



# **Educational Visits Policy**

**Date of Completion: October 2021**

**Date of Next Review: October 2024**

**Version 1.0**

## 1. PURPOSE OF VISITS

Any visit undertaken by children at this school must be in order to fulfil the following:

- Enhancement of the term's curriculum plans in order to bring alive aspects of learning.
- Participation in an event at which the children are representing the school e.g. sport.
- Development of personal skills and characteristics, including life experiences.
- The aims of each visit must be clarified at the planning stage.

## 2. FREQUENCY OF VISITS

- Day visits – there is no limit on the number to be undertaken but we will not request an excessive amount of parental contributions.
- Residential visits may occur in lower key stage 2 (short 1-2 nights) and in Year 6 (4-5 nights) annually where financially viable through parental contributions.

## 3. INCLUSION

No child is to be left out on the grounds of insufficient funds (See Charging Policy for details) or disability. Wherever possible, children with disabilities and special educational needs will be included by incorporating reasonable adaptations. However, in some instances this may not be possible.

## 4. RESPONSIBILITIES

a) Teachers must:

- Safeguard health, well being and safety of children.
- Inform the Visit leader of any relevant incidents affecting or likely to affect children.

b) Visit leaders must:

- Ensure that the LA and Governing Body's policies and guidelines are followed.
- Recognise that s/he is representing the Headteacher and the school.
- Ensure that all the adults are briefed as to their roles.
- Ensure the overall maintenance of high quality supervision at all times in the right ratios.
- Make adequate and safe arrangements for the party members.
- Apply adequate and safe arrangements for emergencies and ensure that adults are aware as appropriate. (I.e. advanced risk assessments).
- Arrange for clearly understood delegation of responsibility in his/her absence.
- Ensure that the visit's activities are age / ability appropriate.
- Ensure that all adults are aware of any child's special educational or medical needs.
- Carry out comprehensive risk assessment and submit them to the Educational Visits (EV) coordinator prior to the visit taking place - one week minimum in advance for local trips, 3 months for residentials / action trips.

c) EV co-ordinators/ Headteacher must ensure that:

- The policies of the Governing Body and the LA are implemented and particularly that any visit is properly planned, appropriately supervised and risk assessment undertaken.
- The visit leader is competent and suitably experienced.
- That there is the right number, level of competence and suitability of the accompanying adults.
- Appropriate child protection measures are in place.
- Proper emergency and support systems are in place in the event of emergency, including the means to contact the Headteacher or Deputy Headteacher at the School.
- They have made the decision to approve the educational visit.
- Ensure the inclusion of anyone on the visit, does not affect the safety and wellbeing of others, through potentially dangerous behaviours.

d) Governing bodies must ensure that:

- A school visits policy exists.
- Appropriate risk assessment procedures are in place.
- The LA is notified of any planned adventure activity.

e) Adult volunteer helpers must:

- Understand and agree to what is expected of them.
- Have a DBS check in place if supervising a small group unaided by staff members.
- Understand their relationship to the pupils, teachers and visit leader.
- Recognise the limits of their responsibilities.
- Follow the instructions given by teachers.
- Raise concerns of pupil welfare with the visit leader.
- Ensure equal opportunity for all pupils in a group for which they are responsible and to this end if the helper is a parent, the parent's own child will not be allocated to the parent's group.

## 5. PLANNING, ORGANISATION AND REVIEW

- a) **Risk Assessments** must be carried out for every visit. On a repeat visit the previous risk assessment should be reviewed. The assessment should be submitted to the EV coordinator at least one week before the visit. Annual assessments may be undertaken for visits which are repeated, e.g. swimming
- b) **A preliminary visit** is highly desirable but will depend on the factors such as whether it is the first visit of its kind or that the leader is inexperienced or whether the activities have changed significantly.

c) **Staffing levels** must facilitate the duty of care at all times that the children are the responsibility of the teachers. The visit leader will ensure that the party size is restricted to that which will be manageable in a given set of circumstances.

d) **Supervision levels** (recommended)

- Reception Class: 1 adult to every 4 to 5 children (EV co-ordinator to decide depending on nature of activity or age of children) 50% of supervising adults to be members of staff
- Years 1 to 3: 1 adult to every 6 to 10 children (EV co-ordinator to decide as above) 50% of supervising adults to be members of staff
- Years 4 to 6: 1 adult to every 10 to 15 children (EV co-ordinator to decide as above) 50% of supervising adults to be members of staff

## 6. USE OF VOLUNTEERS

Adult volunteers should form no more than 50% of the staffing complement. Volunteers should be approved by the Headteacher / Deputy Head and EV co-ordinator and will be briefed as to their responsibilities by the visit leader.

## 7. PREPARATION OF CHILDREN

The preparation of children should include:

- Information and guidance
- Clear explanation of what is expected of children including standards of behaviour (may include a signed code of conduct agreement)
- Knowledge of potential issues and how to avoid them
- What to do if approached inappropriately by strangers
- Meeting places
- Action if separated from group
- Knowledge of emergency procedures

NB it may be necessary to preclude children whose behaviour may constitute a potential danger to themselves or others. Alternative provision should be made.

## 8. SAFEGUARDING

The LA's safeguarding procedures are to apply at all times.

The Visit Leader must:

- Check that procedures for vetting volunteer helpers have been followed and check that the volunteer is suitable, in consultation with the Headteacher.

- Ensure that volunteer helpers do not have substantial, unsupervised access to children and are not alone with single children.
- Ensure that volunteer helpers have been at least List 99 checked and fully DBS checked if they are regular volunteers on trips.

## **9. TRANSPORT**

The visit leader should ensure that private cars, when used to transport children on a visit in the school's name, are insured for such use and have a current MOT. Other parents must be notified where private vehicles are used. Teachers driving should adhere to Teachers/Adult Code and Conduct. Two adults should be in the vehicle when transporting children.

### **a) Coaches / Taxis**

Only bona fide coach companies in the regular business of transporting children should be used. Only coaches with seat belts should be used.

### **b) Programme**

Visit leaders should have a detailed plan of each day and should be aware of the great danger in deviating from the plan unless circumstances dictate such a change at short notice. Alternative plans must be included on the visit risk assessment and telephoned to the Headteacher / Deputy Head if enacted. All supervisory staff should have a copy of the daily plan.

## **10. SPECIAL EDUCATIONAL NEEDS**

The inclusion of all pupils with disabilities should be the Visit Leader's aim. In which case, the level of supervision may need increasing, the frequency of toilet stops and the medical needs should be considered, as well as dietary needs if the trip is residential. Access to premises and activities should be pre-checked for disabled pupils.

## **11. SPECIAL MEDICAL NEEDS**

All teachers on the visit should have details of all pupils with medical conditions. Parents should provide all information to the office before the visit. In cases where no one is trained to administer medication (e.g. Epi-pen), a member of staff may be trained in advance or the parent could be encouraged to attend if no trained staff members are available.

## **12. FIRST AID**

The risk assessment will indicate the level of First Aid needed for any eventuality.