



The
Affinity
Federation

Educational Visits Policy

December 2015

Overview

At Willenhall Community Primary School Equal Opportunities plays an integral part in all aspects of teaching and learning. Willenhall Community Primary School acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils here. Ideally visits will support the work in the classroom.

The Head Teacher will keep the Governing Body aware of its Educational Visits via the normal Head to Governors reporting process.

Competence to Lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head Teacher. In assessing competence to lead, the Head will take account of the factors in the Coventry City Council model policy for managing learning outside the classroom. In the case of the leading (i.e. instructing) of adventurous activities the assessment is undertaken by the LA via the Evolve website.

Before the Visit:

- 1a) Discuss the proposal with the Head teacher and complete the Educational Visit Checklist
If approved:-
- 2) Complete the Evolve online checklist which will then be approved by the EVC. The risk assessment should include any potential hazards including any children to take into consideration.
- 3) Book Visit
- 4) Book Transport
- 5) At least 2 weeks before send a letter to parents with a permission slip specific to your outing.
- 6) Arrange for parents and helpers to accompany you on the outing if necessary.

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to Pupils/Participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.

3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

4) The risk assessments are to be shared with all staff and parents that are attending the trip.

Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and Head Teacher.

Approval of ‘normal’ day visits are at the discretion of the Head Teacher/SLT/EVC. However, visits that are either:

- overseas
- residential or
- involving an adventurous activity will require the additional approval of the LA (online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made.

Plan ‘B’

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. Any alternative arrangements must be communicated to the EVC prior to leaving. Staff must ensure that any alternative arrangements have been risk assessed.

Staffing Ratios

A professional judgement must be made by the Visit Leader, Head Teacher/ Deputy as to the appropriate ratio for each visit. Staff will behave in a manner deemed fit for the trip, e.g. not leaving your group unattended for toilet breaks

This will be determined by:

- type, duration and level of activity and advice from the Trip Leader
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change, the Head Teacher must be informed and must sanction the revised ratio. Please note: parents must not bring younger children.

Supervision

Pupils must be supervised throughout all visits. However, 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
- environment/venue

Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care, and be shown the completed Risk Assessment.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric First Aid qualifications are needed for Early Years Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. 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. If travel is by coach or minibus, all pupils must wear a seat belt. If a minibus is being used, the driver must have passed the City Council Defensive Driving Course and have a valid certificate to prove this.

Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant.

All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

Cost

For most outings we make a nominal charge. There are some occasions when an increased charge is applied, this usually occurs when the cost cannot be met in full from school funds (see Charging and Remissions Policy).

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

The reply slip should read:-

"I give permission for my child _____ to take part in I have read and understand the information about the visit. I enclose my voluntary contribution."

In the case of sports fixtures, the reply slip should read:-

"My child _____ is able to play in the match (at) on

I have read and understand the information in the letter, and give permission for my child to take part."

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours, the group leader must have a charged, working mobile phone on them at all times.

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and

what could have been done better, in order to inform future planning. This evaluation must be completed on the Evolve website.

Advice and guidance

Coventry City Council has an Outdoor Education Advisor who can be contacted for any matter concerning off site visits and experiential learning and a Health & Safety Team for all matters concerning safety. These details can be obtained from the School Business Manager.

On the day:

- Collect packed lunches from the kitchen.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.
- Take all permission slips with you on the trip.
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.

Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

On the bus/coach:

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during the trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.