

## Newport Primary School

### Policy for Educational Visits

#### **RATIONALE**

At Newport Primary School, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- have a stated educational purpose;
- provide children with a first hand experience;
- enhance learning opportunities;
- develop personal and social skills;
- provide a positive contribution to the development of cross-curricular education.

Visits include:

- walks around the local area;
- local visits;
- half or full day visits which require transport;
- residential visits.

Newport Primary School recognises its 'Duty of Care' and statutory responsibilities for the Health, Safety and Welfare of participants, staff, voluntary assistants, providers and members of the public in connection with educational visits for which it is accountable. (reference: DfES/0803/2001, Health and Safety: Responsibilities and Powers)

In order to achieve and maintain the highest possible standards in this regard the School has adopted the following guidelines issued by the DfES:

|                                                     |                             |
|-----------------------------------------------------|-----------------------------|
| Health and Safety of Pupils on Educational Visits   | DfES/HSPV2, September 1998  |
| Standards for LEAs in Overseeing Educational Visits | DfES/0564/2002, July 2002   |
| Standards for Adventure                             | DfES/0565/2002, July 2002   |
| A Handbook for Group Leaders                        | DfES/0566/2002, July 2002   |
| Group Safety at Water Margins                       | DfES/CCPR/2002, December 02 |

#### **PLANNING**

All visits must be approved in advance by the Headteacher. A form is obtainable from the school administrator who will make preliminary travel enquiries, costings and submit to the Head Teacher for approval. You may liaise with the Educational Visits Co-ordinator (EVC) to attain whether the visit is viable and cost effective.

Once approved Group leaders complete form EV1.

If possible, educational visits should be included in weekly and medium term planning. In some cases it will be necessary to plan further in advance as some visit locations are in heavy demand.

Information needs to be sent for in advance, and where possible, a pre-visit arranged. The information collected should ensure that provision can be made for all children for the whole visit.

Residential visits, including visits abroad, involve greater risks. Advice should be obtained as early as possible from the EVC, Headteacher and LEA if necessary.

## EXPLORATORY VISIT

An exploratory visit should be made by any teacher who is to lead a group abroad or on a residential visit or who is to instruct or lead the group in an outdoor activity in a location that is not familiar to them.

In other cases the group leader should undertake an exploratory visit, wherever this is possible to:

- ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit;
- obtain advice from the manager;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- become familiar with the area before leading the pupils there.

## RISK ASSESSMENT

The group leader should complete a risk assessment using the forms RA1 and RA2 (see appendix).

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. **Safety must always be the prime consideration.** If the risks cannot be contained then the visit must not take place.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

The person carrying out the risk assessment should record it and place a copy in the Risk Assessment file in the school office. The Headteacher should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place. The leader will also need to ensure that other adult supervisors on the visit are fully aware of the risks and the measures needed to reduce them.

Detailed advice on risk assessment can be obtained from the school's EVC, Headteacher, Deputy Headteacher or the LA Adviser for Health and Safety.

The group leader should take the following factors into consideration when assessing the risks:

- the type of visit/activity and the level at which it is being undertaken;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of teachers and supervisory staff to pupils;
- the group members' age, competence, fitness, temperament and the suitability of the activity;

- the special educational or medical needs of pupils;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a pupil becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit.

If the visit is to a potentially high risk area - eg. the coast, the hills, farms, rivers, etc. see the Headteacher for special guidance. As of July 2004 Middlesbrough LA have assumed responsibility for the endorsement of all new visits in Category C (see Appendix).

## PREPARATION

Once the visit has been approved then the Administrator will book transport, prepare a letter to parents and inform the kitchen staff. School has an approved coach company list (See Appendix).

The letter to parents should be checked and signed by the Head Teacher, Deputy Head Teacher before it is reproduced. and includes details of:

- the venue;
- date;
- departure and arrival times;
- what to wear;
- what to take;
- packed lunches;
- pocket money (if applicable);
- a clear reply slip giving permission must be included for parents to return.
- ( See Appendix)

N.B. Parents and adult helpers are not to be charged when accompanying a class. Their admission fee, if applicable, should be budgeted for in the cost of the children's visit.

Staff should complete the school proforma and record monies sent into school daily. This is returned to the school Administrator in accordance with FMSIS. Recommendations Every effort must be made to collect the voluntary contribution, but no child should be left at school because their family cannot pay.

A visit deemed an *Optional Extra*, which is a visit that takes place wholly or mainly outside of school hours will require the parental contribution paying in full. These visits are not voluntary contributions and as such any child who has not had the visit fee paid will not be able to participate in the visit.

## GROUP LEADER

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been appointed or approved by the Headteacher. The group leader should:

- obtain the Headteacher's prior agreement before any off-site visit takes place;
- follow LA and/or governing body regulations, guidelines and policies;

- appoint a deputy;
- clearly define each group supervisor's role and ensure all tasks have been assigned;
- be able to control and lead pupils of the relevant age;
- be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- be aware of child protection issues;
- ensure that adequate first-aid provision will be available;
- undertake and complete a comprehensive risk assessment;
- review regularly undertaken visits/activities and advise Headteacher where adjustments may be necessary;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- consider stopping the visit if the risk to health or safety of the pupils is unacceptable and have in place procedures for such an eventuality;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively;
- observe the guidance set out for teachers and other adults below.

