



Baildon Church of England Primary School  
and Nursery

## **POLICY FOR EDUCATIONAL VISITS**

**January 2017**

### **Mission Statement**

In our school, we celebrate being part of God's family. We inspire our children with a love of learning in a safe, happy environment, which will enable them to flourish and reach their individual potential.

At Baildon CE 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 with clear, relevant and achievable aims and objectives.
- Enhance learning opportunities.
- Provide a positive contribution to the development of cross-curricular dimensions.
- Extend personal horizons through greater appreciation and understanding of the world and its people
- Understand the need for sustainable relationships between people and their environment
- Develop self-esteem, personal responsibility, co-operation and respect
- Enhance practical problem solving and team work skills
- Promote a positive and knowledgeable response towards personal health and well being

Visits include:

- Walks around the local area.
- Local visits.
- Half or full day visits which need transport.
- Residential visits.

A major consideration in the organisation of any visit must be the safety of the participants, and this, as in all other respects, both the LA guidelines and the school policy must be complied with. The minimum adult-to-pupil ratio is dependent on the nature of the visit and the age of the pupils and the needs of the pupils – staff must therefore check that they comply with all school and LA requirements and regulations. The organiser must be satisfied that the venue is a suitable one, with all that this entails, and, where applicable, that any officials from the venue who will be involved in the visit, are DBS checked, qualified and suitable

The visits co-ordinator (EVC) is Mathew Holmes. It is the co-ordinators responsibility to: -

- Update, communicate and discuss school policy in relation to trips/visits.
- Provide support for staff planning and organising trips.
- Keep up to date with national and LA guidelines regarding visits, especially Health and Safety issues.
- Monitor and celebrate work carried out in relation to visits.

## **Planning**

Educational visits should be included in initial and long-term planning. In some cases it will be necessary to plan further in advance, for example at the beginning of the school year, 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 include disabled access, disabled toilets and include any information needed for wheelchair access, so that provision can be made for all children for the whole visit.

Curriculum co-ordinators may have further information on possible places to visit.

## **SECTION 1 BEFORE THE VISIT**

### **Exploratory/Preliminary Visits**

All visits will benefit from an exploratory/preliminary visit if the visit is not a regular event. For outdoor activities the exploratory visit is absolutely necessary for safety reasons but also for reasons of sound educational planning.

Exploratory visits contribute to overall planning by ensuring that the venue:

- Can be assessed with regard to its ability to meet the aims and objectives of the visit;
- Can be effectively assessed for risk;
- Can cater for the individual needs of the group;
- Can direct the visit's itinerary to make the best use of the venue's educational potential.

Exploratory visits contribute to overall planning by ensuring that the Group Leader:

- Is familiar with the geographical, logistical and social aspects of the venue;
- Has obtained names and addresses of other schools who have used the venue;
- Has met staff at the venue and has obtained advice from them.

Once a member of staff has decided on the visit location which needs a coach, then detailed preparation needs to start at least one month in advance. Local visits need to have at least two weeks' notice so that permission slips can be sent out and returned. Approval 'in principle' needs to be obtained from the Headteacher.

The school diary should be checked to make sure the date is free. Ring and book your venue, then give the school administrator the dates, venue (including address and telephone number), and time of coach. A coach can then be booked.

Once the details of the visit have been confirmed then a letter to parents needs to be drafted. This should be checked by the Headteacher or Deputy Headteacher before asking the school administrator to type and reproduce it. The letter should include details of:

- Nature and purpose of the visit.
- Venue.
- Date.
- Departure and arrival times.
- What to wear.
- What to take.
- Packed lunches – no nuts, glass bottles or fizzy drinks.
- Cost, including a statement about voluntary contributions.
- Supervision arrangements.
- A clear reply slip giving permission must be included for parents to return.

Although parents are encouraged to make payments online by visiting <https://www.schoolmoney.co.uk>, cheques made payable to Baildon C E Primary School, money and slips **must** be returned to school office. Every effort must be made to collect the voluntary contributions, but no child should be left at school because their family cannot pay. All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. 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. It is acceptable however, to leave children with severe behavioural problems at school. This is for safety reasons.

**A risk assessment** must be completed and discussed with the Headteacher or Deputy Headteacher. All staff on the visit need to be aware of this form. ‘Formal’ approval can then be given by the Headteacher or Deputy Headteacher in writing. (Refer to Appendix 1)

### **Consent**

When children begin school at Baildon a blanket consent form is used to obtain the consent of parents/carers for their children to be taken on educational visits in the immediate vicinity of the school such as to St John’s Church.

For all other trips, consent slips from parents/carers are required to obtain the consent of parents/carers for their children to be transported to and taken on educational visits.

