



EDUCATIONAL VISITS POLICY

RATIONALE

The Governors and Staff of Norwood Primary School acknowledge that Educational Visits play an integral part in broadening and enhancing the learning and social experience of pupils. They aid the acquisition of new skills and promote a better understanding of the wider world. All visits will be well planned, organised and linked to the curriculum or current topics of special interest.

At all times the school recognises its duty of care and its statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits.

SCOPE

This policy applies to all external visits involving children. It applies regardless of whether the activities take place within or outside of school hours including weekends and holiday periods.

DEFINITION

Educational Visits are defined as events that involve children being away from the school, while in the care of the school or other service. This includes: local visits to parks, walks around the local area, sports facilities; cultural and educational trips to libraries, museums, theatres and art galleries as well as geography field trips, outdoor education and residential holidays.

OBJECTIVES

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteers, pupils and providers involved in educational visits.
- To ensure that whenever appropriate, further advice is sought from the LA and from other competent sources.

RISK ASSESSMENT

The school has a legal duty to ensure that risks are managed - requiring them to be reduced to an “acceptable” or “tolerable” level. Risk is a natural part of everyday life and it is impossible to entirely eliminate it.

Although some risk assessment paperwork is required to record and communicate decisions made, risk management should be largely a common-sense process. It should focus on significant risks and should not be too onerous or bureaucratic.

All educational visits should have an up-to-date and completed risk assessment using our school format (**Appendix 1**) which has been completed by the Visit Leaders and read and signed by all visit participants. This must be signed off twice by the Head Teacher/EVC – 2 weeks before the visit and on the morning of the visit.

NOTIFICATION AND APPROVAL OF VISITS

The Head Teacher will be notified of the visit initially by whoever is identified as the Visit Leader and then in line with the guidelines (*Appendix 2*).

STRATEGIES

The Role of the Head Teacher

- The Head Teacher will approve all off site activities as the designated Educational Visits Co-ordinator (EVC) who will ensure that the planning and supervision of all visits and adventurous activities meet the DfE requirements and the LA guidelines.
- The Head Teacher will keep the Governing Body aware of its Educational Visits via the termly Curriculum Enrichment report to the Standards and Curriculum Committee.
- The Head Teacher is responsible for setting up staff to use EVOLVE in the school.
- The Head Teacher will ensure that every member of staff leading a visit has the 'necessary competence to lead', and that they have read, understood and agreed to follow the school's Educational Visits policy.
- The Head Teacher will ensure that the Visit Leader completes the required risk assessments through use of the EVOLVE website if necessary.

The Role of the Staff

- Every visit must have a designated Visit Leader and this is the person responsible for planning and leading a visit. (*Appendix 3*)
- Every visit should be rigorously planned, including a preliminary visit if necessary.
- All visits need the prior approval of the Head Teacher.
- Applications for visits are made through EVOLVE and submitted to the EVC.
- Transport arrangements need to be made via the office staff.
- Parents should be fully informed about visit and permission sought at least two weeks before the planned date.
- School visits are to be financially supported by parents. If parents are experiencing financial difficulties, they are asked to inform the Bursar.
- A full risk assessment must be undertaken and included with those specific to the provider.
- At least a week before, the kitchen should be informed about the number of packed lunches that would be required for those children eligible.
- All staff involved in visits should be aware of particular children's medical issues and follow school's procedures for the administration of medicines. Any prescribed medication should be signed out from the school office on the morning of the trip.
- Sufficient First Aid kits, inhalers and an accident recording book are to be taken on every visit.
- The Visit Leader should carry a mobile phone and contact the Head Teacher in the event of any delay or emergency.
- After each visit a formal review and evaluation of the visit will take place within a week of the visit date and should involve the Visit Leader and accompanying staff. The purpose of 'the debrief' is to identify what went well and what could have been done better, in order to inform future planning. Once this is completed on the risk assessment, this will be passed to the Head Teacher for the final review and evaluation.

Staffing Ratios and Supervision

The following ratios for visits are guidelines and the exact ratio needed will be determined as part of the risk assessment process by proper consideration of the age, the make up of the group, staff experience and the nature and location of the activity.

- Local Visit: Year R 1:4 Years 1 to 3 1:6 Years 4 to 6 1:15
- Residential Visit: Years 4 to 6 1:10 (but at least 1 staff of each gender)
- Swimming in public pool: All year groups 1:20
- Swimming in recognised bathing location: All year groups 1:8 (but at least 1 staff of each gender)

Some children may require 1:1 support for behavioural/SEN.

