

Christ Church C of E Primary School Educational Visits Policy



Christ Church Primary School is strongly committed to learning outside of the classroom walls. We believe that the value added of these activities far exceeds the inherent risks. Thus, safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum we offer.

Throughout the school year, staff at Christ Church Primary School undertake numerous activities that occur away from the school site, often beyond school hours. The organisation of all educational visits follows current best practice guidance.

Purpose

It is important that any educational visit, or overseas trip, is carried out in a calm, happy and secure environment; that staff and children feel confident in the safety procedures in place and that they fully understand the parameters of the trip. The learning experience, however, must remain the primary focus. The aims and objectives of educational visits and of learning across and beyond the curriculum are:

Developing key skills

- Using and applying knowledge, skills and understanding in different, realistic and exciting contexts;
- Developing the ability to work co-operatively;
- Developing the ability to communicate successfully;
- Showing initiative and a positive attitude;
- Showing greater independence, moving towards self-reliance;
- Becoming increasingly risk aware and increasing understanding and independent action.

Raising achievement by boosting self-esteem and motivation

- Raising self-esteem through successful participation and enjoyment;
- Developing a positive attitude to learning;
- Helping demonstrate strengths and understanding of limitations;
- Encouraging responsibility;
- Improving behaviour;
- Addressing disaffection.

Developing social education and citizenship

- The ability to work with others, accept and support them, building relationships;

- Learning to tolerate others and respect their views – understanding equal opportunities;
- Learning to accept the consequences of their own actions;
- Learning to defend their own point of view;
- Encouraging a commitment to voluntary service;
- Exploring attitudes and values they will carry into adult life.

Promoting education for sustainable development

- An appreciation of the natural world as a source of interest and challenge;
- A concern for living things;
- An understanding of the need for interdependence between people and the environment;
- Recognition of the effect of present actions on the future;
- An increasing ability to access evidence and make personal decisions.

Promoting health and fitness and a positive use of leisure

- Developing a positive attitude to physical activities and a healthy lifestyle;
- Developing and experiencing physical fitness and well-being;
- Achieving success in physical activities;
- Developing self-respect and self-discipline and the ability to cope with adversity;
- At any time, pupils are 'off-site', they are considered to be on a school trip or educational visit. This involves activities such as: fixtures, visits to museums, extracurricular activities (skiing, golf etc), local community work (visits to residential/care homes), residential trips, sports tours etc.

Equal Opportunities and Inclusion

Everyone concerned needs to ensure that every effort is made to include all children. The challenge is to make these activities available and accessible in some form to all who wish to participate or are required to take part. This would be irrespective of their special educational or medical need, disability, ethnic origin, sex or religion. It needs to be remembered that this must be done whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. These are significant factors to be managed, which may override other considerations. Communication with parents is key to decisions being made.

Approval procedure

This is the key role for ensuring that the management of visits and trips meets the regulations and conforms to the school's Health and Safety and Safeguarding Policies. Any delegation of responsibilities must be done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities the aims and objectives; and the risk assessments required.

Headteacher

Christ Church's Headteacher ensures that visits comply with regulations and guidelines provided by the employer and the school's own health and safety policy. Our Headteacher will ensure that the group leader is competent to monitor the risks throughout the visit. Our Headteacher will also be clear about their role if taking part in the visit as a group member / supervisor. They should follow the instructions of the group leader who will have sole charge of the visit.

The Headteacher should ensure that:

- Adequate child protection procedures are in place;
- All necessary actions have been completed before the visit begin, including the – E-visit online form;
- The risk assessment has been completed and appropriate safety measures are in place;
- Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- Group leaders are allowed sufficient time to organise visits properly;
- Appropriate checks have been carried out on the suitability of adults other than teachers accompanying the visit;
- Ratio of adults to pupils is based on risk assessment and is appropriate;
- The LA or governing body has verified and deemed the arrangements for the visit, as suitable and sufficient ;
- Parents have signed consent forms;
- Arrangements have been made for the medical needs and special educational needs of all the pupils, inclusive of Individual Care plans;
- Suitable provision should also be made to ensure that groups adhere to our school's behaviour policy;
- Adequate first-aid provision will be available. It is advised that all groups are accompanied by a member of staff who has Emergency First Aid Training;
- The mode of travel is appropriate;
- Travel times out and back are known including pick-up and drop-off points;
- There is adequate and relevant insurance cover;
- They have the address and phone number of the visit's venue and have a contact name;
- A school emergency contact has been nominated and the group leader has details;
- The group leader, accompanying adults and nominated school contact have a copy of the agreed emergency procedures;
- The group leader and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other accompanying adults next of kin;
- There is a contingency plan for any delays including a late return home.

Educational Visits Co-ordinator

The EVC will be involved in the planning and management of educational visits and will help the school fulfil its health and safety obligations for visits.

EVC should ensure that:

- Ensure educational visit complies with guidance including those of risk assessment;
- Support the Headteacher ensuring all appropriate arrangements are in place including signing off E-Visits online form request;
- Organise induction and training of leaders and other adults;
- Make sure criminal records bureau disclosures are in place;

Group Leader

The group leader will be an employee of the school who should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader will plan and organise the visit submitting those plans to the headteacher and EVC for approval. The visit/group leader will have overall responsibility for supervising the visit and should have regard to health and safety at all times, carry out a risk assessment and take into account the following when assessing the risks:

The group leader should:

- Obtain the Headteacher's prior agreement before any off-site visit takes place;
- Follow LA guidance and/or and all additional guidelines, policies or arrangements enacted by the employer;
- Fill in the online E-Visits online request form at least a week prior to the visit taking place;
- Clearly define each accompanying adults' role and ensure all tasks have been assigned;
- Be able to control and lead pupils of the relevant age range;
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- Be aware of child protection issues;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete the planning and preparation of the visit in consultation with the EVC including the briefing of group members and parents;
- Undertake and complete a comprehensive risk assessment;
- Give consideration to the risks associated with social and impromptu activities.
- Review regularly visits and activities undertaken and advise the Headteacher and EVC where adjustments may be necessary;
- Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;

- Has sufficient information for pupils participating in the visit, been obtained to assess their suitability. It is a requisite that this shall include consideration for all Individual Care plans or other identified individual provision.
- Suitable provision should also be made to ensure that groups adhere to Christ Church behaviour policy;
- Ensure the ratio of adults to pupils is appropriate for the needs of the group.
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- Ensure that all adults accompanying the visit have a copy and are aware of the arrangements relating to the emergency procedures;
- Ensure that the all appropriate adults accompanying the visit have the details of any pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively, this must also include consideration for any Individual Care plans.
- Suitable provision should also be made to ensure that groups adhere to the school behaviour policy;

Accompanying Staff / Employees

Teachers on school-led visits are defined as employees of the organisation, whether the visit takes place within normal hours or outside those hours, by agreement with the Headteacher and governors. Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.

They should:

- Follow the instructions of the group leader and help with control and discipline;
- Consider stopping the visit or the activity, notifying the group leader, if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Accompanying Adults / Volunteers

Adults other than teachers on the visit should be clear about their roles and responsibilities during the visit. Adults other than teachers acting as supervisors must:

- Do their best to ensure the health and safety of everyone in the group;
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- Speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

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 supervisors including those at the venue of the visit;
- Dress and behave sensibly and responsibly;
- If abroad be sensitive to local codes and customs;
- Look out for anything that might hurt or threaten themselves or anyone in the group and tell their group leader about it.

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 wherever possible.

Parents / Carers

Parents should be able to make an informed decision on whether their child should go on the visit. The visit/group leader should ensure that parents/carers are given sufficient information in writing and are invited to any briefing sessions.

The visit/group leader should also tell parents/carers how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Parents/carers should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.

Safeguarding Children

All children have the right to be protected from harm. An educational visit, off-site and residential activities, provide a stimulating learning, environmental and, in many cases, a different and more relaxed or interactive environment.

