

Blagdon Primary School



Educational Visits

Policy

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Introduction

Educational visits are activities arranged by the school which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the health and safety of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible, to make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions, take place after school hours. We do not make any profit from our educational visits.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Curriculum Links

For each subject in the curriculum there is a corresponding programme of activities (which includes visits to the school by specialists).

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the cricket club field, Blagdon orchard, visits to gardens/parks/farms;
- Mathematics – use of shape and number trails in the local environment;
- History – historical site visits, study of local housing patterns, local museums, guest speakers;
- Geography – use of the locality for fieldwork, Blagdon lake;
- Art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches e.g. golf;
- Music – a variety of specialist music teaching, extra-curricular activities e.g. Raise the Roof performance, orchestra visits to Churchill Academy, concerts for parents to hear;
- Design and technology – visits to local industry/factories or design centres;
- ICT – its use in local shops/Churchill Academy etc;
- RE – visits to local centres of worship, visits by local clergy.
- PSHE and citizenship – visit to the fire station or Blagdon Lunch Club, visits by local police officers and health workers.

Residential Activities

Children in Years 5 and 6 have the opportunity to take part in a residential visit. The visit enables children to experience outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake this visit only with the written agreement of Delegated Services (LSP Trust appointed H&S adviser). We ensure qualified instructors are provided for all specialist activities that we undertake.

How Visits May Be Authorised

The Headteacher/Educational Visits Coordinator (EVC) will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The EVC will be involved in the planning and management of off-site visits. They will:

- ensure that risk assessments are completed;

- support the Headteacher in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that any coach company appointed provides evidence of driver police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues

Staff involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by LSP Trust/Delegated Services.

See Appendix 1 for the Educational Visit Task Order: Checklist.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher/EVC before any commitment is made on behalf of the school. An Independent Provider Questionnaire can be used to gain important information from the provider/venue (Appendix 2). An Educational Visit Approval Form EV1 (Appendix 3) must be completed and submitted to the Headteacher - available on M:Staff Share drive.

Where the activity involves a period of more than 24 hours or an overnight stay, the Headteacher will seek the approval of the governing body and Delegated Services before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that they are included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Group Leaders' Planning

Group Leaders must read thoroughly the appropriate guidance for off-site activities.

They must consult the Headteacher to discuss procedures and requirements for the visit, including guidance on Emergency Planning, and must draw up a Visit Plan which records in writing the arrangements that have been made.

Visit Plan

The visit plan for intended educational visits must include the following:

- risk assessment/s;
- report on preliminary visit;
- completed Educational Visit Approval Form (EV1) showing approval of visit;
- general information;
- names, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures for transport and venues;

- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- first-aid equipment requirements.

Risk Assessments

A comprehensive risk assessment is carried out by the group leader before the proposed visit. They must assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment (See Appendix 6). It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group Leader to experience the activity beforehand, or if they lack the skills required to make informed judgements about the risks it may involve. Delegated Services will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the correct ratios (see Appendix 4). Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

The risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with an email detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts and booster seats (if required);
- proper vetting of the driver by the police;

- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The group leader will double-check that all adults helping to supervise the trip have been subject to police checks where required.

A copy of the completed risk assessment will be given to the EVC/Headteacher and all adults supervising the trip. All BPS risk assessments and a template can be found on M:Staff Shared drive (see Appendix 3).

Dynamic Risk Management During the Visit

Dynamic risk management involves the judgements and decisions made by leaders as situations arise during a visit e.g. cancelled public transport, young person or staff illness, closed venue or adverse weather conditions. The ability to re-assess and manage changing risks while the visit is taking place is a key element of the competence for leaders of educational visits.

The EVC/Head must take the decision as to whether staff are competent or not to manage dynamic risks. Any significant changes should be communicated and discussed with the EVC/Headteacher at any time during the visit.

Significant action taken as a result of dynamic risk management may require changes to the risk assessments on return to school – to ensure that future visits are forewarned.

