



# Layfield Primary School

## Educational Visits Policy

October 2018

**Review Date:** October 2019

1.1 Layfield Primary School wholly complies with the DFE's 'Health and Safety: DfE Advice on Legal Duties and Powers for Local Authorities, Headteachers, Staff and Governing Bodies' – Feb 2012.

1.2 Our aim is that all visits from school should be:

- Safe
- Educational
- Enjoyable
- Inclusive and offer equality of opportunity and diversity when needed to all groups of pupils within school

1.3 Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. It is important that children learn to understand and manage the risks that are a normal part of life.

1.4 Educational visits should have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

1.5 The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils. Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

1.6 The following guidelines support the planning and implementation of educational visits:

- **Information and consent** - Parents should be given information about the purpose and details of the visit at the earliest opportunity. Consent for visits is gained as part of the schools registration pack when a child first enrolls at the school (see Appendix 1). Further consent is only required should the visit be residential, high risk or outside of normal school hours. Parents will be informed of visits taking place. Should a parent not wish their child to participate in a visit, they should inform their child's teacher. Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would.
- **Contact and medical information** – Parents are required to keep school informed of contact and medical information, and that this is kept up to date. Prior to a visit the Visit Leader will ensure that this information is collated and taken on the visit.
- For **residential visits**, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.
- **Charging / payment** – it may be necessary for school to request a contribution from parents towards the cost of visits made during the school day. Whilst school recognises that a pupil cannot be withdrawn from a visit should a contribution not be made, should insufficient funding be available to finance a visit, parents must be made aware that cancelation could be an option if insufficient contributions are forthcoming. For some visits school staff will consider fundraising, or approaching The Friends of the School for a donation so that costs to parents are kept to a minimum. Residential visits or visits out of school hours will incur a cost to parents. Where a contribution or payment is necessary,

appropriate notice must be given so that parents can budget accordingly. (see Charging and Remissions Policy)

- A **risk assessment** (see Appendix 2) is carried out in advance of every visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through “Plan B” scenarios. The Risk Assessment should be discussed with and authorised by the Headteacher. It should be signed by all the adults attending the visit. Following a visit, should there have been no incident, these can be shredded (see Records Management Policy and Records Management Toolkit for Schools May 2012)
- Wherever possible, a **pre-visit** should be made by at least one member of staff attending a visit to ensure that they are familiar with the venue and that all risks have been identified.
- **First Aid** provision should be considered when assessing the risks of the visit. For most visits, a member of staff with a good working knowledge of first aid will be adequate. The only exception is in the case of EYFS aged children, where there **MUST** be a current paediatric qualified person in attendance at all times, whether on or off site. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group. First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.
- It is important to have a sufficient **ratio of adult supervisors to pupils**. The following ratio of adults to children is suggested:
  - Early Years 1:5
  - Key Stage One 1:10
  - Key Stage Two 1:15

In practice, the ratio should be determined by factors such as type of activity, any SEN or medical needs, experience of the staff, venue, transport, and weather conditions. Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

- Providing **information and guidance to pupils** is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. When attending a residential visit, a pupil ‘Code of Conduct’ is available for use where staff feel this is appropriate (see Appendix 3).
- **Behaviour of pupils** - Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other’s safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues. If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Headteacher in advance to discuss concerns and agree what action is to be taken.
- **Pupils with special educational and medical needs** - The Head teacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Medicines taken on visits are done so in accordance with our Policy and Procedures for Pupils with Medical Needs.
- **Mobile Phones** – The school has mobile phones that school staff may use during visits. These do not have cameras and are ‘pay as you go’. Pupils are not permitted to take mobile phones on residential visits.

- **Transportation** – School ensures that transport to and from visits is appropriate, for example only coaches with seatbelts for all passengers are used. Where it is necessary for a member of staff or parent to provide transport, they must demonstrate that they hold the appropriate documentation (driving licence, business insurance, MOT, etc.) and school maintains a record of this. Whenever transporting a lone pupil by car, there should always be another adult to accompany the driver.

### 1.7 Types of Visits:

- **Adventurous Activities**

If the school is planning an adventure activity, such as canoeing, the LEA must ensure that the providers are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity. The Visit Leader must also ensure that the provider hold a licence as required by the Adventure Activities Licensing Regulations 2004.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

- **Residential Visits**

Residential Visits will be planned well in advance and arrangements will be overseen by the Headteacher. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff as appropriate.

The Visit Leader should be an experienced, senior member of staff. Residential visit must be approved by the Governing Body and by the LEA (Residential Educational Visits – Guidance and Endorsement Request). Approval will be arranged by the Headteacher.

- **Coastal / waterside visits**

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea or rivers. There are dangers on the coast and by rivers that are quite apart from those incurred in swimming.

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance.

Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the DfE 'Group Safety at Water Margins' will be followed.

