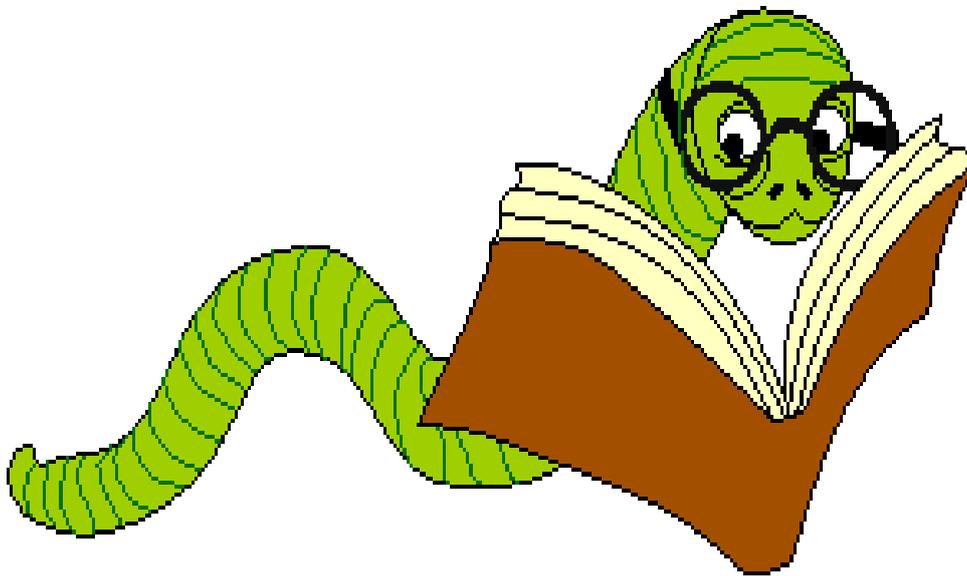


# **Broadbent Fold Primary School and Nursery**



## **Educational Visits Policy**

**Approved March 2018**

## **Introduction**

To enrich the provision for our children, we also offer a range of educational visits and other activities that enhance our thematic curriculum. All children are entitled to the development of knowledge, understanding, skills, and attitudes, regardless of social background, race, gender or differences in ability. Children of all ages have opportunities to learn outside the classroom and visits are actively encouraged. Children in Y6 have the opportunity to take part in a residential visit. Residential visits enable children to take part in outdoor and adventure activities as part of PE, PHSE and Citizenship curriculum and all specialist activities are undertaken with qualified instructors.

## **Organisation**

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents throughout the school year.

Visits and activities usually take place within the school day. We follow the Local Authorities guidelines relating to health and safety. We ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.

Every school trip has a designated leader responsible for overall organisation and delegation of duties to other adults in attendance. Parents are asked for a voluntary financial contribution toward the cost. In those cases where insufficient numbers of parents make a contribution, the trip may be cancelled if it is no longer financially viable.

## **Authorisation of School Visits**

The authorisation process for visits depends on the nature of the activity undertaken and the level of risk involved. All activities will be risk assessed, an assessment form completed and submitted to the Head Teacher. Examples of visits include, the local vicinity, local walks, visits to museums/sports centres, fieldwork etc.

Governors will be informed of Educational Visits as they will be included in the Heads report to Governors each term. Any offsite activities which involve a residential visit or potentially hazardous environments or pursuits require authorisation by the Headteacher and the Governing Body.

Before approving a visit or activity, the Headteacher and/or Governing Body must be satisfied that:

- the activity will be efficiently organised and supervised
- the visit has specific and stated objectives and is educationally appropriate.
- the visit will have significant value for the development of the pupils taking

part in the visit; be suitable for all the pupils concerned, having regard to their ages and abilities; not interfere unduly with the work of other pupils at the school.

It will also be available/ accessible to all who wish to participate in line with equal equalities legislation.

When a visit is planned during term time, the Governing Body will satisfy itself that there are valid educational reasons for the visit taking place. In addition, the Governing Body will ensure that the school can be run effectively in the absence of those teachers who will accompany pupils on the visit.

