

# **Broadbent Fold Primary School and Nursery**



## **Educational Visits and Activities Policy**

**January 2023**

In line with the Equalities Act (2010) we aim to ensure that any child, irrespective of protected characteristics (These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation) is treated fairly and with respect. The law states that the public sector equality duty includes a general duty to, "Foster good relations between people who share a protected characteristic and those who do not." This policy can be adapted to suit individual needs.

### Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities and experiences of adult life.

At Broadbent Fold Primary School and Nursery, we aim to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children we offer a range of educational visits and other activities that add to and complement their learning in school.

Broadbent Fold Primary School and Nursery fully recognises its responsibilities for Child Protection and Safeguarding. The safety, welfare and well-being of all children is our primary concern. It is our duty to protect each child's welfare.

### Procedures

At Broadbent Fold Primary School and Nursery, we follow the guidelines contained within the Tameside Metropolitan Borough Council document: **Procedure for Educational Visits and Activities Linking to OEAP National Guidance.**

The Headteacher, Mrs Parker, is the Educational Visits Coordinator (EVC).

### Practices

The National Curriculum forms the basis of learning for each class, within this programme of learning teachers plan educational visits and activities that support the children's learning.

Teachers must allow sufficient time for the planning of educational visits.

### **If you are planning a trip which requires**

- **transport**
- **change of lunch arrangements**
- **extra support, or**
- **arrangements which affect other members of staff**

**you must meet with a senior member of staff four weeks prior to the trip so that all necessary preparations and risk assessments can be made.**

Visits and activities usually take place within the school day, and the Headteacher approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety and ask parents/carers to give written permission for their child to take part in any activity that takes children off the school site and out of the school locality. **If we do not receive this written permission, the child will be unable to participate.**

#### Residential activities

Residential visits are approved by governors and the local authority.

#### Check List

##### **See Appendix 1**

The visit organiser should ensure he/she has completed the relevant 'Educational Visits Checklist' as part of the planning process.

#### Risk Assessment

The school follows the LA Guidelines on risk assessments. Risk assessments identify significant risks with measures to control these, using the HSE 'Five steps to risk assessment' model:

- Look for the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide if existing precautions are adequate or whether more should be done.
- Record findings.
- Review assessment and revise if necessary.

#### **A risk assessment must be undertaken prior to all educational visits and off-site activities.**

The Headteacher delegates this responsibility to the member of staff organising the visit or activity but must approve the risk assessment before the visit/activity is allowed to go ahead. The risk assessment must include SEN/medical needs of the specific group of children participating.

The school has a standard format for the risk assessment which is adapted for each visit or activity (**see Appendix 2**). If the visit or activity is repeated the risk assessment must be amended with current information.

All adults accompanying the visit should be briefed on the outcome of the risk assessment and made fully aware of their responsibilities.

We also use risk assessments which have been produced by the Educational Visit providers, these help to inform our own risk assessments.

**As an additional safety measure a pre-meeting between the visit leader and the Headteacher MUST take place at least one week prior to the trip taking place to discuss the Risk Assessment before signed off. The Headteacher will not sign off on any Risk Assessments without a meeting having taken place.**

### Pre-visits

In order to undertake a full and comprehensive assessment of risks, a pre-visit should be undertaken. Even where the visit is made regularly, risks should be re-assessed from time to time. It is the responsibility of the visit organiser to carry out a pre-visit.

### Ratio of adults to children

We base staff/pupil ratios on a thorough risk assessment of the issues, including children needs (SEND and medical needs), the venue, activity and duration of the visit, transport arrangements, competence and experience of the adults and emergency procedures. For visits beyond the school locality, one adult included in the ratio must be a teacher.

### Voluntary Help

Many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as students, parents or governors. Volunteers are responsible for following the instructions of the visit organiser and that the visit organiser retains overall responsibility. The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the children beforehand to get to know their names and a little bit about them. The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable.

