

Whittington CE Primary School

POLICY ON EDUCATIONAL VISITS

Policy Adopted by the Governing Body: 11 March 2021

Review due: Spring Term 2023

1. Introduction

This policy applies to any member of staff at Whittington Church of England Primary School who organise or assist with offsite visits. The principles of this policy also need to be understood by any volunteers.

At Whittington Church of England Primary School we value educational visits and acknowledge the contribution that they make to pupils' wider education.

Outdoor experiences and educational visits complement the range of learning opportunities that can be provided within a classroom. They can offer new and exciting challenges that bring the rewards of achievement across the full ability range. They can stimulate and reinforce a positive attitude to education and nurture an understanding and respect for the environment. Additionally, especially in the case of residential visits, children's social skills can be fostered and relationships between pupil and teacher as well as pupils' relationships with each other can be enhanced.

2. Employer's policies and Outdoor Education Advisors Panel (OEAP) National Guidance

The school makes use of OEAP guidance. If school staff need any specific guidance about planning or conducting an offsite visit they should read the guidance on the OEAP website: <http://oeapng.info/>

If there is any conflict between the OEAP guidance and the information in this policy then the school policy must be followed and clarification sought from the EVC or head teacher.

3. Clarification of roles

The Outdoor Education Advisor

Acts on behalf of the employer to discharge health and safety responsibilities for educational visits through: policy and guidance, based on risk assessment, including defined standards of competence; monitoring arrangements to ensure compliance; providing and advising on training opportunities and giving information and advice.

Governors

Should satisfy themselves that the risk assessment is being carried out; that appropriate safety measures are in place; ensure that the visit has a specific and stated objective; assess proposals for visits and check that training needs have been addressed.

Head Teacher/ EVC coordinator

Ensures that the visit meets employer and school requirements; assesses competence of prospective leaders and staff; ensures risk assessments meet requirements; organises training and induction; ensures parents are informed and give consent; ensures emergency arrangements are appropriate; organises proper

records, including staff competences, accident reports and incident reports; gives approval for visits; reviews systems and monitors practice.

Visit Leadership Team

All the adults on a visit who share the responsibility for supervision, including the Visit Leader and any Assistant Leaders, Activity Leaders and Helpers. All should be briefed by the Visit Leader to be clear about their roles and the task allocated to them.

Visit Leader

The designated person with overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare; is approved to carry out the visit; is suitably competent and knowledgeable about the school and the LA's policies and procedures; plans and prepares for the visit, assessing risks and putting in to place arrangements for emergencies; defines the roles and responsibilities of other staff and pupils, ensuring effective supervision (all trips need a Visit Leader).

Assistant Leader

A member of the Visit Leadership Team who supports the Visit Leader and is capable of taking over from the Visit Leader whenever this may be necessary (all trips need an Assistant Leader)

Activity Leader

A member of the Visit Leadership Team who is responsible for the management, supervision and safe conduct of the group (or sub group) taking part in a specific activity within a visit

Helper

An adult who has an agreed role during a visit but who is not a Visit Leader, Assistant Leader, Activity Leader, or Participant. For example, a Helper might be: an inexperienced member of staff; a Parent; an apprentice, student or trainee; a carer. Any child or young person in a helping role should be regarded as a participant.

Participant

All members of the party who are not members of the Visit Leadership Team. As well the children from WCEPS, this might include the children of adults on the staff team.

4. Procedural Requirements

Risk Assessment

Any visit which leaves the school site requires a risk assessment. These are available on the 'Shared Network' in the 'Risk Assessments' folder.

Approval of staff to lead trips and visits

Teachers have approval to run any trip (they are Trip Leaders) which does not have excessive risk. If the trip does have elements which present risk then the Visit Leader must discuss the trip with the Head Teacher before any arrangements are made. Teaching Assistants can be Trip Leaders but always need to get permission from the Head Teacher before organising a trip.

Evaluation of external Providers

Visit Leaders must always use reputable providers. If a new provider is being used the Visit Leader must visit the provider before the trip is arranged.

Parental Consent

The Parental Consent Form gives 12 months permission for any offsite activity with the exception of residential visits. Pupils without a Parental Consent Form cannot go on an educational visit.

Information about Participants

Any relevant information about Participants must be recorded on the risk assessment and shared with the Visit Leadership Team. This information may include: medical conditions; special needs; dietary requirements; behaviour etc.

Prior notification and approval of visit 'risk assessments'

Risk assessments need to be submitted to the head teacher two days before the visit takes place.

'Checking out' and 'checking in before, during and after a visit

The 'Visit Leader' needs to confirm with the office/ head teacher that they are leaving the school premises, they are taking all the pupils they intended to take (if this is a group the office must be given a group list). At the end of the trip the Visit Leader must inform the office/ head teacher that all the Participants have been safely returned to school. If the trip ends after the end of the school day the Visit Leader must contact the Head Teacher to confirm that all the Participants have been safely returned to parents.