### **Planning the Visit**

Ensuring the safety of pupils on a visit depends largely on the extent to which the teacher can foresee the possible dangers and difficulties which may arise, and can therefore plan to avoid or overcome them. Such planning should include contingency arrangements for potential problems such as bad weather, illness or the incapacity of accompanying adult supervisors. The trip leader and at least one other adult will have a mobile phone and the details must be available in the school office. Planning for any individual pupil needs, such as medical or dietary needs, will take place as early as possible.

Steps will be taken to minimise risks, and all potentially hazardous activities must be identified in advance. Risk assessments will be carried out and recorded, in line with the procedures identified in the school's Health and Safety Policy. Any pupils whose behaviour is considered to be likely to be a danger to themselves or the group may, on health and safety grounds, be stopped from going on the visit. The curricular aims of the visit for such pupils will be fulfilled in other ways, wherever possible.

Adequate child protection procedures must be in place at all stages of the visit, and any guidelines laid down in the school's Child Protection Policy should be followed. Regular head counts should take place throughout the trip, and particularly when arriving at and leaving a venue.

Adult to children ratios are at the discretion of the Head and dependent on the nature of the visit. However as a guide:

- FS 1 adult to 4 children
- FS2, Y1, Y2, 1 adult to 6 children
- Y3 & Y4 1 adult to 8 children
- Y5 & Y6 1 adult to 10 children

For any proposed trip where children have contact with animals, teachers should ensure that Health and Safety laws are observed by the establishment hosting the visit.

### **Preliminary visit**

A preliminary visit will be made by the visit leader unless the visit leader has recent (no longer than 3 months) experience of the site or venue. This allows the leader(s)

to gain first hand knowledge of the venue, facilities and activities to be followed and so become aware of the potential hazards and difficulties prior to encountering them with pupils. This knowledge will then inform the risk assessment and visit planning processes. Particular attention will be paid to fire and other safety precautions and emergency evacuation procedures.

The purpose of the preliminary visit is to:

- ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit;
- obtain advice from the centre manager or residential manager;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- become familiar with the area before taking a group of young people there.

Visits will not be authorised by the Headteacher or Governing Body unless they are satisfied that a suitable and sufficient risk assessment has taken place.

Any costs of planning and preparing for a visit including any preliminary visit will be regarded as a legitimate expense in the charge made to pupils (where such a charge is permitted by the school's Charging Policy). If the costs of the visit are to be funded by voluntary contributions, the cost of the preliminary visit should be taken into account when suggesting the level of contribution parents may wish to make.

### **Parental information and consent**

School will obtain written permission from all parents at the start of the school year for activities which take place in the immediate locality and will keep such information on file. Parents will be notified of any visits of this kind, including swimming lessons.

Parents will be provided with written information of any visits away from school. The signed parental/carers consent form must be obtained prior to the visit. Residential visits require full and detailed written information to parents/carers. A meeting will be held for parents to enable arrangements and expectations to be discussed. High standards of behaviour are expected at all times. Any child who persistently misbehaves or has a serious incident of inappropriate behaviour will be either withdrawn from activities or withdrawn from the residential, with parents being required to collect the child. The consequences will be discussed with the Headteacher and the appropriate sanction applied.

The Educational Visits Co-ordinator (Head) will ensure that those who have parental responsibility for children (as distinct from the child's natural parents) have given their permission for visits to take place, particularly if these are of a residential nature. Permission will be sought from the appropriate services for any "looked after" children.

Visit leader's responsibility for pupils ends only when the pupils return to school (if the visit is within normal school hours), or when the pupils are handed back into the care of their parents/carers or other responsible adults.

The information given to parents/carers will include:

- the nature of the visit and the destination;
- dates, times and venues for departure and return, and the method of travel.
- the itinerary for the visit
- the cost of the visit. (see school's Charging Policy)
- details of the activities in which pupils will be expected to or be able to participate;
- guidance concerning appropriate clothing or footwear;
- guidance concerning an appropriate amount of money to be taken;
- guidance concerning the behaviour expected from pupils and the procedures for dealing with misbehaviour, including the arrangements for sending a pupil home early if the activity involves an overnight stay;
- details of the insurance cover provided
- in the case of a residential visit, an address and telephone number at which the group can be contacted in the event of an emergency;
- a request that any necessary parental consent form be signed and returned to the visit leader, together with details of any known medical condition from which the child may be suffering, and details of any medication which the pupil may be receiving. Permission will be obtained for any necessary medical treatment to be carried out in the case of an emergency.

