



new wave
education



High

Aspirations



High Standards

High Achievement

**Educational
Visits Policy**

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Introduction

Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Visits help to develop a pupil's investigative skills and longer visits in particular encourage greater independence.

New Wave Federation has adopted guidance from a key document and all guidance within this policy should be read in conjunction with the detailed advice contained within it. This is; **The Learning Trust Health and Safety Manual, Chapter 23, Educational visits.**

Requirements

The Disability Discrimination Act, as amended by the Special Education Needs and Disability Act came into force in September 2002 for disabled pupils. The following points must be taken into consideration:-

- disabled pupils must not be submitted to less favourable treatment and have reasonable adjustments in education and associated activities. The new duties are anticipatory and will affect all schools and centres and all procedures.

Key Responsibilities

The Headteacher is required to:-

- Ensure that visits comply with the guidelines and regulations provided by **The Learning Trust Health and Safety Manual, Chapter 23, Educational visits** and New Wave Federation's Health and Safety Policy.
- 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.
- Ensure that the EVC informs progress of the visit and that this information is relayed to Governors (and to parents as necessary).
- Check that the EVC has designated an appropriately competent group leader.
- Ensures that there is a contingency plan covering events that may affect the party e.g. staff illness, change of route.
- Ensure that in the event of a major incident or accident, The Learning Trust's guidelines are adhered to in terms of informing, parents and staff.
- Ensure that serious incidents, accidents and near-accidents are investigated.
- Ensure that adequate child protection procedures are in place.
- Ensure that risk assessments have been completed and appropriate safety measures are in place.

The Educational Visits Co-ordinator's (EVC) role is to support the **Headteacher** in ensuring that all visits follow The Learning Trust's and New Wave Federation's own regulations and guidance.

The Educational Visits Co-ordinator is required to:-

- Approve educational visits as agreed by the Headteacher.
- Provide adequate documentation to support planning of all trips and visits.
- Ensure all off-site visits are thoroughly planned using standardised whole-school documentation including risk assessments.
- Assign competent staff members to lead a visit.

- To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- Work with the visit leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensure that the group leaders are familiar with the location.
- Organise the emergency arrangements and ensure there is an emergency contact for each visit.
- Ensure that the Group Leader carries a complete nominal roll including participant's names and parent/guardian contact numbers.
- Keep records of individual visits including reports of accidents and 'near-accidents'
- Organise emergency arrangements and ensure that there is an emergency contact for each visit.
- Arrange for the recording of accidents and the reporting of serious injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- To review systems and, on occasion, monitor practice.

The Group Leader has full responsibility for the safe running of the activity including pre planning, following guidance, conduct of the visit, regard to health and safety and ensuring all participants are aware of their roles and responsibilities.

The Group Leader is required to:-

- Check the office diary before provisionally booking a trip and then write all trips and events in the office diary.
- Ensure and identify the educational purpose, clear aims and learning objectives for the visit.
- Complete visit documentation and obtain EVC approval for any visit off-site, no matter how short its duration.
- Have prior knowledge of the venue – the visit leader should make an exploratory pre visit
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- Check that pupils have completed and returned the trip permission slip. **No child is allowed on a trip unless they have returned their permission slip.**
- Understand child protection issues.
- Undertake and complete all planning and preparation prior to the visit.
- Plan classroom activities that prepare for and/or follow up the learning experiences of each visit.
- Review regular visits and advise of any adjustments to safety measures as necessary.
- Be competent to instruct activities and familiar with the location where the activity is being undertaken.
- Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for and ensure that each pupil knows which adult is responsible for them. This will include a list of pupils for whom they are responsible.
- Ensure that all adults understand that they are responsible to the visit leader for

the supervision of the pupils assigned to them.

- Ensure that all adults involved in supervising the visit are aware of the risk assessments including 'Plan B' and the expected standards of behaviour.
- Continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- Ensure that a suitable ratio of supervisors to children is maintained.
- Consider stopping the visit where a serious risk to the health and safety of anyone involved exists and have suitable procedures in place to cover this.
- Ensure that all supervisors are supplied with the school contact.
- Ensure that all supervisors are provided with details of pupil's special educational or medical needs. Ensure suitable first aid provisions are made including asthma inhalers and Epi pens.
- Ensure that any medication being taken by the children is kept safe, stored correctly and is administered at the correct times.
- Ensure that staff do not administer medicine for which they have not been trained e.g. the use of Epi pens.

Planning

There should be one person who is designated as ***the Group Leader***. The group leader is required to carry out a risk assessment before any visit can take place. The risk assessment must address the following questions:-

- What hazards may be encountered during the visit?
- Who might be affected by the hazards encountered?
- What control measures can be introduced to reduce the risk to an acceptable level?
- Can the group leader put the control measures in place?
- What steps are to be taken in the event of an emergency?

