



Educational Visits Policy

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INTRODUCTION

Altrincham CE Primary School recognises the value of the many school visits that take place during the academic year. We seek to provide high-quality education and believe that educational visits play an important role in achieving this goal as part of a broad and balanced curriculum.

Altrincham CE Primary School aims to provide its pupils with an exciting range of opportunities during their time in school in order to encourage them to extend their experience (E.g. language exchanges, outdoor pursuits); to promote personal, social and cultural development (E.g. overnight visits, theatre & gallery visits, expeditions); and to promote their health and fitness (E.g. sports tournaments).

Educational visits help to fulfil school's ambition of promoting an understanding of other places and cultures while providing an education which seeks to promote maturity in its pupils. Visits can also help boost self-esteem, self-reliance, teamwork and motivation while assisting in the development of interpersonal skills. We also believe that such opportunities promote a sense of enjoyment and adventure, which will engender a life-long thirst for greater knowledge and pleasure in learning.

All visits will be organised and led by experienced teachers and where companies are involved, these will always be carefully checked to ensure they are reputable. A strict set of guidelines is adhered to in the planning and conduct of visits and trips. All aspects of behaviour, conduct and supervision are underpinned by the Child Protection Policy that is adopted by the school and the legal requirements that shape that. All visits and trips will be approved by the Governing Body or Head Teacher depending on the duration and destination before the educational visit can take place. In line with recent guidance from the Department for Education, all risk assessments and mitigations will be proportionate to the risk; reflecting too the experience and expertise of our staff.

On admission to school parents are asked to sign a form giving their permission for their child to make short local visits around the school environment. This saves asking for signed permission every time children go out of school into the community. These visits do not involve transport. We follow Trafford's guidelines for supervision and there is always the recommended ratio of adults to pupils and often more.

BROAD GUIDELINES

For every educational visit, a Trip Leader will be appointed and the composition of the accompanying staff group carefully selected to ensure an appropriate level of supervision and expertise. The Trip Leader will be responsible for all aspects of the educational visit, although the Trip Leader may delegate tasks to other members of staff or volunteers accompanying the trip. The staff to pupil ratio should not only reflect the nature of the trip but also the gender balance and ages of those pupils going. For trips involving girls and boys there will be an expectation that female and male staff will be present. Where this is not possible, this must be discussed with the Head Teacher, prior to the visit

The Trip Leader will draft clear guidelines and a code of conduct for the pupils taking part in the visit and ensure that it is explained to pupils. The Trip Leader will organise the group effectively, preparing pupils including those with particular learning needs and medical needs. The Trip Leader will be familiar with guidance published by the Department for Education, notably the document: 'Health and Safety of Pupils on Educational Visits'.

Preliminary visits

A preliminary visit should be arranged to enable staff to get the maximum learning opportunities from the visit. Organisational details can be checked on the preliminary visit to ensure that the actual visit will run safely and smoothly.

Points to consider on the preliminary visits are:

The location of hazards e.g. roads to cross, car parks, water, animals etc

The location of toilets, places to eat (if appropriate), rendezvous point and place to shelter if it rains.

The layout of the place to be visited, in relation to movement of the children about the site.

Following this preliminary visit, an OE6 Risk Assessment should be completed

Planning and preparation

Each visit follows the Trafford guidelines for Off-Site and Educational Visits. The Head Teacher/Educational Visits Coordinator (EVC) follows training given by the Adviser for Outdoor Education and Educational Visits at Trafford Council.

Prior to each visit teachers must:

- Have their line manager's approval prior to booking.
- Submit an Evolve form to the Head teacher, via the EVC (accessed at www.traffordvisits.org).
- Provide the Head Teacher/EVC with a copy of the OE6 risk assessment, as soon as possible after the trip is booked.
- Include any external organisation's risk assessments attached to their own.
- Have informed parents and carers about the trip, and gain written parental/carers permission.
- Allocated suitable adults for the trip, with the correct child to adult ratio.
- Residential trips will also need to be authorised by Trafford Council.
- Inform the school kitchen that there is a trip.

First aid & medication

Teachers should have made adequate first aid/medical arrangements for the visit. A first aid kit should be with a designated person. Asthma inhalers and medication should be taken on the visit. The teacher must know the arrangements for administration of the medication if required. It is recommended that staff also take a bucket, some plastic bags and some paper towels on every visit.

The Trip Leader will ensure that: (See Appendix 1)

- appropriate child protection procedures are in place. The risk assessment must include a statement that appropriate vetting checks (for example DBS checks for volunteers on overnight stays) have been carried out;
- appropriate and proportionate risk assessments have been carried out;
- expectations of acceptable pupil behaviour are understood by parents, pupils and staff;
- all necessary actions have been completed before the visit begins;
- training needs have been assessed and met, and the needs of staff and pupils considered;
- at least one member of staff is suitably competent to instruct the activity;
- non-teaching supervisors on the visit are appropriate people to supervise children, having Disclosure & Barring Service (DBS) accreditation;
- ratio of supervisors to pupils is appropriate; see below for more details
- parents have signed the consent forms and provided clear guidance around their child's medical and dietary needs;
- arrangements have accordingly been made for the medical and educational needs of all pupils on the educational visit;
- adequate first-aid provision will be available;

- there is adequate and relevant insurance cover and that the insurance cover arrangements have been approved by the School Business Manager;
- the travel arrangements and timings are known;
- a school contact has been organised and all the accompanying staff have details;
- all those who need to have names and contact details of everyone in the group, as well as full details of the arrangements, all the staff on the visit and the school contact in case of an unforeseen event.