Emergencies

All emergencies must be phoned in directly to the school office or to the Head Teacher's mobile phone.

Monitoring

A risk assessment is a statement of intent. If an additional risk emerges during the trip the Visit Leader must make a dynamic risk assessment during the visit to ensure the safety of the group. This new risk assessment must be shared with the Visit Leadership Team.

Evaluation

After each visit the Visit Leader must evaluate the success of the trip in collaboration with the Visit Leadership Team. Any observations which might improve offsite visits should be shared with the Head Teacher so they can be discussed during staff meetings.

5. Monitoring

The Governors are responsible for monitoring the risk assessments. Governors can attend offsite visits with the intention of ensuring that the trips are run safely.

The Head Teacher EVC monitors all risk assessments and will participate in a range of educational visits to ensure that trips are safe and fulfilling their stated educational aim.

All staff have a responsibility to monitor the safety and educational merit of any trips they participate in and report any concerns to the Head Teacher.

Trips which have an overnight element or trips which include elements of significant risk (this can be as simple as a trip which takes place near open water) must be discussed with the Head Teacher who may seek clarification from an external advisor.

6. Induction/ Training

All Visit Leaders must have completed the 'Visit Leader' training.

7. Risk Management

WCEPS endorses the use of educational visits to support learning. Generally the trips arranged by the school are low risk. If a Visit Leader feels that a trip which

includes greater elements of risk would be appropriate then s/he must discuss the trip with the head teacher and undertake a risk/ benefit assessment.

8. Assessing venues and providers

If a trip is being arranged at a venue which has not been used before the Visit Leader must visit the venue and discuss arrangements with a member of staff at the venue. If a venue holds one of the following certificates it has been externally judged as safe and providing a good service: LOtC Quality Badge (this is the only certification which covers learning quality), AALA Licence, Adventure Mark. It is much better to arrange visits to venues which hold this certification, but it does not exclude venues which do not.

9. Volunteers

Volunteers tend to be parents. Parents with DBS checks who are on our Single Central Record are the preferred group.

If the Visit Leader chooses to take a volunteer who is not DBS checked then they must clearly define that volunteer's role and explain it to them. The role must not involve the volunteer supervising a group on their own. They must support a member of staff who is supervising the volunteer. The volunteer must not be asked to undertake any activity which involves them working alone with individual pupils or small groups. This approach will safeguard both the pupils and the volunteer.

10. Emergency procedures and incident reporting

If an emergency occurs during an offsite visit the Visit Leader must take control of the situation. If the Visit Leader needs additional advice then they should phone the Head Teacher either at school or on his mobile phone.

If an emergency occurs on a residential visit the Visit Leader must deal with the situation and seek advice from the Head Teacher when appropriate. The Head Teacher must be made aware of the situation at the earliest possible opportunity.

The Head Teacher must have access to all the details of the visit including medical information and next-of-kin information for both staff and pupils.

11. Behaviour

The same rules of behaviour apply to educational visits as to behaviour in school (see Behaviour Policy).

The conduct of staff or volunteers must be exemplary and not undermine the good name of the school (see Staff Behaviour Policy).

12. Inclusion

Whittington CE Primary School endorses the following principles:

- a presumption of entitlement to participate
- accessibility through direct or realistic adaptation or modification
- integration through participation with peers.

It is unlawful to:

- treat a disabled young person less favourably
- fail to take reasonable steps to ensure that disabled persons are not placed at a substantial disadvantage without justification.

All pupils have the right to participate in all activities offered by the school. Pupils must not be stopped from attending a trip as a punishment. Children can only be refused the opportunity to participate in a trip if they would pose a risk to themselves or others if they went on the trip.

13. Insurance

The school has insurance which covers ofsite visits.

14. Finance

The school may ask for a financial contribution in order to fund a school trip (see Charging and Remissions policy).

Pupils in receipt of Pupil Premium are given £100.00 per year to support their education. This money can be used to fund offsite visits.

Appendix 1.

Risk Assessment

Risk assessment must be: simple; manageable; proportional; suitable and sufficient.

Language and terminology: The key terms are *Hazard* [anything that can cause harm] and *Risk* [the possibility that someone will be harmed by the hazard]. For risk assessment purposes we will focus on the risks that are *significant* [liable to cause serious harm to an individual or number of individuals].

Essential Elements of the Risk Assessment Process: 1. Identify significant hazards. 2. Assess the risk of harm. 3. Put control measures in place. 4. Check if anything else is needed. 5. Use simple assessment language – *low/ medium / high* 6. Monitor and review.

Essential Considerations: Site and environment; group characteristics; activity; leadership/supervision competence.