Contingency Planning

Visit leaders should think about a contingency plan (Plan B) that might allow the educational aims of the visit to be achieved even if the original plan has to be abandoned for any reason. In considering Plan B, the visit leader should check:

- that the leader is familiar with the venue for use with groups;
- that the leader is competent to lead the activity at this venue;
- that the group is appropriately equipped/experienced for the venue/activity.

Sometimes even Plan B might need to be abandoned. If this happens, visit leaders should apply the considerations above prior to selecting an appropriate course of action. If no appropriate alternative is available then the entire visit may need to be abandoned.

The school/emergency contact should be aware of the group's plans and possible options.

It is good practice to inform parents/carers of the range of activities possible for the visit so that changes can be accommodated. Pressure on staff by young people to stick to the original plan despite poor conditions has led to serious incidents/fatalities in the past and must be resisted. If the group are aware of contingency plans, disappointment (and therefore pressure on staff) should be kept to a minimum.

Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for;
- fees incurred by use of ParentPay

The school makes a charge to parents if their children are transported in the school minibus to sporting fixtures. The charge covers the expenses of the journey only.

We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group Leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

Communication With Parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities; a consent form is completed for each child on admission to the school.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. However, a planned visit can be cancelled if insufficient funding is available. The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time. As a general rule, if the financial contribution for a visit is less than 75%, the visit will not take place.

Parents will be informed of this principle through the school website and letters sent home via ParentMail about intended visits.

Further Health and Safety Considerations

All adults accompanying a visit must be made aware, by the party leader, of the emergency procedures which will apply. Each adult will be provided with an emergency telephone number. This will normally be the school number and our Delegated Services 24hr Emergency Line number. Where an activity extends beyond

the normal school day the home/mobile telephone number of an emergency contact is provided, usually the Headteacher.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity. A member of staff who is paediatric first aid trained must take part in every educational visit involving EYFS children.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of making additional arrangements for that child.

Monitoring and Review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the EVC or Headteacher regarding the outcome of the visit.

Should an incident occur during a visit, an Incident Record Form (Appendix 8) will be completed to record details of the occurrence. These will be reviewed by EVC/Headteacher and referred to Delegated Services as appropriate.

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

See also:

- Health & Safety @ Blagdon Policy
- First Aid Policy
- Administering Medication Policy

Appendix 1 Educational Visit Task Order: Checklist

1	Issue Independent Provider Questionnaire to gain information on activity & site suitability	
2	Group Leader to conduct a preliminary visit to site	
3	Complete Risk Assessment/s	
4	Complete EV1 Form and submit to Headteacher/EVC	
5	Create a Visit Plan	
6	Create a Contingency Plan (Plan B)	
7	Complete EV2 Form (if required)	
8	Share Risk Assessments and Visit/Contingency Plan with all adults attending the visit	
9	Use Dynamic Risk Assessing during visit	
10	Complete Incident Reports (if required)	
11	Review meeting to discuss visit incidents and update Risk Assessments for future use	

Appendix 2 Independent Provider Questionnaire

This questionnaire can be used by the group leader as a basic check of a specialist activity provider e.g. outdoor activities (residential or non-residential), farm visit or similar. Group leaders should ask the provider/venue to complete this form **before** making a booking.

Notes for independent providers and venues:

You may have your own documentation that covers the same information in a different format e.g. as a download from your website. This is acceptable as an alternative to this form.

If you do not supply this information in an alternative way then please complete all relevant sections of this form by answering **yes, no** or not applicable (**n/a**) after each question. If you wish to provide further information then please continue on separate sheet(s) and attach to this form. An electronic signature is acceptable on this form to allow you to email the completed form.

Name of Provider/Venue		Address	
Telephone No.		Email Address	
Name of person completing form		Signature	
Position in Company		Date	

- Does the above Provider have any official recognition or accreditation? If **yes**, please give details here:
- Do you have written risk assessments for all of the premises/services/activities that you provide?
If **yes**, are these risk assessments available to view if required (please don't send copies of your risk assessments?)
- Do you have safety and conduct rules for visiting groups? If **yes**, how do you communicate these to the visiting group and their leader?
- Do all of your facilities comply with relevant statutory requirements including Health and Safety at Work Act; Regulatory Reform (Fire Safety) Order 2005; Environmental Health and transport requirements?
- Do you provide first aid equipment at the venue/activities?
 Will a trained first-aider be present while the group is visiting?
- Can you provide, if required, contact details for similar groups who have recently used your services?