Pupils must be supervised throughout all visits. Whatever the length of the visit, regular head counting should be taken to ensure all children are accounted for. This is vital before and after embarking on any type of journey. There are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as: prior experience of pupils, age of pupils, responsibility of pupils, competence/experience of staff and environment/venue.

Role of Supervising Parents and Volunteers

Supervising parents and volunteers must be fully briefed on the programme, the venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of pupils in their immediate care and sign and have a copy of the relevant risk assessment.

No parent or volunteer (regardless that they are DBS certified) should supervise children going to the toilet.

First Aid

The level of First Aid provision should be based on the risk assessment and should include strategies to deal with travel sickness. Staff should keep a copy of the permission letters of those children whose parents have consented to staff administering travel sickness tablets.

On all visits, First Aid has to be available and accessible at all times. There should be a member of staff who has a good working knowledge of First Aid.

Inclusion and Equality

All educational visits should be available to all pupils regardless of background or abilities and in the planning of any visits, staff should ensure that the provision meets the requirements of the Equality Act 2010 and the Special Needs and Disability Act 2001.

Behaviour

All children and staff are expected to behave in a manner that reflects exactly the school's high expectations and the school's Attitude, Behaviour and Discipline and Staff Code of Conduct policies will continue to be adhered to.

Challenging Behaviour

Under the Equality Act 2010 schools are required to make 'reasonable adjustments' so that all children, including those with a SEND, can access their facilities and services. The term 'reasonable' is not explicitly defined in the Act, which leaves it up to the discretion of the school or LA to determine this. Some of the factors that may influence a decision are:

- Financial resources of the school
- Cost of the aid or service
- Effectiveness of the aid
- Effect on other pupils
- Health and safety requirements

Pro-active actions or adjustments (before the visit) may include:

- Involvement of parents in the writing of risk assessments, making it very clear that behaviour impacting on safety will not be acceptable
- Preparing pupils prior to leaving through intensive coaching on behaviour, expectations and an outline of what the visit involves so that they can mentally prepare themselves.
- Plan group dynamics carefully so that pupils will have the greatest chance of success and clashes of personality are avoided
- Consider the time of the visit and plan so more staff are available
- Pupil may be taken only on certain aspects of the visit
- School may ask parent to attend trip

Reactive actions or adjustments during the visit:

- Use a dynamic risk assessment to suit the people, places and activities involved. Ensure it is ongoing, assessing triggers to behaviour issues and best procedures to deploy should a pupil go into crisis. Constant re-evaluation of the risks helps prevent any major problems arising.
- Consideration should be made as to whether risks would still be unmanageable after all reasonable adjustments have been considered

It is up to the Head Teacher to decide the circumstances not to take a pupil on a school visit.

The school has the right to omit pupils from activities if their pattern of behaviour presents a risk to the health, safety and welfare of that pupil or others on the trip.

Transport

Travel arrangements should be included in completing the EVOLVE risk assessment. If travel is by coach or minibus, all pupils must have an individual seat and wear a seatbelt. If public transport is to be used, all pupils and supervisors should be briefed as to the procedures on platforms at train stations and at bus stops on busy streets.

Emergency Procedures (see Appendix 4)

All staff involved in a visit should be aware of what action to take in the event of an emergency. Once the rest of the group are safe, decide if you need specialist help and contact the school or emergency services. For visits taking place outside of school hours, the school mobile phone must be with the leader at all times.

In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- Speak only to adults in uniform, e.g., event staff, police etc. but under no circumstances go with them

The Visit Leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The Visit Leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search. The Visit Leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the Head Teacher and Leadership Team will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Staff need to carry a copy of Section D “Emergency Procedures” from Sefton’s Policy and Guidance on Educational Visits and Safety in Outdoor Education, which will be in the Educational Visits Grab Pack.

Residential Activities

At Norwood Primary School, children in Year 4 and Year 6 have the opportunity to take part in a residential visit. This activity takes place during term-time and is linked to the P.E. National Curriculum. We do make a charge for board and lodging, transport, insurance and specialist instruction for certain activities. Families of pupils who are eligible for Pupil Premium funding are offered support with the payment.

Residential visits enable children to take part in outdoor activities linked to their PE Curriculum. We undertake this visit only with the permission of the Local Authority, who assesses that we are using certificated and recognised providers and that we are following the LA Guidance in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

Review and Evaluation

All visits should be reviewed after the event with particular regard to any accidents, incidents, near misses or other significant occurrences during the visit followed by a necessary review of the procedures and/or risk assessments.

OUTCOMES

This policy ensures that due care is taken of the health and safety of all pupils, teachers and adults taking part in educational visits.

REVIEW

This policy will be reviewed at least every three years by the Business and Resources Committee of the Governing Body.