### **Pupils with additional needs**

As part of the provision of inclusive education and compliance with legislation to promote the rights of people with disabilities, visits, as far as possible, are available to all pupils who have additional needs. The particular needs of individual pupils will be considered when planning the visit; therefore reasonable adjustments for disabled pupils will be part of the risk assessment. These needs may influence the adult/pupil ratio needed and decisions about any special skills required by the adults accompanying the visit.

Adults will have clear information about the nature of any pupil's additional needs, and an understanding how these will affect the pupil's ability to take part in activities. Specific necessary information (such as any medication required, details of any allergies or special dietary requirements) will be identified on the parental consent form. In particular circumstances, it will also be necessary to check the venue for wheelchair access.

As well as ensuring a full exchange of written information between school and parents/carers, school will consult directly with the parents/carers before the visit takes place. Some pupils with additional needs may not have spent time away from home before, and discussions with parents/carers can relieve some of the anxiety which would otherwise be felt.

### **Preparation of pupils**

All children will be made aware of the following:

- the aim and purpose of the visit;
- the activities planned and the overall itinerary;

- the rules, which apply during the visit. Regular head counts will take place, and an appropriate "lost" procedure should be established.
- the standards of behaviour expected, and the sanctions to be used for those who disregard rules and procedures, including the withdrawal of pupils from an activity or the sending home early of pupils on a residential visit;
- the areas or activities which are "out of bounds";
- the type of clothing and footwear which is appropriate;
- the correct use of any equipment which forms an integral part of the visit (unless the visit itself includes specific tuition in the use of equipment)
- the procedures for emergency evacuation, especially on residential visits.
- children will not be permitted to take mobile phones with them.

### **Briefing accompanying adults**

- the visit leader will have full authority during the journey, and this must be accepted by everyone else taking part, including those who normally hold a more senior position in the school;
- visit leaders will recognise that when experts are engaged for specialist activities such as climbing, sailing etc., their instructions on procedure and safety will be followed at all times;
- all supervising adults will be given instructions concerning their own specific responsibilities, and the extent to which they should exercise their own judgement. The visit leader will ensure that all supervising adults are aware of any emergency procedures;
- one of the supervising adults will take responsibility for welfare issues, including first aid arrangements and the supervision and distribution of any medication which have to be taken by members of the group.
- Adults should be strategically placed on coaches to ensure that supervision of children is adequate on all parts of the coach.
- the visit leader should have access to sufficient funds to meet any emergency which might be encountered;
- adults will need to take mobile phones with numbers shared between each other and school.
- the visit leader will have a list of all adults' names, and in the case of residential visits addresses and telephone numbers, in case of emergency. A copy of this list will be left in the school office and a copy taken on the visit.

### **Medical issues**

All accompanying adults should be familiar with first aid guidelines and at least one of the supervising adults accompanying the group must have a current qualification in first aid.

A travelling first aid kit will be issued to the visit leader who will check that the kit includes all of the items which may be needed, bearing in mind possible additional items which may be required for some children with special needs. A qualified first aider must be included in the adults supporting the visit.

The visit leader will ensure that all supervising adults have adequate information about any special medical or dietary needs which pupils on the visit may have. Decisions about the administration of medication to pupils must be made before the

visit, and any necessary routines and checks agreed and established.

Any accident which occurs on a school visit will be reported in the same way as an accident taking place on the school site.

### **Emergency procedures**

If an incident is sufficiently serious that support is needed from the LA, school will contact the Executive Director, Services for Children and Young People (0161 342 3249) for advice. If school receives news of an incident outside normal working hours, the Council's "out of hours" number will be used (0161 342 3091).

The school reserves the right to refuse, or remove a student from a trip at any point if that student's behaviour has given major cause for concern or if it is felt that the student's presence on such a visit could pose a risk to themselves or others.

This policy will be reviewed annually with staff and Governors.