7. Do you provide opportunities for preliminary visits?

8.

- Do you provide activity equipment (e.g. personal protective equipment or play equipment)?
- Do you have a written and recorded system of safety/maintenance checks for this equipment?
- Where national standards exist, does the activity equipment conform to those standards?

9. Do you hold a public liability insurance policy which will be current at the date of the proposed visit, both in relation to all directly provided and sub-contracted activity?

If **yes**, please state here the Limit of Indemnity

10.

- Do you have written emergency procedures?
- For activities that take place off site do you have written late-back procedures?
- Do you have accident/incident/near-miss reporting and action procedures?

11. Do you have a procedure for dealing with complaints?

12. Residential establishments only

- Will the group be required to share sleeping accommodation with others not from their group?
- Are staff bedrooms adjacent to young person bedrooms?
- Is sleeping accommodation secure from intruders?
- Can the emergency services access the site easily if required?
- Do you carry out a fire drill with the visiting group before their first night?

13. Staffed venues or activities only

- Do you provide regular opportunities for liaison between your staff and staff of the visiting group?
- Is there a clear definition of responsibilities between your staff and staff of the visiting group?
- How do you inform the leader of the visiting group about aspects of the visit for which they will have responsibility?
- Have any Provider staff who may have significant contact with young people undergone an enhanced DBS check?
- Are these staff also registered with the ISA?

14. Adventure activities only

- Do you offer adventure activities that are licensable under the Adventure Activities Licensing Regulations (for details please refer to www.aals.org)? If **yes**, please list on separate sheet and attach to this form
- Do you provide any non-licensable adventure activities? If **yes**, please list on separate sheet and attach to this form
- Are records of activity leaders' experience and competence available for inspection on site if required?

15. Please supply any additional information that you think may be helpful to the visit leader.

Appendix 3 Risk Assessment (Template)

<i>Blagdon Primary School, Bath Road, Blagdon BS40 7RW</i>		Reference: <i>BLAO</i>	
Activity:		Site:	
People at Risk:		Additional Information:	
Name of Person Completing Form:	Job Title:	Date:	Review Date:

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)

Signature:	Name: Mrs Jenny Campbell, Headteacher	Date:	Review Date:
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Appendix 4 Educational Visits Staffing and Adult Ratios

General Activities, Including Fieldwork			
Activity	Age of young people	Adult : young person ratios – typical range NB actual ratios must be determined by a process of risk assessment	Visit Leader competence
Category A and B1 i.e. visits in the UK but not residential adventurous	Nursery	1:2-3 (minimum 2 staff)	Previous experience
	Reception	1:3-6 (minimum 2 staff)	
	Years 1-3	1:6-10 (minimum 2 staff)	
	Years 4-6	1:10-12 (minimum 2 staff)	
Category B2 and C i.e. Visits abroad or adventurous and residential visits	Years 5 & 6 only	1:10-12 (minimum 2 staff)	Previous experience and qualified where adventurous (can be delegated to adventurous leaders at venue)

Appendix 5 Category Definitions of Educational Visits

Category visit A

These visits are close to the school, done on a regular basis involving environments known to the staff. It would include normal daily life activities.

Examples include walks and exploring the area near to the school site, visits to the local church, school sporting fixtures and other regular non-complex activity. It can also include transport if needed.

Category visit B1

These visits are to areas beyond the local area involving more complex environments and activity, and will be a one off or irregular activity in the school year. The leaders will be approved to lead the visit by the EVC. There may be some specialist training attached to some activities in this area.

Examples include visits further afield, farm visits, local parks, museum visits, swimming lessons in offsite pools, zoo visits, sporting festivals and larger tournaments and some basic outdoor education activity.

Category visit B2

These visits are the same as B1 above but include an element of adventure or higher risk activities.