The School is committed to ensuring that:

- Safeguarding Children procedures are initiated and followed;
- Ensuring clear lines of communication and effective liaison between staff managing and supervising this work;
- Ensuring clear lines of communication and effective liaison between all agencies responsible for the safety and welfare of children;
- Enabling children to understand their rights and recognise and deal with unsafe situations;
- Implementing the Christ Church Primary School's Safeguarding Policy and procedures.

First Aid

The School's Health and Safety Policy ensures that, as far as possible, the school buildings are an accident-free environment. The same standards apply to off-site, including all forms of visit and trips.

- The provision of a first-aider does not prevent accidents, but it is an important part of the control measures that follow risk assessment.
- The School provides adequate and appropriate equipment, facilities and personnel at its locations to enable employees, pupils and visitors to be given first aid;
- Decisions about the deployment of first aiders on visits and trips are based on risk assessments, which consider;
- The hazards in any environment and the risks they present;
- Any generic policies in place;
- The group and its needs (including medical);
- The leaders and activities to be undertaken;
- The transport arrangements.
- The remoteness of any location and the ability to summon support;
- What first aid qualifications and experience are available at the trips provider's locations/centres;
- The history of any incidents or accidents in similar contexts;
- Cover is proportional to the risk, rather than to group numbers or similar criteria.

Safety and Emergency Procedures

Trip organisers have an implicit 'duty of care' and must take prudent and reasonable steps to ensure the safety and welfare of all those involved. Whilst a trip or visit is in progress, the Headteacher acts as the emergency school contact. Any major incident will immediately be related to the Headteacher.

The Group Leader will take full details of all pupils in addition to the contact number of the Headteacher and the School Office. For all Early Years Foundation Stage trips and visits, and any overnight or overseas visits, this precaution is strengthened with the addition of full contact details for each pupil's parents or guardians. Each Group Leader will ensure that mobile phones are taken and staff have access to each other's numbers and those of the school. At least 1 qualified First Aider will accompany all school trips and First Aid kits are mandatory on any trip and it is the responsibility of the Group Leader to organise this. In the case of emergency medical treatment being required, the Group Leader will make direct contact with the parents. For EYFS trips, at least one member of staff has a Paediatric First Aid Certificate.

Recording and Reporting Incidents and Accidents

Accidents to children, leaders and volunteers will be recorded or reported in accordance with the established procedures. All accidents and emergencies will be recorded, no matter how minor. In the case of a serious injury, the parents and our Headteacher will be informed as soon as possible.

Checklist for Educational Visit Request Form Application

- Dates of the visit;
- Visits objectives;
- Times of departure and return - parents or an appointed adult must have agreed to meet their child on return;
- The location where the pupils will be collected and returned;
- Modes of travel including the name of any travel company;
- The size of the group, the level of and where appropriate the qualification of supervision including any times when remote supervision may take place;
- Details of accommodation with security and supervisory arrangements on site;
- Details of provision for special educational or medical needs, this must also include consideration for any Individual Care plans.
- Suitable provision should also be made to ensure that groups adhere to our school behaviour policy;
- Procedures for pupils who become ill;
- Names of leader, of other staff and of other accompanying adults;
- Details of the activities planned and of how the assessed risks will be managed;
- Standards of behaviour expected in respect of, e.g. alcohol, sexual behaviour, smoking and general group discipline including prohibited items;
- What pupils should not take on the visit or bring back;
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover;
- Clothing and equipment to be taken;
- Weather conditions and how this could affect the visit;
- Information to be given by parents and what they will be asked to consent to;
- Submission of completed EVF and supporting documentation to the employer and or the LA appropriate to the category of visit

Educational Visits Ratios

- Nursery classes should have a ratio of at least 1 adult for every 2 children;
- Reception classes should have a ratio of at least 1 adult for every 4 children;
- Years 1 to 3 should have a ratio of at least 1 adult for every 6 pupils;
- Years 4 to 6 should have a ratio of at least 1 adult for every 10-15 pupils.