



Bournville Primary School

Policy for Educational Visits

Date Ratified: 24th May 2016

Signed By:
On behalf of School Governors

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Signed by :
Headteacher

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Review Date: May 2017

POLICY FOR EDUCATIONAL VISITS

The Governors and staff of Bournville Primary School acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils. Benefits include:

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable learning
- Assessing and managing risks (safety)
- Developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

The School has an Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DfES requirements and National guidelines.

Our current EVC is **Sian Charles**

The school understands the value of good preparation, organisation and supervision when planning visits and the majority of visits take place without any incident or injuries occurring. However it is acknowledged that accidents do sometimes occur on school trips and the school is committed to complying with the relevant legal requirements under the Health and Safety at Work Act, to ensure the safety of pupils on visits

When organizing school trips, the school takes guidance from the DfE publication 'Health and Safety; advice for schools'. For more detailed advice the school takes guidance from the 'Outdoor Education Advisor's Panel' (OEAP) which is available at:

<http://oeapng.info>

Advice is also available from the school's Health and Safety provider, PCS Enterprises at:

<http://pcs-enterprises.org.uk/>

Approval for Visits

All visits outside school will require the prior approval of the EVC who will check feasibility, planning, safety, organisation etc. before authorising the visit.

Category C visits require the additional approval of the PSC Enterprises through the trips management system Evolve. Category C trips are:

- overseas

- residential
- involving an adventurous activity
- visits involving the use of water

If staff are unsure whether their trip is Category C they should check with the EVC, Business Manager or PCS Enterprises.

Responsibilities

When undertaking visits, staff and volunteers are expected to:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils.
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the visit leader any concerns they may have regarding pupil behaviour and wellbeing during the visit.

Staff, volunteers, pupils and parents all have responsibilities during the course of any off-site activity which are outlined below:

Headteacher should ensure that:

- The Educational Visit Co-ordinator (EVC) is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- Visits comply with regulations and guidelines provided by the HSE, OEAP, the school's governing body and the school's own health and safety policy.
- Group leaders are allowed sufficient time to organise visits properly.

EVC should ensure that:

- The group leader is competent to monitor risk and supervise the trip throughout the visit (NQTs should not be group leaders).
- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit takes place.
- The risk assessment has been completed and appropriate safety measures are in place including appropriate ratios, adequate first aid provision, appropriate arrangements for SEN and medical needs etc.
- Non teacher helpers on the visit are appropriate to supervise children.

- PSC Enterprises or governing body have approved the visit if necessary.
- There is adequate and relevant insurance cover.
- The group leader has made appropriate contact arrangements and informed the school office.
- The group leader has made an appropriate contingency plan for any delays or other foreseeable potential difficulty.

Nominated Group Leader should ensure that:

- The EVC has authorised any off-site visit.
- They plan and organise the trip following HSE, OEAP PSC Enterprises and governing body guidelines.
- They appoint a deputy (preferably another teacher).
- They have completed a comprehensive risk assessment involving a pre-visit to the site where possible.
- The risk assessment identifies appropriate staff/pupil ratios taking into account SEN, Medical, behavioural and any other pupil needs.
- They have clearly defined the roles and tasks of staff members and other adult helpers and ensure they are aware of what the visit entails and have a copy of emergency procedures.
- Staff and adult helpers have details of the medical or special needs of pupils.
- They are suitably competent to instruct pupils in the proposed activity and are familiar with the location/centre where the activity takes place and/or to ensure any external instructors are appropriately qualified.
- They are aware of child protection issues.
- A signed consent form has been received for all pupils attending the trip.
- Adequate first aid provision is in place.
- They will stop the visit if an unacceptable risk to the health or safety of the pupils arises and have in place procedures for such an emergency.
- They have the school trips mobile phone and that it is switched on throughout the trip.
- In the event of a delay, they will contact the school office immediately so that parents can be contacted by text or telephone.

Other Staff:

Staff on a visit must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances. They should

- Follow the instructions of the group leader and help with control and discipline.
- Stop the activity and notify the group leader if they think the risk to health and safety of pupils is too great.

Adult Volunteers:

The group Leader and EVC must ensure that any adult volunteers are assessed for suitability and are clear about their roles and responsibilities during the visit.

- 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 supervisor and help with the control and discipline.
- Speak to the group leader or teachers if concerned about the health and safety of the pupils at any time.