The following points should be considered within the risk assessment:-

- What type of visit/activity is being undertaken?
- What level is the visit/activity being aimed at?
- What age level/competence/fitness/temperament is required and suitable for the task?
- What ratio of adults: pupils is required?
- What level of competence / qualification is required of supervisors?
- Do any pupils have special educational or medical requirements?
- Is suitable and safe equipment available for use during tasks?
- Do seasonal conditions pose a significant risk?
- Have emergency procedures been considered and written?
- What procedure will be used to manage pupils who are unable or unwilling to continue?
- What location, routes and modes of transport are being used?
- What equipment should pupils bring to ensure their own safety? (Including sun block, hats and glasses)

The group leader should pass a written record of the risk assessment to the EVC. When completed the risk assessment will be passed to the Headteacher to sign. A hard copy of the risk assessment must be maintained in the HOS Office, with a copy being provided to all teachers and supervisors involved in the visit.

Additional considerations to be made include;

- What facilities and equipment are required for the visit?
- What facilities and equipment will be provided at the venue?
- What are the employee training requirements?
- Who will be responsible for keeping records of the visit and carry accident forms and additional documentation as required?
- What transport arrangements are required?
- What insurance arrangements are required?
- What information should be provided to the provider of the visit?
- What communication arrangements are required for the visit?
- What contingency measures are in place for enforced changes or late return?
- What information should be provided to the parents?
- What arrangements are in place for sending pupils home early if required?

Where a visit is carried out on a regular basis, a generic assessment can be produced. This should be reviewed on a regular basis or where a significant change occurs. Any risks should be monitored throughout the visit with appropriate actions being taken where required. Risk assessments must be obtained from any provider being used during the visit (such as a tour operator).

After completing the Risk assessment forms group leaders are to:-

- Confirm details with, and obtain approval for the trip with the EVC.
- Ensure that all visits have been entered into the school diary.
- When the visit is organised, send letters to parents as necessary.
- Liaise with the EVC over any changes to the approved itinerary and arrangements.

No child will be allowed to go on a school visit without parental permission.

The group leader should make a preliminary visit to the location of the visit/activity. This will enable the group leader to review:-

- The suitability of the venue in relation to the schools aims and objectives for the visit.
- Whether the location has been used by other schools or centres.
- Whether any hazards exist, and the level of risk posed.
- The suitability of catering facilities.
- The local area.
- Transportation, access and facilities for wheelchairs should be reviewed prior to any education visit involving wheelchair users. Where wheelchair access is not provided, it may be necessary to carry portable ramps.

School Employees and Volunteers are required to:-

- Follow instructions from the **group leader**.
- Consider stopping the visit and notifying the group leader where a serious risk to the health and safety of anyone involved exists.

Pupils are to ensure that:-

- No unnecessary risks are taken.
- Any instruction given to them by a leader or supervisor is adhered to.
- Dress and behaviour are appropriate for the visit and the venue.
- Local codes and customs are adhered to where appropriate.
- Identify anything which may hurt or threaten them or others, and inform the group leader or supervisor about it.

Where pupils' behaviour may be considered to be a danger to themselves or others, or they have frequently diverted from New Wave Federation's behaviour policy, the group leader may request that the pupil remains at school and does not attend the visit.

It is the responsibility of **the parent/guardian** to:-

- Make a decision as to whether their child should go on the visit.
- Ensure they have sufficient information about the visit.
- Ensure that they attend all briefing sessions as required.
- Make their children aware of the code of conduct.
- Agree an arrangement for sending a pupil home early.
- Provide the group leader with emergency contact details, a signed consent form and information about their child's emotional, psychological and physical health.

First aid must be considered within the risk assessment prior to any visit or activity being approved by the **Headteacher**.

Supervision

New Wave Federation use the general adult to child ratios as outlined in **The Learning Trust Health and Safety Manual, Chapter 23**.

<u>Age/Year Group of Children</u>	<u>Adult:Child ratio</u>
3 year olds and below	1:2
4 to 5 year olds	1:4
Years 1 - 2	1:6
Years 3 - 4	1:10
Years 5 - 6	1:15

- Additional supervisors will be required on visits where there are pupils with educational and medical needs.
- Where more than one class is involved in the visit/activity, an **overall group leader** must be nominated.
- The **group leader** must be the person with the most relevant experience. Where **parent/guardians** or **volunteers** are to act as supervisors, they must be well known to both the school and the pupils and have been risk assessed and child protection procedures have been carried out.
- Where **volunteers** wish to act as supervisors, both the **group leader** and the Leadership Team must assess them and follow the vetting.
- Adults wishing to act as volunteers, but not as supervisors, should also undergo the vetting process.
- All supervisors must be given suitable and sufficient information, instruction and training to allow them to conduct the visit or activity.
- **Regular headcounts must be undertaken, in particular, before leaving a venue and on/off transport.**
- Wherever possible and reasonable, measures should be in place to identify pupils easily.
- Pupils should not display personal identity, but may wear badges indicating the school and emergency contact number.