The competence of group leaders will be subject to monitoring by the Head Teacher and Deputy Head Teacher.

## **TEACHERS AND OTHER EMPLOYEES OF THE SCHOOL**

Teachers, classroom assistants, etc., on school-led visits act as employees of the LA whether the visit takes place within normal hours or outside those hours, by agreement with the Headteacher.

They must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- follow the instructions of the group leader and help with control and discipline;
- consider stopping the visit or the activity, notifying the group leader, if they think the risk to health or safety of the pupils in their charge is unacceptable.

## **OTHER ADULT HELPERS**

Non-employee adults on the visit should be clear about their roles and responsibilities during the visit.

Other adults acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group;
- not be left in sole charge of pupils except when it has been previously agreed as part of the risk assessment;

- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

## **PUPILS**

The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible (HASPEV 1-29). This needs to be confirmed with the Head Teacher or Deputy Head Teacher.

## **ITINERARY**

Complete form EV3 with the relevant information about the educational visit as accurately as possible. Give one copy to the Head Teacher. Itinerary information should include:

- times;
- places, with phone number in case of emergency, details of disabled facilities and access if appropriate;
- activities;
- groups;
- supervision.

## **WHAT TO TAKE**

- first aid kit (see school's registered first-aider), any medication specific children need eg. inhalers, Ritalin, etc.;
- emergency contact list for pupils and form EV3,
- sick bucket, paper towels, plastic bags, etc.;
- any resources or equipment needed;
- cheque(s) to pay for costs (if applicable); Copy of Risk Assessment forms RA1 and RA2.

## **COSTS**

The amount the children pay needs to cover the whole cost of the visit including transport, admission fees, insurance, educational packs, adult helpers, etc. minus the school contribution towards the visit if

applicable. The Headteacher will advise on any school based contribution towards the visit which will reduce the cost to parents.

## **CHILD-ADULT RATIOS**

Ratio of adults to children should be at least:

- 1 : 3-5 in Foundation Stage;
- 1 : 6 in Years 1 - 3;
- 1 : 10-15 in Years 4 - 6.

## **POCKET MONEY**

Pocket money is at the discretion of the group leader. Information on this, if appropriate, should be given to parents in the letter about the visit, including the responsibility for looking after pocket money.

## **HEAD COUNTS**

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. Pupils, particularly in school years 1 to 3, should be easily identifiable, especially if the visit is to a densely populated area. School uniform can help identify group members more easily and must be worn on all visits unless by prior agreement with the Headteacher. Pupils not wearing school uniform may be stopped from going on the visit. Pupils should not wear name badges unless the visit dictates that there will be NO contact with members of the general public. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

## **REMOTE SUPERVISION**

The aim of visits for older pupils may be to encourage independence and investigative skills, and some of the time on visits, such as residential experiences, may be unsupervised. The group leader should establish during the planning stage of the visit whether the pupils are competent in remote supervision and should ensure parents have agreed this part of the visit. The group leader remains responsible for pupils even when not in direct contact with them.

Parents should be told before the visit whether any form of remote supervision will take place.

## **TRANSPORT**

All transport should always have seat belts in good working order.

Pupils using transport on a visit should be made aware of basic safety rules including:

- arrive on time and wait for the transport in a safe place;
- do not rush towards the transport when it arrives;

- wear your seatbelt and remain seated whilst travelling;
- never touch any of the vehicle's equipment or driving controls;
- bags must not block aisles or cause obstructions;
- never attempt to get on or off when the transport is moving;
- never lean out of or throw things from the window of the transport;
- never get off a vehicle held up by traffic lights or in traffic;
- never kneel or stand on seats;
- never distract or disturb the driver or impede the driver's vision;
- stay clear of doors after boarding or leaving the transport;
- after leaving the vehicle always wait for it to move off before crossing the road;
- if you have to cross roads to get to the transport in the UK always use the *Green Cross Code*;
- if you feel unwell tell a teacher or supervisor.

Any member of staff or employee of the LA using their own transport for the purpose of a school visit, or any transportation of children in connection with Newport Primary School, must possess adequate business insurance within their own car insurance. A copy of staff insurance and relevant MOT certificates in kept in school in accordance with FMSIS and Safeguarding principles.

## **INSURANCE**

Insurance is needed for all visits requiring transport. This is to be costed as part of the visit. The School Administrator will arrange this and give details of costs involved.

## **REGISTER**

For residential visits, extra information, contact addresses, etc., is needed.

For other school visits, the Headteacher needs to know which pupils/adults are on the visit. This may be recorded as - eg. All of class X except .....

## **EVALUATION**

Following the visit the group leader should complete the evaluation form EV4 for normal visits or EV5 for residential visits and pass it on to the EVC.