

# Holy Trinity Church of England Primary School



Mission Statement -  
'Growing and Learning in Christ  
through faith, family and friendship.'



## Educational Visits Policy

### Introduction

Holy Trinity CE Primary School is committed to enhancing the learning experience of all pupils through educational visits and to ensuring that this is achieved safely. The school adopts the guidance and procedures issued in the updated Lancashire County Council document "Educational/Off Site visits, Policy and Guidelines 2016". This is to ensure consideration for the health and safety of all those involved, to maintain the educational quality of visits and to ensure value for money.

### Inclusion

All children will be included on trips and educational visits regardless of their special needs, medical needs, cultural background, religion or gender. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for. All educational visits must have specifically stated objectives that are appropriate for the participating pupils.

### Procedures

Under and health and safety legislation, schools are required to obtain appropriate approval for educational visits. For certain categories of visits (type B visits) schools must seek and obtain approval from the local authority. In distinguishing which types of visits require the local authority's approval, the following categorisation has been adopted:

#### Visit Types:

##### **Type A**

Educational low risk off-site visits, up to one day duration, eg: theatre visits, museum visits, visits to local schools or Church.

##### **Type B**

1. Educational off-site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.
2. Visits involving adventurous activities.
3. Visits to farms, trampoline parks or theme parks.
4. Visits including overnight stay or residential accommodation.
5. Visits outside the UK, including Foreign Exchange visits.

Staff wishing to undertake a '**Type A**' visit with their class should submit the details on **form 1** to be signed by the Educational Visits Coordinator (EVC) or Head Teacher. They should also liaise with the School Office/Head Teacher to cost the visit to ensure that the best value with regard to pricing is obtained and for support with communicating to parents. The Visit Leader must undertake the completion of the Risk Assessment (form 5). Venues to be visited may also supply their own risk assessments which should be obtained. It is highly

recommended that staff visit venues prior to the visit in order to make informed assessments with regard to their suitability and safety.

The risk assessments process must be seen as dynamic and on-going. Professional judgements and decisions regarding safety will need to be made regularly during the activity. If the control measures are not sufficient, the activity must not proceed.

Staff wishing to undertake a **'Type B'** visit must inform the Head Teacher who will seek approval from the school governors. They must then complete form 1, form 5 (Risk Assessment) and other documentation relevant to this type of visit. Parents have to complete a medical information form (form 3B) for their child/children. After the forms have been checked and approved by the EVC or Headteacher, they must be submitted to the Authority **at least 4 weeks prior to the visit taking place.**

Both Type A and Type B visits are to be applied for using the EVOLVE online system. Teachers can find more details about this on the Staff Resource section of the site. A 'plan B' must be in place to deal with unforeseen circumstances in both type A and B visits. If the alternative is that the visit is cancelled and return to base or the group do not set off for instance, due to adverse weather conditions then this should be stated.

Following **all** visits the Visit Leader should undertake a review. Any incidents or accidents should be reported in accordance with the reporting requirements. Form 4 must be completed for all educational visits within 14 days of the completion of the activity or visit.

### **Parent /Carer Consent**

A letter seeking parental consent will be sent out to parents outlining the educational objectives of the visit. Parents will be required to return the slip with their child's name and class. We will also request current emergency contact details (exceptions to this may include whole school visits of Church, class visits to local library when permission is covered by a general consent letter obtained for such visits at the start of the academic year). However, it is still a requirement that parents/carers are informed and they are advised where their child will be and of extra safety measures or clothing required, Unless consent has been obtained, a child must **not** take part in the educational/off site visit.

### **Payment for Visits**

Requests for voluntary contributions towards the cost of the visit may be made. Where insufficient monies are sent in, a planned visit may be cancelled. On some occasions, the full cost of the visit is covered for children from pupil premium funding as the school feels that it is providing an enhanced educational experience for individuals, groups or classes. All monies and reply slips should be sent to the school office (see charging and remissions policy).

### **Duties and Responsibilities**

The Visit Leader must recognise that whilst leading the visit s/he is in effect representing the 'leadership and management' of Holy Trinity CE School. Leadership and Management refers to the Governing Body/Senior Leadership of the school.

### **The Visit Leader must:**

- a) Obtain the EVC's/Head Teacher's approval for the visit according to LCC's procedures.
- b) Ensure that the ratio of staff to children is appropriate for the environment and needs of the group.
- c) Ensure that adequate arrangements are implemented for the safety and well-being of all participants including accompanying adults. In respect of residential visits supervision must be provided 24 hours a day.
- d) Ensure the overall maintenance of pupil conduct and discipline throughout the visit.
- e) Ensure compliance with the emergency procedures should an incident occur.
- f) Ensure that accompanying adults are fully briefed as to their roles and responsibilities.
- g) Ensure that group leaders are appointed with proper regard to their experience and competence to undertake the tasks assigned to them.
- h) Identify children with cultural, medical, special educational needs or dietary requirements.
- i) Identify and record significant hazards and the safety measures required to reduce risk to intolerable level.
- j) Ensure that parents/carers are fully briefed about the visit; this includes plan B.
- k) Ensure that a signed parental consent has been obtained, together with the relevant medical information if necessary.
- l) Complete the post evaluation visit on EVOLVE (form 4).
- l) The Visit Leader is also responsible for ensuring that participants conduct themselves with *due respect for the environment and the local community*. Visit Leaders should be familiar and act in accordance with all relevant regulations and guidance contained in this document. Visit Leaders must inform the EVC and/or Headteacher if at any point during the planning of the visit concerns arise which lead them to feel unsure of their competence to lead the visit safely.

