

Forty Hill C of E Primary School

Educational Visits Policy



Accepted by the Governing Body: January 2016

Review Date: January 2019

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Forty Hill a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust.
- Improved achievement and attainment across a range of curricular subjects.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Forty Hill C of E School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**'.
2. Adopts National Guidance www.oeapng.info (as recommended by the LA).

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

There are three 'types' of visit:

1. **Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.**
2. **Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.**
These are submitted to the EVC for checking. The EVC then submits to the Head for approval.
3. **Visits that are residential and involve an adventurous activity.**
These follow 2. above, but the Head then submits the visit to the LA for approval.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Head Teacher and EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

The Educational Visits Coordinator (EVC) is the Deputy Head Teacher, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans/risk assessments before submitting them to the Head.

The Head Teacher has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the LA for approval.

The Governing Body's role is that of a 'critical friend'.

The Local Authority is responsible for the final approval of all visits that are residential, and/or involve an adventurous activity.

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

- A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.
- The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan.
- When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist and Parental Consent

- Forty Hill's Educational Visits Checklist forms part of the risk management process for visits and off-site activities (See Appendix 3).
- Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. However, parents will be informed by text if children will be taking part in an activity within this area.
- Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. As above, parents consent through a traditional paper consent form. (See appendix 1)

Transport

- The Premises Manager and Sports Leader are both qualified to drive the LA's mini-bus.
- Use of staff cars to transport pupils – staff who wish to transport children in cars must have business insurance (copies & details to be given to and kept in school office), use a booster seat when necessary, and ensure that 2 adults are present if there is only one child.
- Forty Hill always takes out the LA's insurance for visits.

Swimming Lessons

- Swimming lessons for Y6 are carefully regulated to ensure safety at all times. 2 members of staff accompany children to and from the pool (1 on each mini-bus). Girls and boys have separate changing rooms which can be locked to prevent theft.

General

- Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.
- These visits/activities do not require parental consent and do not normally need additional risk assessments / notes.

Operating Procedure for School Learning Area (including Jesus Church and Forty Hall)

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).
- Play equipment.
- Water.

These are managed by a combination of the following:

- The Head must give verbal approval before a group leaves.
- There will normally be a minimum of two adults. Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group. Where appropriate, pupils are fully briefed on what to do if they become separated from the group. All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return. A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles).
- Staff to check area on arrival.

CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include visits to the local area during the school day which are part of the school’s curriculum. E.g. Jesus Church, Forty Hall, etc.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- Written parental consent on separate forms will still be requested from you for any trip or activity involving coaches, car and public transport before it takes place. Additionally you will be informed of any trip which may be slightly longer than the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child suffers from and any medication my child should take during off-site visits:

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Signed.....

Date.....

Child’s Name.....

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry an LA Emergency 'Card' (see appendix 4)

Planning an Educational Visit

- Plan in advance.
- Check the office diary – avoid days when courses or events will leave the school short staffed, preferably not a Wednesday.
- Check cost of coach etc– sometimes class cake money can subsidise a trip as the school can't. We do not want to make the family contribution too high. Double decker buses can take two classes if booked early. TFL will cover costs of public transport into and out of London if booked in advance.
- Be aware that free transport is after 9.30 and coaches are rarely available before 9:30.a.m.
- Ask EVC's permission to go ahead.
- Consider ratio of adults needed for the particular trip and class
Pupil to staff ratios for school trips are not prescribed in law. Those planning trips, on the basis of risk assessment, should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils.” HSE July 2014
 The DfES publication HASPEV (1998) suggested the following “starting points”:
- School years 1 - 3, 1:6
- School years 4 - 6, 1:10/15
 The Statutory Framework for the Early Years Foundation Stage (available on EVOLVE) no longer differentiates between outings and on-site settings as regards minimum specified adult ratios. It depends on your class and the type of trip. E.g. if you are walking along a canal bank with Year One you will need more adult support than a museum coach trip with Year 5.
A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists. EDU evolve
- Do think about the adults who will be going early on. These can include parents, recently retired members of staff etc. It is sometimes useful to take a parent/carer of an SEN/Epipen child or a parent/s who know/s the class well maybe by helping on a regular basis. (Mention at your initial class meeting if parents/carers are able to help in any way including trips explaining what helping on a trip entails, then you can select the right people for the right occasions.)
- Additional adults need to be available for Reception and Year One and Two and visits involving public transport or classes where there is a very allergic child.
- Consider how DEN Club children and those arriving at school by mistake will get to and from the station if going by public transport. Many times we have had a last minute rush at school trying to resolve issues which will not have been apparent to those leading the trip.
- If you hope to take someone else's TA as well as your own you **MUST** ask the class teacher at the time of booking the trip. Likewise if you would like to take an SMSA you must check with lunchtime and Den supervisors if they are employed as a playleader as well. Be prepared that other staff might not be able to come and that you may need to reciprocate.
- Trip letters **MUST** be sent in good time – at least two weeks in advance – to get money in. Show EVC the letter. Make it very clear if parents are expected to do ferrying to and from the station and speak to any parents of children who have had an issue with being taken/picked up – their last year's teacher will have told you.
- Change Teacher/Teaching Assistant play duties in good time if it is your duty day.
- Your **risk assessment** is **vital**. Please give it to EVC **the week before** because if it is not agreed your class will not be able to go.
- Make sure a medical bag is be prepared. All staff are being epipen trained but the staff member leading the trip must decide the safest adult supervision for that child.
- On the trip please phone the school to say when you have arrived and again when you are going to depart so we can give parents estimated time of arrival by text to save waiting.
- Year 6 Residential trips need special permission from the Local Authority through Evolve.
- FSM children are entitled to a packed lunch for school trips – these must be ordered 2 weeks in advance of the actual trip.

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

London Borough of Enfield Emergency Contact 020 8379 2222 or if abroad: +44 208 379 2222

Be prepared to give:

Your name and Establishment/Group

Phone number & back up phone numbers

Exact Location

Nature of Incident

Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

ESRA - EVENT SPECIFIC RISK ASSESSMENT

Visit details Carried out by Date

<p align="center">ISSUE</p> <p>List significant hazards which may result in serious harm or affect several people.</p> <p>Consider venue, activity, group, transport, plan B etc.</p>	<p align="center">WHO TO BE INFORMED</p> <p align="center">HOW TO MANAGE IT</p> <p align="center">What procedures will we have? (Control measures)</p>	<p align="center">PARENTS</p>	<p align="center">STAFF</p>	<p align="center">PPLS</p>

You must also ensure that appropriate persons are aware of any Generic procedures, but these do not need to be repeated here.

The activity must only take place if the residual risk following implementation of control measures is deemed to be 'low'.

EVC signature/date

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