



Little Heath School

Educational Visits Policy

Revised 25/04/18

This policy was adopted on 13/06/18

The policy is to be reviewed on 12/06/20

Signed Chair of governors)

OVERVIEW

Little Heath School wholly complies with the London Borough of Redbridge “Requirements for Educational Visits 2008” document and the DFE’s “Health and Safety of Pupils on Educational Visits”.

Our aim is that all visits from school should be:

- Safe
- Educational
- Enjoyable

Rationale

Well-planned and executed educational visits provide our pupils with valuable experiences, which enhance their learning at school. Providing a variety of ‘real-life’ opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Purpose

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

PLANNING EDUCATIONAL VISITS

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils.

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning take place. This involves considering the risks, dangers and difficulties that may arise and making plans to avoid them.

The following guidelines support the planning and implementation of Educational Visits organised at Little Heath School.

Parents/carers should be given information about the purpose and details of the visit at least two weeks in advance. A letter to this end should be sent along with a reply slip for parents to give their consent to their son/daughter’s participation.

Parents/carers need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’.

For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents/carers for whom English is a second language.

Parental consent

Routine visits in the locality of the school, including some PE lessons, are covered by the parent/carer consent on the Admissions Form. Little Heath School will seek consent for all other visits. A parent/carer consent form must be returned for each child in the group. If there is no written reply from a parent/carer then either the trip leader or the school office should make a call home to seek verbal permission. This should be recorded on the school's Call Log.

If parents/carers wish to withhold consent, they will be invited to meet with a senior member of staff to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.

If the parents give a conditional consent a senior member of staff will need to consider whether the pupil may be taken on the visit or not.

Risk Assessments

A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through "Plan B" scenarios. Where possible, staff should visit new places in advance to access the risks, dangers and difficulties. Staff can request a copy of the risk assessment from the organisation being visited.

Risk Assessment forms are found in the School Organisation section of the school intranet. The Educational Visits checklist is available from the Educational Visits Folder in the School Office.

The Risk Assessment should be authorised by the Key Stage leader in the first instance, approved by the Educational Visits Co-ordinator and authorised by the Head teacher. All staff on the trip should familiarise themselves with the Risk assessment and any Manual Handling Assessment that has been required.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. Where no First Aid facilities are available then a qualified First Aider should be present on the trip. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group.

First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group. In addition, protocol boxes such as for Buccolam or Asthma Pumps, and equipment such as Diabetes and Tube-feeding facilities must be taken as required by the pupils' needs. Staff trained on these particular care plans should be present on the trip.

Staffing Ratios

It is important to have a sufficient ratio of adult supervisors to pupils. This is subject to the needs of the pupils on the trip and the type of activity, medical needs, and experience of staff, venue, transport and

weather conditions and will be determined by the trip leader and form part of the risk assessment. Teacher should meet to discuss the arrangements if there is more than one class going on any one trip.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

Preparing Pupils

Where possible and if appropriate, information and guidance will be provided to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur.

Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

If there is the possibility that a pupil may be excluded from the visit due to safety issues, a meeting would be arranged with a senior member of staff in advance to discuss concerns and agree what action is to be taken.

Pupils with complex special educational and medical needs

The Head teacher will not exclude pupils with complex special educational or medical needs from school visits except on the grounds of safety. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. All staff will be expected to follow the school's policies and procedures when dealing with any pupil's inappropriate behaviour.

SPECIFIC TYPES OF VISIT:

Adventurous Activities

If the school is leading an adventure activity, such as canoeing, the LEA (via the EV3 form) must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

Residential Trips

Residential trips will be planned well in advance and arrangements will be overseen by the Health and Safety Manager. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.

The Visit Leader should be an experienced member of staff.

Residential trips must be approved by the Governing Board. Approval will be arranged by the Health and Safety Coordinator.

Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the DCFS 'Group Safety at Water Margins' will be followed.

Farm visits

Little Heath School recognises that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

ROLES AND RESPONSIBILITIES

The Governing Body

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed every two years.

The Governing Body will approve residential visits.

Head teacher – James Brownlie

The Head teacher will ensure a suitable Educational Visits Co-ordinator is appointed.

The Head teacher will ensure suitable Visit Leaders are appointed.

The Head teacher (and Educational Visits Co-ordinator) will sign off the Risk Assessment.

Educational Visits Co-ordinator (EVC) – Stephen Powell

The Educational Visits Co-ordinator has been trained by the LEA and is responsible for ensuring visits comply with LBR's "Requirements for Educational Visits 2008" document.

The EVC (and Head teacher) will sign off the Risk Assessment on the school's intranet.