The visit organiser is responsible for ensuring that each volunteer understands their role and responsibilities. Where children are organised in small groups, a child will not generally be placed in a group in which his/her parent is responsible for.

In cases where the class is split into small groups, whilst moving around the premises (such as a visit to a zoo or wildlife park), the groups led by volunteer helpers will be twinned with a group led by a member of staff.

### First Aid

Wherever possible a trained First Aider (First Aid at Work 3 Day, and Paediatric Training) will accompany all activities outside school. Group Leaders ensure that a first aid kit is taken on all activities. These are checked prior to use.

### Transport

Parents will always be informed as to the type of transport being provided for an educational visit. We only hire transport from a reputable company. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a school visit. The visit organiser is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there are sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.

If public transport is used an increased adult/pupil ratio must be considered and close supervision of the children must be ensured.

Private cars will only be used in very exceptional circumstances. If used the school will ensure that each driver has:

- Valid driving licence.
- Vehicle road fund licence and MOT certificate.
- Vehicle insurance valid for carrying passengers on a school off-site visit.

Volunteers will be asked to sign a declaration that all these requirements are in place. Where teachers offer to use their own vehicles for transporting children, they must ensure they have appropriate insurance cover for conveying children during the course of their professional duties and should ensure that they are never alone in a car with a child.

#### Charging for school activities

See Charging and Remittances Policy.

#### Voluntary contributions

When organising school activities or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip or activity. If a trip or activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the activity or visit. Parents have a right to know how each trip or activity is funded. The school provides this information on request.

#### Monitoring and Review

It is the responsibility of the governing body to monitor the effectiveness of this policy. The governing body does this by:

- Ensuring the Headteacher reports to the Governing Body on the effectiveness of this policy.
- Taking into serious consideration any complaints regarding educational visits from parents, staff or children.
- Reviewing this policy and recent risk assessments every year.

**Trip/Visit Information Form**

Trip Visit Leader \_\_\_\_\_ Trip Date \_\_\_\_\_

Purpose of the Visit  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trip Venue Name: \_\_\_\_\_

Trip venue Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trip venue tel no : \_\_\_\_\_

Names of all supervising adults \_\_\_\_\_  
\_\_\_\_\_

Name of Person Responsible for First Aid \_\_\_\_\_

Year Group \_\_\_\_\_ Total Number of Children (estimated) \_\_\_\_\_

Total Number of Adults \_\_\_\_\_

Departure Time From School \_\_\_\_\_

Departure Time From Venue \_\_\_\_\_

Will a packed lunch be required? \_\_\_\_\_

Cost of coach \_\_\_\_\_

Cost of venue (this cost **must** be excluding VAT) \_\_\_\_\_

Overall Cost of Visit \_\_\_\_\_ Voluntary Cont from Parent \_\_\_\_\_

Signature of Visit Leader \_\_\_\_\_ Date \_\_\_\_\_

Signature of Headteacher \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 1

### *Educational Visit Checklist (non-Residential)*

This checklist is an essential part of the risk management process and is applicable for **all** visits.