### **First Aid**

First aid considerations must form part of the risk assessment – these considerations should include:

- The numbers in the group and the nature of the activity;
  - The nature of any likely injuries and how effective first aid would be;
  - The distance to the nearest hospital and availability of transport.
- N.B. All adults in the group should know how to contact the emergency services.

In all cases a nominated person should be in charge of the first-aid arrangements, e.g. a fully trained first-aider is required for all trips.

## **Itinerary**

A detailed itinerary needs to be planned for the whole visit. This 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.
- Any medication specific children need, for example for asthma and allergies.
- Emergency contact list.
- Sick bucket, paper towels, plastic bags, disinfectant and baby wipes.
- Any resources or equipment needed.
- Cheque(s) to pay for costs.

## **Charges**

Visits which occur during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip. In reality the value of the requested contributions equates to the total cost of the visit (or more to allow for those parents who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming the visit may have to be cancelled – parents must be notified of this contingency. Pupils whose parents/guardians do not contribute cannot be discriminated against.

## **Costs**

The amount the children pay needs to cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers etc.

## **Adult to child ratio**

Ratio of adults to children should take into consideration the needs to the children (medical, SEND and behavioural)

## **Staffing**

- If school appoints volunteers/helpers, then this will be communicated as far in advance of the visit as practical. School has the right to decide which volunteers accompany a visit, as not all volunteers may be suitable
- Where children are organised into small groups, a child will not generally be placed in the group that his/her parent is responsible for
- **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.

## **Uniform**

It is easier to identify children if they are wearing their school uniform, so school uniform is worn for the majority of school trips. However, if the visit is likely to involve a lot of outdoor activities, for example, to a farm, then school will request that parents send their children in suitable clothing and footwear.

## **Safety**

- Children must be supervised by an adult at all times, including lunch times.
- A suitable place for lunch and toilet facilities needs to be considered.
- Staff must make an assessment of any potential hazardous situations before the visit takes place, for example children's playgrounds.
- All adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aims of the visit, and exactly what their duties are.

If the venue for the visit is not familiar to an instructor or prospective group leader then an exploratory visit must be undertaken if:

- The visit involves a residential element or;
- The visit involves outdoor activities, e.g. caving, climbing, hill walking, trekking or water sports.

## **Transport**

- Parents will always be notified what type of transport will be used on school trips.
- When coaches are used, seat belts must be provided for all seats and each child must wear one.
- The trip leader and school staff are responsible for the conduct and behaviour of the children while they are travelling.
- When public transport is used, an increased ratio of adults to pupils must be considered, and children are closely supervised.

## **Pocket Money**

This is at the discretion of the trip leader.

## **Residential Visits**

All residential visits follow Children's Services guidelines. Plans for a residential visit need to take place 9 to 12 months in advance. Prior to any residential visit, the staff responsible need to visit the venue to:

- Check for suitability and safety, especially appropriate safety standards in outdoor activity centres.
- Look at disabled access/facilities/arrangements.
- Collect information about the venue and its surrounding area.
- Find out location, address and phone numbers of the local doctor's surgery, nearest hospital etc.

Following the initial visit, costs need to be worked out. A parents' meeting must then be arranged. This should explain:

- Purpose of visit
- Costs, including a planned saving scheme
- Practical arrangements
- Itinerary
- Arrangements for supervision and safety
- Insurance arrangements
- Medical and emergency arrangements
- Consent forms
- Contact numbers

### **Further preparations**

- A detailed itinerary
- Contact numbers of parents and staff
- Medical and dietary arrangements needed
- Rotas of staff on duty
- Use of leisure time
- Stand-by staff arrangements, (they must be available throughout the entire event, and must hold all information, contact numbers, hotel numbers etc, to enable them to respond to an emergency at either end).

All information regarding the visit should be held in school with further copies held by either the Headteacher or Deputy Headteacher. On any occasion when pupils will be away from the school the catering staff should also be notified, preferably at least two weeks prior to the visit. In all cases, the teachers (including peripatetic teachers) from whose lessons or extra-curricular activities pupils will be absent should be informed.

### **Insurance**

The LA 'Educational Journey Insurance' policy covers all off-site visits

This blanket policy includes:

- Personal Accident
- Medical Expenses
- Search and Rescue Expenses
- Personal Property
- Personal Money
- Cancellation, Curtailment, Rearrangement and Replacement Expenses
- Kidnap Consultant Costs
- Political and Natural Disaster Evacuation
- Legal Expenses
- Personal Liability

Further detailed guidance, including exclusions where appropriate, can be found in School's copy of the 'Educational Journey Insurance' policy. If you are considering arranging a trip involving an activity that is excluded under this general policy, contact Zurich Travel Assistance on 01489 868888 to ascertain whether it will be possible to arrange alternative cover.