- **Farm visits**

Farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections. The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good

washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

### 1.8 Role and Responsibilities

#### **The Governing Body** will:

- approve the Educational Visits Policy and will ensure it is reviewed bi-annually
- approve residential visits

#### **The Headteacher:**

- is the Educational Visits Co-ordinator
- will ensure suitable Visit Leaders are appointed
- will sign off the Risk Assessment
- has been appropriately trained by the LA
- will oversee arrangements for residential visits and will ensure all approvals are received

#### **The Visit Leader** will:

- be responsible overall for the supervision of the visit and will be appointed by the Head teacher.
- be responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Headteacher
- ensure the Risk Assessment includes the ratio of adult to children supervision and the number of first aiders or appointed persons needed
- ensure that parents are provided with information about the visit, the purpose of the visit and any contributions or payments required
- brief all staff and helpers involved in the visit and they will all sign the Risk Assessment
- be responsible for ensuring the school mobile phone (fully charged), contact and medical information, first aid kit and pupil medication are taken on the visit
- be responsible for reporting any serious injuries to a member of staff or a child (see 1<sup>st</sup> Aid Policy)

#### **Other teachers and staff involved in a visit** will:

- act as employees of the LEA and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head teacher and Governors if some of their time on the visit falls outside normal hours
- request and access training necessary to keep themselves and children safe and manage risks effectively

#### **Parents** will:

- ensure that school records of medical and contact information is kept up to date
- ensure that pupils attend visits with the correct clothing, equipment etc.
- ensure that pupils are dropped off and collected at the appropriate times to attend a visit
- ensure that contributions or payments for visits are made as appropriate

### 1.10 Parent, Governor Helpers or volunteers

Helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit when they will sign the Risk Assessment and be given a written list of the children in their group. Regular volunteers or helpers in school will already have a DBS. Those helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times.

### 1.11 For more information regarding Educational Visits please see:

- Risk Assessment and other forms
- Educational Visits Checklist
- 1<sup>st</sup> Aid Policy

- LBR “Requirements for Educational Visits 2008” document
- DFEE’s “Health and Safety of Pupils on Educational Visits”

Appendix 1.

### Consent for Visits and Off-site Activities



Please sign and date the form below if you are happy for your child,

\_\_\_\_\_:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

- The trips and activities covered by this consent include;
  - all visits off-site which take place
  - adventure activities at any time
  - off-site sporting fixtures outside the school day,
- We will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below and sign and date this form if you agree to the above.

**MEDICAL INFORMATION**

**Medical Information about your child**

a) Any conditions requiring medical treatment including medication? YES/NO

If yes, give brief details

\_\_\_\_\_

b) Is your son/daughter allergic to any medication?

YES/NO

If yes, please specify:

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c) When did your son/daughter last have a tetanus injection?

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I will inform school as soon as possible of any changes to the medical or other information provided on this form.

**Declaration**

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided (unless otherwise stated, this relates to Public Liability schemes held by e.g. swimming pools, sports centres, coach companies, educational centres etc.)

**Contact telephone numbers**

Work \_\_\_\_\_

Home \_\_\_\_\_

Home Address

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**Alternative emergency number:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address

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Name of family doctor \_\_\_\_\_

Telephone \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Full name (capitals)** \_\_\_\_\_

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## Risk Assessment

**Activity**

**Assessment Date**

**Completed by**

**Date Reviewed**

**No of pupils**

**No of Staff**

**Person in charge of the activity**

<b>Hazard</b> List any significant hazards which may result in harm or affect several people	<b>Who May Be Affected</b>	<b>Risk Rating</b>	<b>Control Measures</b> List the existing controls or make note of where the information is to be found	<b>Any further Action</b> List any risks which are not adequately controlled and any proposed action where it is reasonable to do more

What is your review procedure?

Review risk assessment annually



## Residential Visit Code of Conduct

**It is essential that everyone agrees to these simple rules to ensure a safe and enjoyable visit**

- Obey all instructions or requests quickly and without question.
- Listen carefully to all instructions given, e.g. meeting points and times. Take notes where necessary.
- Be punctual at all times.
- Never leave the centre/hotel/your group without permission from staff.
- Remain with your group/buddy at all times when you are away from the centre/hotel.
- Treat everyone you meet during the visit with courtesy and consideration, especially in busy or crowded situations.
- Take every opportunity to practise your communication skills (listening, speaking, reading and writing).
- Keep your belongings safe and bedrooms tidy at all times. There will be regular room inspections.
- Wear seatbelts at all times on any coach.
- Keep the coach clean and tidy.
- Do not bring or buy chewing gum.
- Use digital technology responsibly. Any photographs taken during the visit are your responsibility and must ensure that everyone's rights are respected.
- Go to bed and try to sleep at the agreed times. With a busy schedule it is essential that everyone, including staff, get their rest

### **USE COMMON SENSE AND LOOK OUT FOR EACH OTHER AT ALL TIMES**

I ..... (Pupil's name)

Agree to follow all these rules during the visit. I understand that I may be removed from activities if I fail to follow the code of conduct. This includes being brought back to school/home in the event of serious misconduct.

Signed ..... (Pupil's signature)