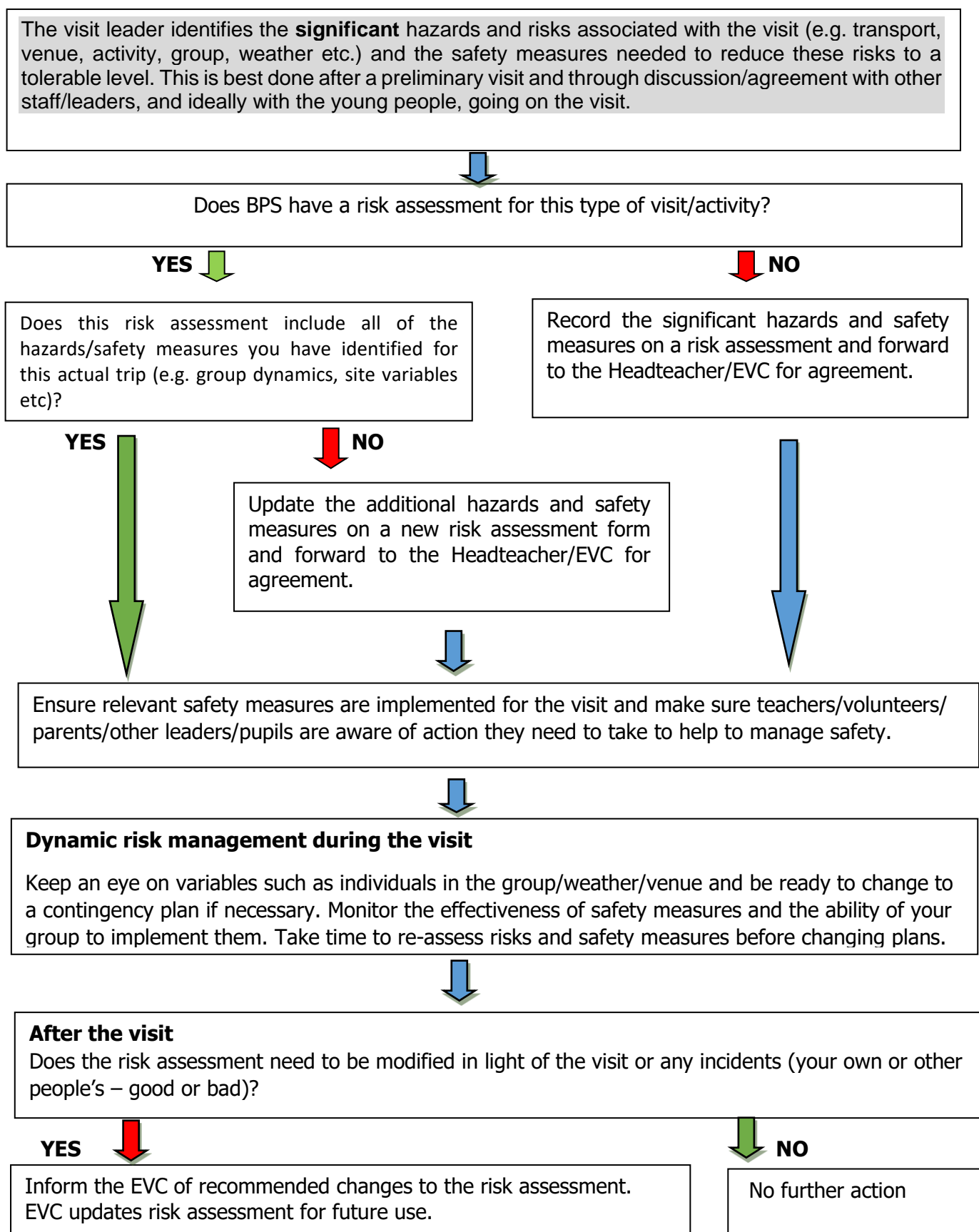
Category visit C

Category C visits include residential visits and overseas visits, adventure activities and activities involving water.

Examples of activities include outdoor adventure activities including hills and mountains, adventures on water or field studies involving water and motor sports.

For current legislation related to adventurous activities, visit the Adventure Activities Licensing Service website (www.hse.gov.uk/aala/aals.htm).