**The visit should only go ahead if the answer to all applicable questions is 'YES' or N/A**

**Destination** ..... **Class** ..... **Date** .....

#### **Before the visit:**

- |     |   |                          |                              |
|-----|---|--------------------------|------------------------------|
| 1.  | Have the educational aims of the visit been clearly identified?   | <input type="checkbox"/> | Yes                          |
| 2.  | Is the visit appropriate to the age, ability and aptitude of the group?   | <input type="checkbox"/> | Yes                          |
| 3.  | Has there been suitable progression/preparation for young people prior to the visit?  | <input type="checkbox"/> | Yes                          |
| 4.  | Are transport arrangements suitable and satisfactory?   | <input type="checkbox"/> | <input type="checkbox"/> N/a |
| 5.  | Have you conducted a pre-visit?<br>If not, have appropriate additional checks been made?  | <input type="checkbox"/> | Yes                          |
| 6.  | Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).  | <input type="checkbox"/> | Yes                          |
| 7.  | Have any adult helpers (non employees) been approved by the Headteacher and been cleared through the barred list check  | <input type="checkbox"/> | <input type="checkbox"/> N/a |
| 8.  | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?   | <input type="checkbox"/> | Yes                          |
| 9.  | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role?  | <input type="checkbox"/> | Yes                          |
| 10. | Are all support staff aware of and comfortable with their roles?  | <input type="checkbox"/> | Yes                          |
| 11. | Are all helpers aware of and comfortable with their roles?  | <input type="checkbox"/> | Yes                          |
| 12. | Has a specific Risk Assessment been carried out and will this be shared with all relevant parties?  | <input type="checkbox"/> | Yes                          |
| 13. | Does at least one member of staff know the young people that are being taken away, including any behavioural traits? Have staff been made aware of dietary, medical and special needs as appropriate?   | <input type="checkbox"/> | Yes                          |
| 14. | Have young people been advised in advance about expectations for their behaviour? If appropriate, are young people aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with young people and staff? Have parents been notified if appropriate? | <input type="checkbox"/> | Yes                          |

- |  |                          |                              |
|--|--------------------------|------------------------------|
| 15. Are parents fully aware of the nature and purpose of the visit, and has consent been obtained?   | <input type="checkbox"/> | Yes                          |
| 16. Are staff aware of any medical needs and/or other relevant details of young people?  | <input type="checkbox"/> | Yes                          |
| 17. Are staff aware of any relevant medical conditions of other staff/helpers within the group?  | <input type="checkbox"/> | <input type="checkbox"/> N/a |
| 18. Is a trained First Aider taking part in the visit?   | <input type="checkbox"/> | Yes                          |
| 19. Is there a First Aid kit available?  | <input type="checkbox"/> | Yes                          |
| 20. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?                                   | <input type="checkbox"/> | <input type="checkbox"/> N/a |
| 21. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? | <input type="checkbox"/> | <input type="checkbox"/> N/a |
| 22. Have all financial matters been dealt with appropriately?  | <input type="checkbox"/> | Yes                          |
| 23. Has the visit been approved by the Headteacher, and in line with Governing Body policy if appropriate?                                       | <input type="checkbox"/> | Yes                          |
| 24. Are full details of the visit and participants at school base?   | <input type="checkbox"/> | Yes                          |

**During the visit**

- |  |                          |                              |
|--|--------------------------|------------------------------|
| 25. Do all staff have a list of young people in their care?  | <input type="checkbox"/> | Yes                          |
| 26. Does the school office have a list of the names of all participants, including adults?   | <input type="checkbox"/> | Yes                          |
| 27. Do staff have sufficient funds to allow for any contingencies?   | <input type="checkbox"/> | <input type="checkbox"/> N/a |
| 28. Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc., if needed?  | <input type="checkbox"/> | Yes                          |
| 29. Are participant numbers being checked at appropriate times?  | <input type="checkbox"/> | Yes                          |
| 30. Are young people aware of the procedure in areas where there is traffic?   | <input type="checkbox"/> | <input type="checkbox"/> N/a |
| 31. If a rendezvous for the group has been arranged after a period of time, does each pupil and member of staff know exactly where and when to meet? | <input type="checkbox"/> | <input type="checkbox"/> N/a |
| 32. Do young people know what action they should take if they become separated from the group?   | <input type="checkbox"/> | Yes                          |

**At the end of the visit**

- |   |                          |                              |
|---|--------------------------|------------------------------|
| 33. Are appropriate arrangements in force for the dismissal/return of young people? | <input type="checkbox"/> | Yes                          |
| 34. Has the Visit Leader reported back to the Headteacher?                          | <input type="checkbox"/> | <input type="checkbox"/> N/a |



- 35. Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?   
Yes
- 36. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?   
Yes
- 37. Have all staff and helpers involved in the visit been thanked for their input?   
Yes

**As visit lead, I can confirm that I have read and understood all the above questions and answered them in accordance with school policy.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Broadbent Fold Primary School and Nursery



## Appendix 2 - Educational Visit Risk Assessment

Description of Visit .....

