency contact numbers. | |
| The first aid kit | |
| A mobile phone for emergency usage | |
| Do all the adults know their duties | |

After

| | | |
|-------|--|--|
| | 10. Thank all the children, parents and helper | |
| Notes | | |
| | 11. Write a thank you to the venue (if applicable) | |
| Notes | | |
| | 12. Produce display photo's and work (if applicable) | |
| Notes | | |