Appendix 6 Flowchart for Risk Assessing an Educational Visit



Appendix 7 Educational Visit Approval Form (EV1)

Please complete this form at least 4 weeks before the visit is due to take place and return to the School Office. Thank you.

Place(s) to be visited			
Educational objective(s) of visit			
Briefly state the activities to be undertaken during the visit:			
Destination Address/es			
Date of Visit			
Time of coach leaving school		Time of leaving venue:	
		Time of return to school:	
Year/s or Class/es attending			
Total number of children			
Total number of adults (please show staff attending & number of helpers, according to ratios for visits table overleaf)	Staff Names:		Adult helper numbers:
Approx. cost per pupil, if known:			
Created by:		Submission Date:	
Signed by:	Headteacher		
Visit Approval	Yes		No

.....

Office Use Only:

Copy to individual		Education Visit Checklist created	
Original to School Office		Supply booking required	
Entered on School Calendar			

Appendix 8 Educational Visit Checklist (EV2) – Group Leader Use

Destination		Date of Visit	
Class/Year		No. of Children	
Staff attending		Adult helpers required	
Departure time		Return to school time	

Visit Set Up

Please note: Educational Visit Approval Form (EV1) must be completed and given to the office at least 4 weeks before the visit

1. **Is a pre visit needed?** Y/N
(Yes – if it is the first time the school has been, or the school has not been for a while or the staff in charge have not been before or ratios need to be determined)
2. Issue an **Independent Provider Questionnaire** to Provider/Venue
3. **Check school diary** to ensure there are no conflicts with other events
4. **Check that there are no conflicts** with:
 - music lessons
 - ECT time
 - PPA time
5. **Complete EV1 form and gain approval**
Check child to adult ratios table and adjust to risk assessment outcome. How many adults are required?

Teachers	Support Staff	Volunteers
Check break duty rota and arrange cover if required		Confirm who will/will not be required and have a reserve list if possible

6. **Book visit** - request office to book only once visit has been approved.
7. Group Lead to liaise with office to put **visit letter** together & gain approval from Headteacher
8. **Letter out to parents** via Parentmail (office can action this)

Risk Assessment

1. Consider if this a standard visit or a higher risk activity i.e., an overnight stay or rock climbing etc. Check category definition of visit if unsure.
2. Risk assessment completed and given to Headteacher **at least 2 weeks prior to visit**

Visit Plan

Create a **Visit Plan** to include a **Plan B** scenario and discuss with Headteacher/EVC.

Two Weeks Before

1. Check with Office that there is enough money donated for the visit to go ahead
2. Check that coach is booked and pick up / drop off times are appropriate
3. Check that FSM children have had packed lunch ordered
4. Ask Office for visit pack (to be taken on the visit) to include:
 - a. emergency contact numbers
 - b. venue and coach details
 - c. risk assessment/s
 - d. class lists
 - e. adult list
 - f. children with medical requirements
 - g. children who are FSM
 - h. children who do not have permission for photos

5. Ensure that all staff attending have covered their duties

On the Day

1. All adults briefed and given a copy of risk assessment, including itinerary and names of children they will be supervising.
2. First aid kits and sick bucket/spills kit collected.
3. Whistle, hi-viz jackets, staff coats/fleeces etc.
4. Inhalers and other medication plus medication administration sheets, as required.
5. Packed lunches for FSM children (and check all other children have lunch).
6. School mobile phone.
7. If not whole class visit, list of children and adults attending must be left in Office.
8. Spare clothes (particularly younger children)
9. Take Camera

Appendix 9 Incident Record Form

This form is to be used by an emergency contact during the period that they are handling an emergency call. The EVC should ensure that Delegated Services incident reporting procedures are followed as soon as possible after the incident.

Name(s) of any individual(s) affected by the incident			
Time and date of incident			
Location of incident			
Activity taking place (if applicable)			
Name(s) of staff leading the activity			
Name(s) of key witness(es)			
Description of incident and action taken (continue on separate sheets if necessary)			
Form completed by:		Date:	

ACTION TAKEN TO AVOID A REPEAT INCIDENT *(To be completed by Headteacher/ EVC following a review of the incident – continue on separate sheets if necessary).*

Signed: (Headteacher/EVC) **Date:**