## **SECTION 2 DURING THE VISIT**

- Staff must ensure the adequate supervision and safety of all children at all times.
- In the case of any emergency, the appropriate adults at school and parents must be contacted immediately.
- Children should know which adult is on duty at all times.

### **Dealing with accidents and emergencies**

#### **i Accidents**

In the event of a pupil injuring themselves, dealing with that incident must take priority. **All participation in such activities must stop** and pupils must be instructed to rest quietly and not to make any further use of any equipment/hardware associated with the accident, until the incident has been dealt with and the welfare of the injured party has been organised. Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid bag but more serious incidents should receive the attention and evaluation of a qualified 'first aider'. All accidents however minor should be reported in the School Accident book by the end of the day on which they occur.

#### **ii Illness and Sickness during the Visit**

Pupils must be encouraged to report that they are feeling unwell during a visit – otherwise it is possible that their condition could cause them to lose concentration or become faint. They should have confidence in knowing that such matters are regarded seriously from a health and safety point of view, e.g. the unwell pupil may have an increased chance of an accident. Opportunities must be afforded in such circumstances for the pupil to leave the activity to visit the cloakroom, get some fresh air, have a drink of water, rest, etc. and the advice of a first aider should be sought if there is cause for concern, or if it is thought that the incident is not genuine. However, pupils must not leave the activity without first informing a member of staff of the situation.

#### **iii Emergency Procedures**

On any school trip staff should take a yellow card and in an emergency follow the Bradford MDC guidelines on Serious Injury Incident Procedure:

*In the event of a fatal or serious injury incident (i.e. involving employees or those under your charge) you should ring the following number:*

*During office hours, the Safety Adviser on 01274 431007. A serious injury incident is one which results in life threatening injuries, or one involving multiple casualties with major injuries. Major injuries are defined as fractures, amputations, loss of consciousness, eye injuries or injuries requiring admittance to hospital for more than 24 hours.*

*Outside office hours contact the Emergency Planning Office by paging 07659 100670 and leave the following message:*

*“Fatal/ Serious Injury Incident please phone: \_\_\_\_\_ (your name) on: \_\_\_\_\_ (telephone number you can be contacted on) for details”.*

*In the unlikely event that the EPO does not respond within 15 minutes, ring 01274 431000 and request that contact be made by them with a member of the Emergency Planning Team using the list on page 3 of the Council’s Emergency Handbook – Major Peacetime Disaster Scheme.*

In the event of an emergency, a member of staff should also contact school to keep school informed.

### **SECTION 3 AFTER THE VISIT**

- In general, work completed by pupils either during or subsequent to an educational visit, should be displayed as and when appropriate, in a public area of the school.
- The group leader should ensure that senior management are informed of the conduct of the pupils so that appropriate comments/praise can be made in assemblies and that a report (including evaluation) is presented to the Governing Body – perhaps for inclusion in the next Headteacher’s report to the governors.

Mrs M Connor:  Headteacher

Approved by the Governors: 23<sup>rd</sup> January 2017

## APPENDIX 1

### Risk Assessment Process

For any proposed school trip a risk assessment will be completed. This will involve the following steps.

**STEP 1 – INITIAL PROPOSAL & HAZARD RATING** – The person proposing a trip will collect the necessary details to inform the Headteacher or Deputy Headteacher of the proposed visit.

**STEP 2 – INITIAL APPROVAL** – The Headteacher or Deputy Headteacher will assess the information provided and decide whether the trip:

- a) Conforms to the type of school trip the school will undertake and
- b) is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested trip will be indicated to have been disapproved.

If Approval is given then an individual will be appointed as the SCHOOL TRIP ORGANISER for the trip and the trip given a risk assessment classification by the EVC. The risk assessment classification will be High, Medium or Low. This is based on the following:

**High Risk** – Trips abroad and/or involving adventurous activities

**Medium Risk** – Other residential trips.

**Low Risk** – Short duration trips in the local vicinity or regular trips. This would include visits to local shops, the park, etc.

**This is not an absolute indicator of the risks involved in a trip, but is used to identify the likely timescales requested in order to make adequate arrangements for the safe management of the trip.**

**STEP 3 – SPECIFIC RISK ASSESSMENT** – The SCHOOL TRIP RISK ASSESSMENT PROFORMA CHECKLIST, (See Appendix 2) is to be completed by the SCHOOL TRIP ORGANISER. This will include, or have attached, all relevant information about the trip.

**A detailed outline of the specific risks and ways of minimising these risks must also be completed** (Appendix 3)

This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be.