### **Responsibilities of all Accompanying Adults**

**Every person has a duty of care for the welfare and safety of all children taking part in the educational/off site visit to ensure the safe and healthy return of the group.**

**Every person has a duty to intervene where unsafe practice is observed or it is felt likely to occur.**

**Every adult accompanying the visit must have a role.**

**Higher levels of responsibility will be assigned to staff members rather than to accompanying adults.**

All accompanying adults:

- Conduct themselves in a manner compatible with their own safety and well-being of everyone taking part.
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within these at all times.
- Report to the visit leader any concerns they may have relating to behaviour or well-being during the visit.
- Maintain good pupil conduct and discipline;
- Ensure the safety and well-being of the children/young people in their care;
- Inform the Visit Leader of any incident involving the children/young people in their care;

- Be aware of the nearest accident and emergency hospital (the responsibility for implementing the emergency procedures is that of the Visit Leader).

### **Responsibilities of the Base Contact**

The Base Contact must not accompany the Educational/Off Site Visit. The Base Contact must:

- a) Make arrangements to be accessible throughout the duration of the visit;
- b) Ensure compliance with the emergency procedures as set out in local authority Policy.

### **Ratios**

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group;
- Pupils with special education needs or medical needs;
- The nature of the planned activities;
- Experience of adults in off- site supervision;
- Duration and nature of journey;
- Type of any accommodation and facilities;
- Competence of staff, both general and on specific activities;
- Requirements of the organisation/location to be visited;
- Competence and behaviour of pupils;
- First aid provision/other equipment/resources needed for the smooth running/educational experience to be covered.

The local authority recommends the following ratios on educational visits:

- EYFS (discretionary to establishment but we aim for a 1:4 adult to pupil ratio)
- 1 adult for every 6 pupils in Years 1 - 3.
- 1 adult for every 10 pupils in Years 4 - 6.

If any of the supervising adults are parents of a child participating in the visit, then one additional adult, who does not have a child on the visit, must be added to the total number required, in line with the local authority's Policy.

### **Bus/Coach Hire**

Visit Leaders must liaise with the School Office to book an operator who holds a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken. Every passenger must have their own seat. All coach seats must be fitted with seat belts.

Lancashire County Council Policy and Guidelines document for Staff and Parent/Carers must be referred to before transporting children on any educational visits. School has several booster seats for staff to use if they are transporting children to venues, in line with current legislation.

### **Providers of activities**

Where schools use an outdoor education centre with a current AALS (Adventurous Activities Licensing Service) they can be assured that the staff delivering activities will be appropriately managed and qualified.

If it is proposed to undertake activities at a registered centre, it is not necessary to carry out a risk assessment in relation to the activities being undertaken, subject to:

- Centre staff being responsible for leading activities;
- The activity forming part of centre's registration;
- Compliance with all terms and conditions as notified by the centre, contract documentation and with any direction given by the centre staff.

For visits to registered centres, the following process must be followed:

- Submit the on-line application to EVOLVE
- Ensure that the accompanying risk assessment (form 5) covers the transport arrangements, non-centre programme activities, free time and information on behaviour management, supervision at meal times, group needs and overnight supervision.

### **Emergency Procedures**

LCC procedures must be followed in the event of an incident, accident or emergency (see section 6 of LCC policy guideline 2016).

**The visit leader and base contact must have:**

- The establishments emergency response procedures and be familiar with them.
- Form 9 (base contact) and form 10 (visit leader);
- Telephone numbers of two designated senior members of staff;
- Mobile numbers of all accompanying adults on the visit; telephone numbers and addresses of all parents/carers of the young people and the same details for the next of kin of all accompanying adults taking part;
- Consideration of communication issues to ensure alternative effective communication is maintained;
- Copies of medical information for every child taking part in the visit (and parental consent for Type B visits)
- Copies of route plan;
- Passenger lists for each vehicle;
- Copies of the risk assessment (form 5);
- Telephone numbers for the Lancashire duty emergency team.

### **Further Information**

EVC - Nick Crabtree

Head Teacher - Sally Smith (also EVC trained)

For any further information regarding Educational Visits please consult the EVC or the Lancashire County Council Education/Off Site visits Policy and Guidelines document 2016.

When planning a visit all form/guidance are available through the Lancashire EVOLVE Educational Visits website.

This policy was approved by the governing body on February 6<sup>th</sup> 2017 and will be reviewed in the Spring Term 2019.