Procedures for Staff

Day visits are very much encouraged as an important part of the school curriculum.

When you have planned your outing, please check the date in the school diary and with the EVC. Try to avoid booking trips on days when other staff or classes are out. ***THE FIRST STEP IS TO COMPLETE APPENDIX ONE 'School Trips Viability' and gain HOS approval BEFORE BOOKING ANYTHING.***

Next, you will need to complete the *Off Site Educational Visits Form, Risk Assessments and letter (Appendix 2 and 3)* and hand it to the EVC for approval and then pass it to the Headteacher. This will need to be at least two weeks before the trip is due. When the day visit has been confirmed with the Headteacher, the office will inform the school kitchen if the class is due to miss school lunch.

In order to minimise disruption to SFA, day trips should be arranged for a Friday or a non SFA week.

Outings must not be booked to take place during the last week of the school term.

Collection of Monies

The organisation of school trips is the Classroom Teacher's responsibility. This includes the organisation of money. However, administration staff are happy to support Classroom Teachers in organising trips if the following procedures are adhered to:

- When the office has been notified of a trip, they will organise it to appear on Parent Pay and ensure that all children pay for the trip. Any non payers will then be notified to the class teacher.

Parent/Carers

We ask that parents/carers come into school at 3.30pm the day before the trip to allow the Classroom Teacher time to discuss the outline of the trip with them. ***Please ensure they have signed the Volunteers and Students Agreement Form.***

When parents/carers take part in a school trip we ask that they keep to the following guidelines:

- When on a school trip, you will be seen as a role model for the children, eg. demonstrating what good listening is and showing polite manners.
- When taking part in a school trip you are responsible for the safety of a group of children, and the school would therefore ask you not to bring younger siblings/babies with you on the trip.
- Make sure you know the purpose of the trip and where you will be going while on the trip.
- Make sure you are aware of any special requirements the children in your group may have. Please also keep with the group of children that you have been assigned, this may or may not include your own child/ren.
- The Classroom Teacher will speak to you about ways to deal with a possible minor behaviour problem, however in the event of a more serious behaviour issue, please refer this directly to the Classroom Teacher.
- Please ensure that you and the children in your group are safe at all times.
- To make sure that we are treating all children fairly, please do not buy any gifts/sweets for the group of children you are with.
- If you need to take a group of children to the toilet. Please do not go into the toilet cubicles with them.

Appendix 1: School Trips Viability

All teachers arranging a trip/visit must complete this form with their risk assessments to ensure that the trip/visit is fully funded; any shortfalls must be accounted for before trips/visits are booked.

Name:

Date of Trip:

Class:

Destination:

Cost Checklist		Qty	£
1	<p>Check price of trip per adult and per child.</p> <p>Cost of trip</p>		
2	<p>Travel Costs</p> <p>Mini Bus</p> <p>Coach</p> <p>Public Transport</p>		
	<p>How will the shortfall be compensated? Please complete below.</p>		
<p>Organisers Signature:</p>		<p>Date:</p>	
<p>Headteacher/ Executive Headteacher Approval:</p>		<p>Date:</p>	

Appendix 2: Day Visits Form



*One copy of this completed Form needs to be handed to the EVC for approval prior to it being handed to the Headteacher **at least two weeks in advance of the date of the school trip once initial approval has been given.***

Please ensure that you complete both pages of this Day Visits Procedures Form AND the Risk Assessment Form.

Today's Date:		Date of School Trip/Visit:	
Class Group (s) Involved:		Number of Children Involved:	
Name of School:		Teacher in Charge of Trip:	

Centre/Place to be Visited:	
Address of Venue:	
Contact Number of Venue:	
Time of Visit:	From: To:
Site Contacted:	Yes/No

All Other Adults Attending (children to adult ratios: KS2 Yrs 5&6 15:1, KS2 Yrs 3&4 10:1, KS1 6:1, EY 4:1 and Nursery 1:2)

Full Name	Job Title	Qualified First Aider

Transport Required:

- Public Transport Bus Bus Number(s) to get to venue:
- Coach:
- Walking:
- Tube:
- Special Transport Needs:
- Any Additional Information:

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Kitchen Informed of Trip:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Number of Packed Lunches Required?	
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Teacher in Charge (Signature):		Date:	
Headteacher Approval (Signature)		Date:	

Please note:

- *A first aid kit must be taken on all school visits*
- *There must be a minimum of one qualified adult working in the school to 30 children for Years 1-6 (inc) and one qualified teacher to 24 children for Nursery and Reception.*

Appendix 3: DAY VISITS PROCEDURES – RISK ASSESSMENT:

List Hazards Here:	List groups of people who are especially at risk from the hazard which you have identified:	List existing controls here, or note where the information may be:	List the risks which are not adequately controlled and the action you will take where it is practicable. You are entitled to take cost into account, unless the risk is high:
<p><i>Travel:</i></p> <p><input type="checkbox"/> Bus (public)</p> <p><input type="checkbox"/> Mini Bus</p> <p><input type="checkbox"/> Train</p> <p><input type="checkbox"/> Underground Tube</p> <p><input type="checkbox"/> Coach</p> <p><input type="checkbox"/> Crossing Roads</p> <p><input type="checkbox"/> Taxi</p> <p><i>Place of Visit/Venue:</i></p> <p><input type="checkbox"/> Steps</p> <p><input type="checkbox"/> Activities</p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Surfaces (slippery, icy, uneven surface for wheelchairs)</p> <p><input type="checkbox"/> Animals</p>	<p><i>Pupils and staff:</i></p> <p><i>1:1</i></p> <p><i>Medical</i></p> <p><i>Dietary</i></p>	<p><input type="checkbox"/> Mobile phone</p> <p><input type="checkbox"/> Paired system</p> <p><input type="checkbox"/> Behaviour Policy</p> <p><input type="checkbox"/> Correct ratios of adults to children</p> <p><input type="checkbox"/> Vigilant at all times</p> <p>Copy of risk assessment for any</p>	

<p>(biting, spitting, allergies etc.)</p> <p><input type="checkbox"/> Evacuation plan(s) at venue</p>		<p>activities taking place attached?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Date Assessment taken:</p> <p>Print Name:</p> <p>Signed:</p>		<p>EVC consulted and approved:</p> <p>Signed:</p> <p>Date:</p>	

Appendix 4: Residential Visits Form



*One copy of this completed Form needs to be handed to the EVC for approval prior to it being handed to the Headteacher **at least two weeks in advance of the date of the school trip once initial approval has been given.***

Please ensure that you complete both pages of this Day Visits Procedures Form AND the Risk Assessment Form.

Today's Date:		Date of School Trip/Visit:	
Class Group (s) Involved:		Number of Children Involved:	
Name of School:		Teacher in Charge of Trip:	

Centre/Place to be Visited:	
Address of Venue:	
Contact Number of Venue:	
Time of Visit:	From: To:
Site Contacted:	Yes/No

All Other Adults Attending (children to adult ratios: KS2 Yrs 5&6 15:1, KS2 Yrs 3&4 10:1, KS1 6:1, EY 4:1 and Nursery 1:2)

Full Name	Job Title	Qualified First Aider

Transport Required:

- Public Transport
- Coach:
- Tube:
- Special Transport Needs:

Any Additional Information:

RESIDENTIAL VISITS PROCEDURES – PAGE 2

Kitchen Informed of Trip:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Number of Packed Lunches Required?	
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Teacher in Charge (Signature):		Date:	
Headteacher Approval (Signature)		Date:	

Please note:

- *A first aid kit must be taken.*
- *There must be a minimum of one qualified adult working in the school to 30 children.*

Appendix 5: RESIDENTIAL VISITS PROCEDURES – RISK ASSESSMENT:

List Hazards Here:	List groups of people who are especially at risk from the hazard which you have identified:	List existing controls here, or note where the information may be:	List the risks which are not adequately controlled and the action you will take where it is practicable. You are entitled to take cost into account, unless the risk is high:
<p><u>Travel:</u></p> <p><input type="checkbox"/> Bus (public)</p> <p><input type="checkbox"/> Train</p> <p><input type="checkbox"/> Coach</p> <p><input type="checkbox"/> Crossing Roads</p> <p><u>Place of Visit/Venue:</u></p> <p><input type="checkbox"/> Steps</p> <p><input type="checkbox"/> Activities</p> <p><input type="checkbox"/> Water (paddling, water dipping and ponds on site)</p> <p><input type="checkbox"/> Surfaces (slippery, icy, uneven surface for wheelchairs)</p> <p><input type="checkbox"/> Animals (biting, spitting, allergies etc.)</p>	<p><i>Pupils and staff:</i></p> <p><i>1:1</i></p> <p><i>Medical</i></p> <p><i>Dietary</i></p>	<p><input type="checkbox"/> Mobile phone</p> <p><input type="checkbox"/> Paired system</p> <p><input type="checkbox"/> Behaviour Policy</p> <p><input type="checkbox"/> Correct ratios of adults to children</p> <p><input type="checkbox"/> Vigilant at all times</p> <p>Copy of risk assessment for any activities taking place attached?</p>	

<input type="checkbox"/> Evacuation plan(s) at venue <input type="checkbox"/> Weather Extremes <input type="checkbox"/> Injury or illness		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Date Assessment taken: Print Name: Signed:		EVC consulted and approved: Signed: Date:	