**STEP 4 – FORMAL APPROVAL OF TRIP.** Once completed, the Risk Assessment Form will be submitted to the Headteacher or Deputy Headteacher together with any supporting paperwork. The Headteacher or Deputy Headteacher will then decide whether the trip should proceed to the next stage, whether additional information is required or if the trip is no longer felt to be appropriate.

**STEP 5 – PARENTAL INTEREST** – A letter is to be sent to parents/guardians explaining in detail what the trip aims to do and asking them to indicate whether they would be prepared for their child/guardian to attend. It must also indicate whether they will need to contribute towards the funding of the trip and the likely cost.

Provided sufficient interest is indicated then the process will move to the next step.

**STEP 6 – CONFIRMATION OF VENUES ETC. - This** is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

**STEP 7 – LETTER TO PARENTS - Parents** will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non-prescribed medication.

**STEP 8 – BRIEFING OF PUPILS - This** is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen on each day, which must include where they are to meet, clothing etc. required, what papers they to bring with them.

**STEP 9 – EMERGENCY - Details** relating to Emergency provision will be finalised.

**STEP 10 – COMPLETION OF NOTIFICATION FORM - If** the trip is to involve a residential stay or high risk category then the SCHOOL TRIPS NOTIFICATION FORM must be sent in to the Health and Safety Unit of the LA in advance of the trip. This will be completed by the EVC at the beginning of each term.

**STEP 11 – THE TRIP - The trip** takes place.

**STEP 12 – DEBRIEF & EVALUATION - Staff** and pupils involved will be asked to comment on the trip identify any concerns and also to highlight where things worked out positively.

**REVIEW - This** policy is a working policy and will be subject to regular review in practice. The school will periodically review the process to ensure that it continues to work effectively.



**Part 1**

**RISK ASSESSMENT OVERVIEW**

**THIS DOCUMENT MUST BE COMPLETED AT LEAST THREE WEEKS BEFORE THE VISIT TAKES PLACE**

<b>Trip title:</b>	
<b>Start date:</b>	
<b>End date:</b>	
<b>Year group / Class:</b>	
<b>Trip leader/Risk assessor:</b>	
<b>Risk assessment confirmed by:</b>	
<b>Date of risk assessment:</b>	

**Risk Assessment for:**

Please list below all principle activities, travel, situations etc. involved in this visit, for which a risk assessment has been carried out e.g. travel by minibus, residence in hotel, visit to a public place.

Area of Risk/Concern	What is the Risk/Concern	Level of Risk	Control (What can be done about it?)

**I confirm the risk assessment has been carried out**

Trip leader:  Date:

**I confirm that I am aware of the risk assessment**

Headteacher/SLT:  Date:

Governors  
(If applicable)  Date:

**Trip Itinerary for:**

<b>Date / Time</b>	<b>Itinerary</b>

**APPENDIX 3**



**Part 2**

**CHECKLIST: ARRANGEMENTS FOR NON-RESIDENTIAL VISITS**

<b>Staff members on visit:</b>	
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The following checklist is provided to assist trip leaders organise out of school activities. It includes typical arrangements that will be required for many visits, but it should not be seen as exhaustive for every type of visit.

**Key**

**Y** Yes

**N** No

**X** Not applicable

<b>Task</b>	<b>Y-N-X</b>	<b>Additional notes</b>
Outline approval received from MHo		
Suitable staff :student ratio (Ensure adequate experience/special skills/qualifications are noted)		
Assistant trip leader nominated (Able to continue if the leader has to withdraw)		
MHo and SS informed of nominated staff attendees		
Emergency staff contact (on the trip)		
Emergency school contact (for trip staff to call out of school hours only)		
DfES & Ed.Bradford trip guidelines read		
Pre-visit inspection carried out Venue visited before?		

Risk Assessment reviewed/conducted (Part 1)		
Risk Assessment approved (Part 1)		
Transport/activities booked		
Transport/activity contact details		
Assurances on safety issues sought from:		
• Coach company		
• Destination		
• Other previous visitors		
Documentation sent to parents/carers		
Follow-up call/letter to parent/carers re: serious conditions/clarification of medical details		
List of students' medical conditions (as detailed in medical files in staff room)		
Staff medical & emergency contact details obtained		
First Aid kit(s) organised		
Nominated first aider(s) - either school staff or registered at the venue(s).		
Peripatetic Staff informed		
Kitchen informed		
Essential information lodged with:		
• Trip staff		
• Emergency contact(s)		
• Reception		
Staff briefing held:		
• Full itinerary		
• Expectations & responsibilities		
• Pupils' code of conduct		
• Medical & confidential information		
• Risk assessment control measures		
• Major incident procedures		

Signed by Deputy Headteacher		Date:	
Signed by Trip leader:		Date:	