Pupils:

The group leader must make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other helpers including those at the venue.
- Dress and behave sensibly and responsibly.
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

If the group leader feels that such action may be necessary they should contact the EVC and/or the Headteacher.

Parents:

Parents should be able to make an informed decision on whether their child should go on a visit and the group leader will give parents sufficient information in writing and invite them to any briefing sessions.

Parents should also be asked to agree the arrangements for sending a pupil home early and need to understand that they would be expected to pay any costs involved.

Parents will need to:

- Provide the group leader with emergency contact numbers.
- Sign the consent form.
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

Parental Consent & Communication

Consent for local trips is usually given when the child starts school and if this is the case no additional consent is required for walking trips in the local area. However, a letter should always be sent home so that parents are aware of the trip.

All other trips require a signed consent form.

Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school will make alternative arrangements to educate that child. **The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.**

Risk Assessment

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. Visit/site specific risk assessments, which will differ from place to place and group to group.
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

In order to undertake a full and comprehensive assessment of risks, a pre-visit should be undertaken wherever possible. When the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account including.

- The number of pupils involved
- The age of the pupils, their sex, ability and general behaviour
- The previous experience of the group undertaking off-site visits
- The time of day and time of year

- The travel arrangements
- The hazards at the environment being visited
- The numbers, experience and quality of staff and volunteers
- The nature of the activities
- The special educational or medical needs of the pupils
- The quality and suitability of available equipment
- Seasonal weather conditions
- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to carry on
- The need to monitor the risks throughout the visit

Group Leaders should contact the EVC or Business Manager if they would like guidance on completing risk assessments.

First Aid

There should be a qualified first aider on every visit.

A first aid kit should be taken on every visit and are available from the school office.

Staff/Pupil Ratios

The school recognises that it is not possible to set down definitive staff/pupil ratios and arrangements for supervision must take into account the nature of a group and the individuals in it.

To determine appropriate staff/pupil ratios per trip the group leader must undertake a risk assessment taking account of:

- The nature of the activity (including its duration).
- The location and environment in which the activity is to take place.
- The age and gender (including developmental age) of the young people to be supervised.
- The ability of the young people (including their behavioural, medical, emotional and educational needs).
- Staff competence.
- Competence of any adult volunteers.
- Any other factors that the Group Leader identifies which could have an impact on pupil supervision.

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult. This is referred to as 'remote supervision'. The decision to allow remote supervision should be based on advance risk assessment and must take into account such things as:

- prior experience of pupils
- age of pupils
- responsibility of pupils

- competence/experience of staff
- environment/venue

Head counts

Pupils should be easily identifiable (e.g. wearing school uniform if appropriate) when on a trip and regular headcounts undertaken throughout the day and particularly before leaving a venue.

The group leader should identify a rendezvous point and advise pupils of what to do if they get separated from the group.

Insurance

Bournville Primary School has a 'Personal Injury and Travel Insurance group policy'. A copy of this policy is available from North Somerset Council.

Emergency Procedures

Group Leader and Staff should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

If an accident happens the priorities are

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school or the home contact
- Ensure that a teacher or staff member accompanies any casualties to hospital if necessary and the rest of the group are supervised.
- Notify the police if needed
- Ascertain telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties

In an emergency the group leader would usually take control of the situation.

The home contact's main responsibility is to link the group with the school and to provide assistance as necessary. This named person should have all the information about the visit.

Transport

When organising transport the group leader should consider

- Passenger safety
- Type of journey
- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision

If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

The use of cars should generally be discouraged but if used, the following should be adhered to

- The car should be roadworthy.
- The driver has the appropriate licence.
- The driver has the appropriate insurance.
- Drivers ensure pupils wear seat belts and sit in booster seats if necessary.
- Parents or any other adults should never be in a position where they are left alone in a car with a child and a central dropping off place is arranged.

Swimming pools

A minimum supervision level of 1 adult to every 12 pupils is recommended

The following checks should be made

- Is there constant pool supervision by a sufficient number of qualified staff?
- Is the water temperature appropriate?
- Where there is no lifeguard the leader should stay on the pool side at a raised location and the group leader should have the relevant life saving award
- Is the water clear?
- Are there signs indicating depth of water?
- Does the pool cater for children with disabilities?
- Does the deep end allow for safe diving?
- Are there a resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them?
- Is there a changing room for each sex?
- Are the changing and showering facilities safe and hygienic?
- Can clothes be stored safely?
- Have the pupils been instructed how to behave around water?