Date ..... Class .....

Has a pre-visit been carried out? Y/N by whom? ..... Date? .....

Hazards Identified	Persons at Risk	Risks Identified	Initial Risk Rating	Existing Controls	Interim Risk Rating	Further Measures to be taken	Residual Risk Rating	Comments
Supervision of Children	Children, Staff and Helpers	Children inadequately supervised Children displaying poor behaviour Children become separated from group/adult	M	Adult : Children ratio high at 1: Adults are school staff, governors and reliable, known, helpers. Remind children of behaviour expectations	M/L	Adults carry lists of children in their care and check frequently. Adults briefed by Visit Leader on safe practice. Any child repeatedly showing poor behaviour is moved to visit leader's group	L	Key checks will be carried out at...
Crossing the Road	Children, Staff and Helpers	Danger from vehicles Children displaying poor behaviour Coach parking long way from venue	M	Agreed adult : children ratio. Children to walk in orderly manner with adults positioned throughout the line. One member of staff to stand in the road as children pass in front of them. One member of staff at rear of line.	M/L	Prepare children for the visit by reminding them of road safety issues. Remind children of behaviour expectations	L	
Walking on the Pavement	Children, Staff and Helpers	Danger from vehicles	M	Agreed adult : children ratio. Children to walk in orderly manner with adults positioned throughout the line. Adults to walk at the kerb side of the pavement. Preparation for visit shows that all roads have adequate pavements on good state of repair.	M/L	Prepare children for the Visit by reminding them of road safety issues and the importance of staying on the pavement.	L	School has previously visited this location.  Pre visit completed.





List names of children that have additional needs to be considered (Medical, SEND or behavioural)	Medication required Y/N	Name of medication carried	Other additional supervision measures in place
le: John Smith – behavioural needs	N	N/A	Parent is accompanying John on the visit.

Name of Visit Leader ..... Signature ..... Date .....

Name of SLT approver ..... Signature ..... Date .....

### Appendix 3 - Adult Information

#### School Staff

Name	Mobile Number



## Volunteer Helpers

Name	D.O.B.	Relationship to school	Existing DBS? Y/N	Is Volunteer Supervised Y/N	DBS Number & Expiry date	Barred list clearance date (See Note 1)	Mobile Number

I confirm that all volunteers are suitable and have been cleared      Signed \_\_\_\_\_ (visit lead) Date \_\_\_\_\_

**Note 1:** Volunteers who are “supervised” do not require a DBS or barred list check. An enhanced DBS check without Barred list information can be obtained, however school trips are not defined as “regular” and therefore no requirement for DBS. (KCSE guidance para 124)



## Information for Volunteers and helpers on Educational Visits

In line with school and Local Authority safeguarding procedures, we ask that all adult volunteers taking part in educational visits read and adhere to the following information;

- **Please do not** undertake any personal care of any child but instead ask a member of school staff to do so if necessary (this includes taking a child to the toilet alone or changing a child's clothes following an accident)
- **Please do not** administer any medication or First Aid to a child but request that a member of school staff attends to a child if necessary.
- **Please do not** use your mobile telephone whilst you are with the children and under no circumstances should you take any photographs of children whilst you are accompanying them.
- **Please do not** post pictures or comments about the visit onto any social media sites.
- **Please do not** smoke during the visit.
- **Please do not** leave any members of your group unattended during the visit.
- **Please** report any concerns regarding the behaviour, safety or wellbeing of a child to a member of school staff immediately.
- **Please** report any concerns regarding the behaviour, safety or wellbeing of another accompanying adult to a member of school staff immediately.

Thank you for volunteering to help on this visit 😊