SCHOOL VISIT RISK ASSESSMENT

APPENDIX 1

Name of Event / Visit		Date & time of visit	
Venue Address and Telephone Number			
Assessment Completed on Date		EVC / Consulted	Lee Dumbell
By whom/Visit Leader			

Number of Persons Involved	STAFF		VOLUNTEERS		PUPILS		Total number involved	
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MINIMUM RATIOS ON SCHOOL VISITS

Local Visit; Year R -1:4, Years 1 to 3- 1:6, Years 4 to 6 - 1:15. **Residential Visit,** Years 4 to 6 -1:10 (but 1 staff of each gender as a minimum)

Swimming in public pool; All years-1:20

Frequency of visit	Weekly	<input type="checkbox"/>	Half termly	<input type="checkbox"/>	Termly	<input type="checkbox"/>	Annually	<input type="checkbox"/>	Other	e.g.One off
Length of visit	Less than half day	<input type="checkbox"/>	Half day	<input type="checkbox"/>	Full day	<input type="checkbox"/>	Other	<input type="checkbox"/>	Time Start /finish	
Transport involved	Walking	<input type="checkbox"/>	Bus / coach	<input type="checkbox"/>	Train	<input type="checkbox"/>	Car	<input type="checkbox"/>	Other	

Route										
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HELPFUL TELEPHONE NUMBERS	School Office 01704 211 960	Coach company
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	Activity / Hazard	Who is at Risk?	How can the hazards cause harm? Injury due to...	Control Measures to reduce risk.	Are the Control Measures	
					In Place ?	Date
1.	<p>Transport / Walking</p> <p>Walking to/ from event / transport.</p> <p>Walking adjacent to busy road</p> <p>Crossing roads with no marked crossing</p> <p>Pupil falls ill on route or needs the toilet.</p> <p>Access to Coach</p> <p>Walk from coach to event</p>	All	<p>Pupils not supervised close enough to prevent wandering off the pavement or route on to road.</p> <p>Pupils bunch up and force each other / pedestrians into the road</p> <p>Crossing roads at inappropriate times or places.</p> <p>Delay in contacting the school or authorities for help</p> <p>Coach accident or incident</p>	<p>Adequate number of adults supervising children, during walk. 1:6</p> <p>Staff at front, middle and rear of group. Staff to wear hi vis jackets.</p> <p>Visit leader to inform all adults of the route and to take their instruction from them on route.</p> <p>Children will walk in pairs keeping away from the kerb-side and being mindful of other pedestrians' access to the pavements.</p> <p>Children are to visit the toilet before they leave school/site.</p> <p>Visit leader to carry fully charged mobile phone.</p> <p>Nominated staff act as traffic wardens.</p> <p>Children split into manageable numbers.</p> <p>Head count taken at regular intervals.</p> <p>Route walked beforehand to identify any issues.</p> <p>Short walk from coach to event area.</p> <p>Seatbelts worn on coach journeys.</p> <p>LA guidance on transport followed.</p>		

				<p>Children walk on and off the coach in single file</p> <p>Relevant first aid kit, bin bags, sick bags taken on minibus. Driver will have mobile phone number of a staff member and vice versa.</p> <p>Children will leave the coach at an appropriate location where there is no moving traffic.</p> <p>A headcount will be taken before and after each coach trip.</p> <p>Venue checked by staff prior to children entering.</p> <p>Staff and children to keep to designated areas at venue.</p> <p>Staff to be vigilant for tripping hazards</p>		
2	<p>Clothing; inappropriate clothing for activity</p> <p>Inappropriate clothing for weather forecasted</p> <p>Inappropriate clothing for time of event</p>	All	<p>Injury caused trips and falls due to inappropriate walking shoes.</p> <p>Injury caused from cold or over-heating.</p>	<p>Visit leader to check weather forecast they day before the event and inform parents of appropriate clothing.</p> <p>School uniform and suitable footwear for outdoor activities.</p> <p>All supervising adults to wear Hi-Vis vests</p>		

