



Policy and Guidance for Educational Visits

The school applies the best local and national advice from



National guidance for the management of outdoor learning, off-site visits and learning outside the classroom.

<http://oeapng.info/>

which is updated constantly.

Purposes and Aims

Brook Primary School is committed to providing quality education based on equality of opportunity and access. At Brook Primary, educational visits are seen as an integral part of school life, as part of our aim to provide a broad and balanced curriculum. Educational visits should:

- Have a stated educational purpose
- Provide children with first hand experiences
- Enhance learning opportunities and our curriculum.
- Develop personal and social skills.
- Provide a positive contribution to the development of cross-curricular dimensions.
- Give children opportunities to take part in new and exciting activities that they would not otherwise do.

We aim:

- To encourage and promote external activities which give added value to the curriculum.
- To make school activities accessible to all students with regard to family income, responding to the wide variations in family income while not adding additional **unexpected burdens to the school budget.**
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.

Visits include:

- Walks around the local area, local visits and community visits
- Half or full day visits which need transport
- Residential visits
- Optional cultural visits
- Visits linked to the RE curriculum

Responsibilities

- The Health and Safety at Work Act 1974 extends to employees working offsite. This makes the LA responsible for employees on educational visits and this responsibility is required of governing bodies of schools
- Enshrined in the terms and conditions of all teaching staff is a duty of care. See The School Teachers Pay and Conditions documents 2016
- The LA requires governing bodies to have an educational visits policy and in turn the governing bodies require of the Headteacher that this is implemented
- The Headteacher requires that the group leader undertakes risk assessment, leads in supervising the visit, implementing relevant school policies (notably Health and Safety) and ensuring that all other staff, volunteers and children are clear about what is expected
- The trip leader is to allocate children into groups with the correct ratio of staff to pupils and an assigned group leader. The grouping of children will be discussed by the trip leader and class teachers but organisational and health and safety constraints mean that parents cannot determine which member of staff cares for their child.
- That staff ensure when they book trips or visitors the children will be safe from terrorist and extremist material.

First Aid and Recording of Accidents

A first aid box/bag is to be taken on school visits. Where a qualified first-aider is in attendance they will deal with injuries. All trips will be sufficiently staffed for one or two members to stay with a child away from the group in the event of a more serious accident or injury. An ambulance may be called or a child taken to hospital as necessary. This will be reported to the LA. All accidents must be recorded on return to school, in the school accident book.

All necessary medication should be carried by the group leader (or appropriate small group leaders in the case of inhalers) and administered as per the school's medical administration policy.

Supervision

There are no legally enforceable ratios of adults to pupils accompanying a visit. Safety for particular activities is paramount. At Brook Primary, to ensure safe adult to pupil ratios we have taken advice from ROSPA (Royal Society For The Prevention Of Accidents) and therefore, we usually have:

- 1:15 for all visits where the element of risk is similar to the risks encountered in daily life.
- 1:10 for all residential visits, including going abroad, with some exceptions.
- 1:6 for children under seven and/or where the children have special needs.
- 1:5 or less for younger children (in Early Years) or high risk activities

Where necessary for safety ratios will be increased and are assessed for each visit individually.

Insurance

The school is covered under the LA policy for most day visits (copy attached). Additional insurance is arranged for residential or higher risk activities, if necessary, with tour operators under the guidance of the appropriate LA officer/department.

Safety

See also Brook and LA Health and Safety Policies

- Children must be supervised by an adult at all times, including lunchtimes.
- A suitable place for lunch and toilet facilities needs to be considered.
- Staff must make an assessment of any potential hazardous situations before the visit takes place, for example, children's playgrounds.
- The LA risk assessments on 'Evolve' must be uploaded and approved prior to all visits.
- All adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aims of the visit and exactly what their duties are.

Emergency Procedures

See our Emergency Procedures policy on the shared area, in the Head's office and main office.

Special Needs including Special Medical Needs

Brook Primary School will take all practical measures to include all pupils on school visits as a matter of access and entitlement to the curriculum. Alternative venues or activities may be sought if all pupils cannot be accommodated. Additional adults will attend visits where a child has specific special needs or medical needs. However, in exceptional circumstances it may be negotiated with parents/carers that it is not in the child's best interests to attend.

Any SEND with Physical Impairment and Medical Inclusion Service/Hearing Impairment/Visual Impairment to have a separate risk assessment **and are signed by parents and the Headteacher or SENCO before the trip.**

Discipline

Children are always briefed about expected behaviours. Those not adhering to these will be dealt with under the school's normal behaviour code. If necessary, a child may be removed from a visit and brought back to school or to their parents.

Children may not be allowed to attend a visit if their behaviour poses a health and safety risk to themselves, fellow pupils, or the general public.