Residential visits

Staff ratio should be at least 1 member of staff for every 10 pupils.

- Where possible there should be at least one adult from each sex for mixed groups.

- There should be a member of staff on standby who is able to join the trip if someone on the trip is needed elsewhere.
- A telephone tree of contact numbers should be established prior to the visit in case of emergency.
- The group should ideally have adjoining rooms with teachers' quarters next to the pupils rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance.
- There must be separate male and female sleeping/bathroom facilities for pupils and adults.
- The immediate accommodation should be exclusively for the groups use
- There should be appropriate and safe heating and ventilation.
- The whole group should be aware of the lay out of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel.
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors.
- All staff employed at the centre should be checked on their suitability for working with young people.
- Locks on doors should work in the groups rooms but appropriate access should be available to teachers at all times.
- There should be drying facilities.
- There should be adequate space for storing clothes, luggage, equipment
- There should be adequate lighting.
- There should be provision for children with special needs and for those who fall sick.
- Balconies should be stable, windows secure, electrical connections safe.
- Where possible pupils should not be lodged on ground floor rooms.
- The fire alarm must be audible throughout the whole accommodation.
- There should be recreational facilities for the group.
- There should be an appropriate number of supervisors on duty during the night.

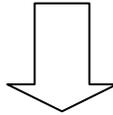
'Plan B'

Despite the most detailed pre-visit planning, things can go wrong on the day, e.g. member of staff is ill, weather is unsuitable, transport fails to arrive, museum have lost booking etc. Group Leaders should have a Plan B which is an alternative plan (not an emergency procedure) to cater for any foreseeable eventuality.

Appendix A – Procedures

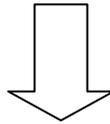
DAY VISITS PROCEDURE

1. Plan your visit, undertaking a pre-visit if possible.
2. Complete a comprehensive risk assessment.
3. Fill in the Event form to apply for approval and submit to EVC along with the necessary risk assessments.
(At least a month before a day visit)



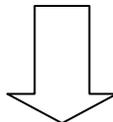
If trip is approved by EVC:

4. Book Visit and complete and order form detailing any costs.
5. Email Event form, risk assessments and order form to office@bournville.org - the office will then book transport.
6. Send letter home via the school office (this should be done at least two weeks before the planned date of the visit to give time to collate and chase consent forms).



On the Day of the Visit

7. Collect first aid kit(s), sick bucket and accident forms.
8. Collect copies of Health Care plans.
9. Collect or send pupils for asthma inhalers.
10. Brief supervising adults.
11. Give supervising adults their group list (if not previously done).
12. Collect the school trip mobile phone and ensure it is switched on throughout the trip.
13. Count pupils before you leave school and at regular intervals during the day.



After the Visit

14. Evaluate the visit.

Update the risk assessment with an evaluation of the visit and forward to the EVC along with any accident forms

RESIDENTIAL (AND OTHER CAT C) TRIPS PROCEDURE

1. Plan your visit undertaking a pre-visit if possible (this is essential if a residential site has not been visited before).
2. Complete a comprehensive risk assessment; residential providers will normally be able to provide risk assessments for planned activities.
3. Fill in the EVS1 form to apply for approval and submit to EVC along with the necessary risk assessments.

(3 to 4 months before the residential visit)

The EVC will then check the documentation through and forward it to PCS Enterprises.

If trip is approved by EVC:

4. Book Visit and complete an order form detailing any costs
5. Email Event form, risk assessments and order form to office@bournville.org - the office will then book transport
6. Send letter home via the school office (this should be done *at least* six months before the planned date of the visit to allow for a payment plan)

Prior to the visit:

7. The Group Leader should hold a parents' meeting to inform them of the trip itinerary and emergency procedures and to issue medical consent forms for medication etc. All other accompanying adults and the EVC should be present if possible. (see EVC file for meeting checklist)
8. The Group Leader should ensure they have all the necessary emergency contact lists.

During the visit

9. Continually refer to the risk assessments and carry out dynamic, on-the-spot, risk assessments for all activities

After the visit

10. Update the risk assessments to evaluate the visit and forward to the EVC along with any accident forms