3	Activities;	All	<p>Unsupervised pupils, Injury due to falls, trips and grazes</p> <p>Incident at Theatre, Fire, intruder</p>	<p>Pupils to be supervised and reminded of appropriate behaviour.</p> <p>Listening to a concert given by the RLPO: ensure all children are seated comfortably in a safe position with supervising adults within close proximity. If children require the toilet during the concert, an adult with DBS is to escort them.</p> <p>All children listen carefully to instructions and follow guidance and safety measures from Church officials during an incident</p>		
4	<p>Supervision / Safeguarding</p> <p>Risk of party being split up on route.</p> <p>Intruder /parent removes pupil on route</p>	Pupils	<p>Attempted abduction</p> <p>Unsupervised access to pupils, ie going to the toilet</p>	<p>Prior assessment of adult supervision in relation to the visit, the pupils involved and the activities taking place.</p> <p>Check all consent forms are signed. Pupils will not leave staff supervision until a parent is present.</p> <p>Supervision ratio is sufficient to keep a check on the whole party.</p> <p>Supervision ratio allows adequate supervision if a pupil is unable to participate in activities and needs to be supervised separately.</p> <p>Code of conduct established before the visit and maintained throughout.</p> <p>Group leaders count pupils throughout the morning and before walking back to school.</p> <p>Pupils are to be supervised going to the toilet by a member of staff or a volunteer with DBS.</p>		

6	Medical needs; Medical conditions and medication whilst on the visit	All	Medication not being available whilst on visit. Medication not administered in accordance with school policy Medical conditions needing adaptive practices, ie DDA No access to specialised changing / toilet provision	Named list of needs/medication attached Staff trained in administering medication under the same procedure and policy as on school premises. Medication /changes of underwear necessary to be carried by the visit leader Medical needs for DDA and access to appropriate changing facilities to be planned with venue and route		
7	Special Dietary requirements and food allergies;	All	Injury caused by allergic reaction.	All attendees to be asked to confirm any allergies prior to the date of the visit. Named list of attendees and allergies attached along with any emergency action required No food will be eaten on this trip		
8	Communications Emergency occurs either on visit or at school	All	Non-communication of an emergency, causes delay and misinformed decisions	Visit leader to telephone/text school to keep school informed of events during the trip if necessary. School to have a copy of this RA with contact details of venue and visit leader Mobile phones will be present with all staff, but silenced for the concert. Staff will monitor and assess the area as the trip progresses.		

9	Minor accidents Cuts, Bumps, Bruises and Abrasions	All	minor accidents not being treated	Any equipment used is checked in good condition. First aid kit to be carried by visit leader List of first aid trained staff attached (minimum x 2 available.) Careful supervision at all times.		
10	Welfare Safe area to rest, toilet break, eat food. Wash hands	All	Food poisoning, unsafe area to rest / eat No washing facilities or toilets available	Length of journey should be short enough not to need a break on route Children will stop for lunch including drinks at the venue. they will have drinking water available at all times Location of toilets identified at arrival at venue		
11	Conflict with Public Adverse reaction from public leading to argument/altercation	All	Injury caused by altercation. Argument / altercation causing confusion and having to alter planned route	All children will be informed of their responsibilities with regards to behaviour. Visit leader to take control / responsibility of any conflict with any member of the visiting group. If necessary the visitor leader will call the police, incident will be reported to Headteacher as soon as possible. Any change in planned route or activities to be communicated with all adults and the school Mobile phones will be present with all staff but silence during concert.		

				Other children with parents/carers maybe sharing space in the venue, Staff to keep very close supervision at the venue at all times		
12	Environmental Hazards / N/A		N/A	N/A		
13	Trips/Falls Negotiating kerbs and uneven pavements Moving bus	All	Tripping on kerbs, pavements. Injury due to traffic accident	.Venue to be checked by staff prior to children entering. Staff and children to keep to designated areas at station. Staff to be vigilant for tripping hazards Staff to keep all passengers seated on coach and wearing seat belts before and whilst the coach is moving		
14	Lost Children	Pupils	Abduction. Unsupervised access to areas outside the planned route.	Frequent head counts in small groups and as a whole. Staff equipped with phones to alert other persons to a missing child. Pupils are to be supervised going to the toilet by a member of staff or a volunteer with DBS. Each child to be partnered up in small groups. Visit leader to call 999 and also inform headteacher		

ACKNOWLEDGEMENT OF ABOVE RISK ASSESSMENT CONTROL MEASURES

The following adults have read this risk assessment.

Their signatures are confirmation that they have read and understood all which is within its contents.

These columns to be completed by Visit Leader					
Name	Designation (teacher, TA or volunteer)	DBS Yes/ No	First aid trained; Yes / No	Signature	Date

NB ensure list of medical needs of children is attached.