The Head Teacher/Deputy Head Teacher have a copy of the following:

- the address and phone number of the visit venue and have a contact name;
- a copy of the agreed emergency procedures;
- the names of all the adults and pupils travelling in the group;
- copies of parental consent forms
- the contact details of parents and the teachers' and other supervisors' next of kin;
- risk assessment documents;
- a contingency plan for any delays including a late return home

Parents/carers

For some visits, one or more parents' meetings may be held as the planning of the trip progresses. Regardless of whether a parents' meeting is held, parents will be sent details of the proposed trip, which will include the following:

- dates, times and the proposed itinerary
- transport arrangements;
- preparing pupils, including those with particular learning needs and medical needs;
- cost and payment arrangements, including payment of any deposits and details of any extra costs along with guidance on pocket money etc;
- details of staffing: supervision including ratios and vetting checks (for example /DBS checks for volunteers on overnight stays);
- insurance;
- details of the code of conduct for pupils going on the trip;
- details of any equipment and clothing etc. that pupils need to take;
- emergency procedures including contact details and permission for emergency medical treatment if the parents/guardians cannot be contacted.

All parents will be asked to sign a school Consent Form for (Educational Visits, Field Trips or Out of School Activities) this can be done electronically through the ParentPay system.

Injuries, illnesses and 'Near misses'

In order to conform with legislation, all visits and trips will have an accident record book, so that injuries and treatment can be accurately recorded and transferred to the school's Accident Record Book on return to school. It is good practice to also record any illnesses and 'near-misses'. Lessons can often be learned from accidents and near-misses, which should be shared with other staff, senior leaders and governors

A qualified first-aider should be a member of the staff team on any visit, who carries a first aid kit appropriate to the activity undertaken.

Supervision Ratios

Young people must be supervised at all times and the group leader is responsible for the group at all times. The following ratios are a guide only; each activity should be assessed individually for suitable supervision; off-site venues may also have their own supervision requirements. A professional judgement about supervision ratios should be made alongside the Head Teacher.

Low risk Activities (where the risk is similar to everyday life)

- EYFS – one adult to every 4pupils
- Key Stage 1 – one adult to every 6 pupils
- Key Stage 2 – one adult to every 10 High Risk

Adventurous and Residential Activities

- Key Stage 1 – one adult to every 2 pupils (dependent on the activity, the individuals and risks. To be discussed with Head Teacher)
- Key Stage 2 – one adult to every 6-10 pupils

Appendix 1

PLANNING A ONE DAY VISIT

All staff planning a day trip must take the following steps.

- Submit initial proposal for the trip to the Head Teacher who will check feasibility of dates and costs.

The proposal should cover the following areas:

- ✓ Ensure the educational aims of the visit have been clearly identified.
- ✓ Is the visit appropriate to the age of the pupils?
- ✓ Are transport arrangements satisfactory?
- ✓ Staffing: consider the number and suitability of staff required

For hazardous activities a higher staff: pupil ratio will be necessary.

- Do the adults in the party have appropriate skills and qualifications for the visit?
- A person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific task and prevent danger or injury arising during the course of the work or as a result of the work is deemed to have competence.
- Are all staff and helpers aware of their role?
- The responsibilities of each adult are clearly defined and understood before the visit.
- Seek approval from the Head Teacher regarding adult helpers (non-teachers/school staff).
 - Enter details in the school calendar
- Inform the school business manager and discuss insurance and financial arrangements.
(NB It is very important that any potential cost to the school arising from trips is indicated and authorised in advance of the relevant financial year.)

Once these steps have been taken and approval in principle has been given by the Head Teacher or Governors, the Trip Leader must:

1. Draft a letter to parents, giving details of the trip and specific educational objectives, ask for consent, medical/dietary needs, emphasising that signatures must be given by all from whom consent needs to be obtained. (Has parental consent been obtained for staff to administer drugs/injections and act 'in loco parentis' with regard to emergency medical treatment?)
2. Submit this letter to the Head Teacher for approval.
3. Issue the letter to interested parents (together with the consent and medical/dietary forms.)
4. Ensure that parental consent is a written document. (In many cases this can be done electronically on ParentPay)
5. Complete a risk assessment and lodge a copy with school admin and Head Teacher.
6. Submit an Evolve form to the Head teacher, via the EVC (accessed at www.traffordvisits.org).

Remember to inform the School Kitchen of the trip at least one week before departure

- They may need to cancel meals for those children who usually have one.
- They will need to prepare packed lunches for those children who are eligible.