Recording Risk Assessments: Whittington CE Orchard Primary School use the Worcestershire 'one-stop' form which supplies an LA-generated, generic risk assessment and a matrix for recording a venue/activity/group specific risk assessment (VAGRA) refining and applying the generic 'prompts'. These are available in on 'Staff Shared' in 'Risk Assessments'.

Appendix 2

CHECKLIST FOR VISIT ORGANISERS (Non Residential)

PLANNING THE TRIP – MAKING THE DECISION

- ☐ The aim of the venture
- ☐ Where it fits in to pupils' current curricular needs
- ☐ How it fits in to the school's curricular policy
- ☐ How it achieves the aims in the most efficient and effective manner
- ☐ What it achieves that could not be achieved on the school site
- ☐ If it falls within the scope of the Adventure Activity Licensing Regulations
- ☐ Skill and competencies required of accompanying staff
- ☐ Skills required of the outside provider
- ☐ How all safety requirements are met and good educational value for money offered
- ☐ Consultation with all teachers whose classes are to attend the visit and confirmation of their preference for the particular venue/ agreement with the educational purpose

PREPARATION ONCE VENUE AGREED

- ☐ Preparatory visit made by Trip Leader & another staff member (substitute trip leader)
- ☐ Advice that has been taken before booking
- ☐ Extensive information about the site obtained
- ☐ Means of travel and who booking
- ☐ Details of site to be visited – contacts, address, telephone number
- ☐ Activities to be undertaken and timetable
- ☐ Leaders accompanying the group
- ☐ Supervision arrangements
- ☐ Clothing and equipment needed
- ☐ Food needed – packed lunch or other
- ☐ Details of cost and any subsidies needed – agreed with headteacher
- ☐ Expectations of behaviour and consideration of the behaviours of individuals in the group that may need covering in the risk assessment
- ☐ Medical information about pupil group and study of if the environment presents a particular hazard to an individual's medical condition
- ☐ Risk assessment completed and checked with headteacher as Visits Coordinator (EVC)

FINAL ARRANGEMENTS

- ☐ Letter sent out to parents
- ☐ Consent forms collected in and missing forms chased up
- ☐ Risk assessment passed by EVC after any additions/ adjustments agreed put in place
- ☐ Staffing agreed with EVC
- ☐ Roles and responsibilities of staff agreed
- ☐ Group members prepared – safety briefings, codes of conduct and preparatory instruction
- ☐ Travel arrangements confirmed, times of departure, drop off point, collection point, access to the venue and parking arrangements
- ☐ Contact details circulated to staff accompanying, EVC and school office
- ☐ Full list of group members (including medical needs) circulated to all accompanying staff, EVC and school office* (DOCUMENTATION – see later)
- ☐ Emergency plan agreed with EVC
- ☐ First Aid/emergency/sickness equipment prepared* (ITEMS TO BE TAKEN/FIRST AID see later)

THE TRIP

- ☐ Lists with staff and packed with all necessary information
- ☐ Checks made on children's clothing/equipment/supplies (including lunch) as appropriate
- ☐ Office fully briefed
- ☐ Procedures as agreed on risk assessment carried out (roll calls/supervision procedures)
- ☐ Group leader checking that all procedures being carried out appropriately during the trip
- ☐ Group leader reporting back to the EVO a.s.a.p after completion of trip

REVIEW

- ☐ Accompanying staff receive feedback on the trip from pupils/ evaluate its effectiveness
- ☐ EVO presented with verbal report on trip
- ☐ Visit review form is completed
- ☐ Letters of thanks written if appropriate
- ☐ Photographs/videos processed
- ☐ Follow up work planned
- ☐ Display organised
- ☐ Accounts settled

DOCUMENTATION

- ☐ Emergency contact information form
- ☐ Medical consent forms
- ☐ Pupil and adult lists with contact phone numbers
- ☐ Entrance tickets, booking letter etc.
- ☐ List of medical conditions

ITEMS TO BE TAKEN

- ☐ First aid supplies
- ☐ Inhaler
- ☐ EpiPen
- ☐ Any medication
- ☐ Sick bucket
- ☐ Tissues
- ☐ Mobile phone
- ☐ Bag for litter
- ☐ Camera
- ☐ Maps, guides etc
- ☐ Clipboards, pencils, paper etc.

FIRST AID REQUIREMENTS AS RECOMMENDED BY THE HEALTH & SAFETY EXECUTIVE

Contents for a travelling first aid box

- ☐ A leaflet giving general advice on first aid
- ☐ Six individually wrapped sterile adhesive dressings
- ☐ One sterile unmedicated wound dressing approx 18 x 18 cm.
- ☐ Two triangular bandages
- ☐ Two safety pins
- ☐ Individually wrapped moist cleaning wipes
- ☐ Two pairs of disposable gloves