Visit/Event Leader _____ **Signed** **Date**
Head Teacher **Mr Lee Dumbell** **Signed** **Date**

EVALUATION / RECOMMENDATIONS

Area for Review	Rating	Comment <i>(if changes needed)</i>
Travel arrangements	Good Satisfactory Poor	
Staffing ratio	Good Satisfactory Poor	
Suitability of Venue	Good Satisfactory Poor	
Content of education programme	Good Satisfactory Poor	
Other comments and evaluation of risk assessments including "close calls" for future reference	Good Satisfactory Poor	
Review risk assessment / (what was missed out)	Good Satisfactory Poor	

Evaluation completed

Visit/Event Leader: _____ Signed Date

Head Teacher Comments: _____

Evaluation Reviewed

Head Teacher: Mr Lee Dumbell Signed Date

NOTIFICATION AND APPROVAL OF VISITS GUIDELINES

CATEGORY	DEFINITION	REQUIREMENT FOR NOTIFICATION AND APPROVAL
Category 1	Straightforward routine visits in the local area: <ul style="list-style-type: none"> • Walk around the local area • Visits to Leyland Road Church 	EVOLVE may be used but is not required
Category 2	Visits requiring enhanced planning with event/location specific risk assessments, including: <ul style="list-style-type: none"> • Visits to locations in the town centre • 	Must be authorised by the Head Teacher using EVOLVE.
Category 3	Higher risk visits such as: <ul style="list-style-type: none"> • Adventurous activities • Residential holidays • Remote locations (walking in the hills, by lakes, rivers or canals) 	Must be authorised by the Head Teacher using EVOLVE at least 4 weeks before the visit and then approved by the LA.

CHECKLIST FOR VISIT LEADERS**BEFORE THE VISIT**

- Research venue or provider and, if possible, conduct a preliminary visit.
- Check proposed dates for visit against school diary.
- Book venue and transport via school office
- Pass information to office to agree cost of the visit and for them to send out relevant form/letter to parents.
- Decide on accompanying adults and volunteers.
- Complete risk assessment(s) and collect risk assessment(s) from external providers
- Submit to Head/EVC through the identified way (EVOLVE or email) at least 2 weeks before visit.
- Write an itinerary/timetable for the day and arrange grouping of the children.
- Ensure all supervising adults have read and signed the risk assessment(s) at least 1 week before the visit and that all their questions have been answered.
- Write an itinerary/timetable for the day and group the children.
- Ensure kitchen staff are aware of number of packed lunches needed.

THE DAY BEFORE THE VISIT

Have you...

- Gathered the first aid kits?
- Gathered the Educational Visit Grab Pack (if travelling by coach)?
- Gathered buckets/wipes/bin bags in case of travel sickness?
- Collected all necessary medication (prescribed medicine, epi-pens, inhalers etc).
- Arranged for the collection of packed lunches from the kitchen.
- Ensured all staff have a list of children in each group and are the class teachers confident that the adults supervising their group are competent to exercise control over the?

THE DAY OF THE VISIT

Have you...

- Has the risk assessment signed off for the second and final time by the Head Teacher/EVC?
- Ensured that all adults understand who is the overall Visit Leader responsible for the supervision of the groups?
- Briefed and allocated supervisory responsibility to each adult for named pupils?
- Ensured that each adult knows which pupils they are responsible for, know that they must supervise them directly and make regular checks on their group?
- Ensured that each pupil knows which adult is responsible for them?
- Ensured all supervising adults have a copy of all risk assessments with them?
- Ensured that supervising adults have a mobile phone and that they are able to contact the Visit Leader during the visit?
- Ensured that all adults and pupils are aware of the expected standards of behaviour?
- Count pupils and remind them to take all necessary belongings with them (coat, packed lunch etc)
- On arrival at the venue, inform school of "safe arrival".
- During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always double count.

- Record all medication (time, type and amount)
- Before leaving the venue, inform school that “return journey has started” and expected ETA.
- Ensure all children have been collected and confirm “safe return” with Head Teacher or member of Leadership team.

AFTER THE VISIT

- Immediately make a written record of any significant incidents during the visit and pass onto Head Teacher
- Within a few days meet with rest of adults to review, evaluate visit and complete Evaluation section of Risk Assessment.
- Pass onto Head Teacher for their evaluation and to sign off the whole visit.

EMERGENCY PROCEDURES FOR SCHOOL VISITS

The teacher takes charge:

- Assess the situation.
- Safeguard the uninjured.
- Attend to the casualty.
- Inform the Emergency Services.
- Ensure that a staff member accompanies casualties to hospital.
- Ensure the rest of the group are adequately supervised.
- Notify police if necessary.
- Inform the school contact.
- School contact to get details and inform parents.
- As soon as possible record what happened.
- Complete accident report form.
- Do not speak to media or discuss legal liability.

If a child gets lost:

- Gather the group together.
- Take a head count.
- Ensure group is safe and adequately supervised.
- Organise 'search' using people that know the child.
- Contact emergency services if necessary.
- Contact school.