Wearing of Uniform

It is easier to identify children if they are wearing their school uniform. If the visit is likely to involve a lot of outdoor activities, for example, to a farm, then it may be requested of parents that they send their children in suitable outer clothing and footwear. Children may not be able to attend a visit and may need to remain in school if they are not appropriately dressed. It is the responsibility of parents/carers to ensure that pupils are dressed appropriately for weather/temperature. Staff will advise parents prior to the trip what clothing is required. **Some places of worship may require a scarf or head coverings which will need to be provided by parents, however additional headwear will be taken from school.**

Charging for Visits

See Charging and Remissions Policy

Where payment by cheque is required by a venue, the group leader should arrange this with the office staff in advance, at least 2 days prior to the visit. The office should also be informed when booking a visit, whether the payment will be made by cheque on the day or invoiced afterwards.

Where prior payment of entrance tickets is needed a payment deadline needs to be set with parents in advance. **If parents do not return a reply slip or pay any of the amount by the given deadline a place will not be booked for their child and they will not be able to attend the visit. Normally there will be no refund of deposits for partially out of hours visits including residentials, if payments are not kept up to date.**

Where voluntary contributions are requested, if 90% are not received to cover the total cost of the trip then it will be cancelled for all pupils.

The school can only refund visit costs where they have not already been paid. This means that transport costs can rarely be refunded. Where tickets have been paid for in advance these cannot be refunded. If the school would incur a loss from a child's non-attendance at a visit then a refund will not be possible. This includes cases of illness, changes of mind or other family circumstances. Where obtaining any possible refund involves the school in administrative tasks a charge may be made.

Allocation of Places

There will always be enough places planned on core curriculum visits for all children in the relevant class/year to attend but where places for enrichment visits (optional extra trips that may take place wholly or partly outside of normal school hours) are limited they will be allocated according to criteria set by the school. This will often be on a "first come first served" basis where those handing in **all** of the required documents and money as requested will be given the remaining places in order of arrival. Names may be taken for a waiting list once all places are filled, in case children drop out or more places can be booked, but there is absolutely no guarantee of a place at this point.

Planning

Educational visits and enrichment activities are included in Long Term and Medium Term Planning and generally booked early in the term they are to take place or during the term before. In some cases it will be necessary to plan further in advance, for example at the beginning of the school year, as some visit locations are in heavy demand.

Information needs to be sent for in advance, and where appropriate, a pre-visit arranged. Where required, the information collected should include disabled access, disabled toilets and include any information needed for wheelchair access, so that provision can be made for all children for the whole visit.

Information about possible places to visit is sent to the staffroom where there is a folder for ideas. Additionally the EVC will be able to offer advice or guidance and Evolve has a visit suggestions tab.

Process

- Book venue and arrange coaches (do a pre-visit if necessary).
- Issue a notification letter to parents with charges calculated and transport identified (standard letter on shared area)
- Complete a risk assessment and record online with 'Evolve' .
At least 4 weeks must be allowed for this. For day/part day visits risk assessments should be completed at least two weeks before the planned visit date.
- Identify a group leader, deputy leader and other staffing.
- Risk assessment to be completed with risk assessment format in trip folder.
- Ensure safe adult/pupil ratios for the visit.
- Book/arrange any packed lunches needed from the school kitchen for pupils entitled to free school meals.
- Ensure all pupils have a valid ANNUAL PARENTAL CONSENT form (CAT1A Form - Low risk activities) these should be completed in the parent pack at the beginning of each year, again in the spring term for any trips and again for trips in the summer term. (TERMLY CONSENT FORM)
- Plan for children with specific needs. Send assessments for authorisation if needed at least 2 weeks before the trip for parent s and SENCO to fill out necessary individual risk assessment.
- Produce an itinerary for the day and share with all attending the visit.
- Collect print out emergency contact details of all the children who are going from the office.
- Brief children about safety aspects.
- Confirm transport and venue details.
- Assess any changing risks.

What To Take

- Collect and take packed lunches from school kitchen.
- A copy of emergency details from office which includes names, address, contact and medical details.
- First aid kit, newspaper, bowls, change of clothing, paper towels and plastic bags.
- Medication including inhalers.
- School landline and mobile numbers for Head or Deputy or any nominated person.
- Resources or equipment if required.
- Payment (invoice to school is preferred).
- Children can take drinks and a snack if the visit is longer than 2 hours or runs into lunchtime. Water and plastic cups to be taken in case not all children have a drink.
- Lunches to be taken if the trip runs over lunchtime and extra food taken in case of any unforeseen issues.
- High visibility jackets to be worn by staff members for the duration of the trip.
- Copy of the risk assessment.

What To Leave

- A list of pupils attending, their groups and their group leaders. Where pupils are travelling on two or more coaches/minibuses group lists for each vehicle should be left behind.
- A copy of emergency details from office which includes names, address, contact and medical details.

- A mobile contact number for the group leader and deputy leaders.
- Itinerary including approximate return time and collection arrangements.
- Transport details including the name and number of the coach firm.
- A list of adults attending.
- Copy of the risk assessment

There is a checklist available in the Educational Visit section of the school shared area to guide teachers through this process. Also information for the Evolve risk assessments are in the trip folder along with previous risk assessments.

Formulated May 2004

Last updated February 2020

Brook Primary School

Educational Visits Policy