The EVC will oversee arrangements for residential visits and will ensure all approvals are received including the approval of LBR via the EVOLVE system.

Visit Leader

There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head teacher. This will usually be an experienced teacher.

The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator and Head teacher at least two weeks in advance of the visit unless there are exceptional circumstances; which will be approved by the head Teacher. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit. Some trips may involve Placement Students, who would need to be added to the trip forms. They would not be there to replace a member of staff, but would be there as an additional adult.

The Visit Leader is responsible for ensuring the EV7 Emergency Card, first aid kit and pupil medication are taken on the visit and that all pupils are issued with an identification label. All staff and pupils on the trip will need to sign in and out at reception. In case of emergency, the Trip leader will ring the office to update the Head teacher.

Other teachers and staff involved in a visit

Teachers and staff on school-led visits act as employees of the school and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with the Head teacher and Governors if some of their time on the visit falls outside normal hours.

Parent Helpers

Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit when they will sign the Risk Assessment and be given a written list of the pupils in their group. **All helpers must be List 99 checked.** Those helpers who are not DBS-checked will not be alone with pupils and must be guided by school staff at all times.

For more information regarding Educational Visits please see:

The Educational Visits folder will be held on the intranet and the 'off premises' handbook which is held in reception.

- The Educational Visits Policy
- Risk Assessment and other forms
- Educational Visits Checklist
- Little Heath procedures and guidance
- LBR "Requirements for Educational Visits 2008" document
- DFE's "Health and Safety of Pupils on Educational Visits"
- other advice documents

Little Heath School Educational Visits Checklist



The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid. The sections refer to the 'Requirements for Educational Visits 2008' document.

In advance of the visit:

1. Have the educational aims of the visit been clearly identified? (see [Section D](#)) yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
3. Has there been suitable progression/preparation for participants prior to the visit? yes
4. Does the visit comply with any guidelines specific to your establishment? yes
5. Does the visit comply with any specific CSA guidelines? (see relevant sections) yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the CSA? (see [Section Z](#)) yes n/a
7. If using an external provider or tour operator, has the provider satisfactorily completed and returned a Provider Form? (see [Section AA](#)) yes n/a
8. Are transport arrangements suitable and satisfactory? (see [Section L](#)) yes n/a
9. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? (see [Section O](#)) yes n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see [Section P](#)) yes n/a
11. Have you conducted a pre-visit? (normal procedure for most visits within the UK). yes
If not, have appropriate additional checks been made?
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). yes
13. Have any adult helpers (non-CSA employees) been approved by the Head of establishment as to their suitability? yes n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes
15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role? yes
16. Are all support staff aware of and comfortable with their roles? yes
17. Are all helpers aware of and comfortable with their roles? yes
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (see [Section G](#) and ESRA Form) yes
19. Is insurance cover adequate (see [Section K](#)) ? yes

20. Does at least one member of teaching staff know the participants that are being taken away, including any behavioural traits? yes
21. Have participants been advised in advance about expectations for their behaviour? If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff? yes
22. Are participants aware of the nature and purpose of the visit? yes
23. Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see [Section J](#)) yes
24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) yes n/a
25. Are staff aware of any medical needs and/or other relevant details of participants? yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid?
(see [Section W](#)) yes
29. Is a first aid kit (appropriate to the visit) available? (see [Section W](#)) yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and has parental consent been obtained? yes
31. For journeys taking place outside the establishment's 'normal' hours, will Form EV7 be carried by the Visit Leader, and Form EV8 with the designated emergency contact/s? yes n/a
32. Are full details of the visit at the CSA establishment, and if appropriate with the establishment's Emergency Contact(s)? yes
33. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section X) yes
34. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see [Section M](#)) yes n/a
35. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? See yes n/a
36. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
37. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
38. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
39. Have all financial matters been dealt with appropriately? yes
40. Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section C) yes
41. If residential, overseas or involving adventurous activities, has the visit been approved by the CSA online through EVOLVE? (see Section C) yes n/a

During the visit

42. Do all staff have a list of participants/groups? + emergency contact details and Form EV7 if out of establishment hours? yes
43. Does the establishment office have a list of the names of all participants, including adults? (+ contact details if out of establishment hours) + Form EV8? yes
44. Do staff have sufficient funds to allow for any contingencies? yes n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
47. Are pupil numbers being checked at appropriate times? yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
49. Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.) yes n/a
50. Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively? yes n/a
51. If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet? yes n/a
52. Do participants know what action they should take if they become separated from the group? yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances? yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of participants? yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
56. Has the group been debriefed and any relevant follow-up work completed? yes n/a
57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
59. Have all staff and helpers involved in the visit been thanked for their input? yes