

Bredenbury Primary School
EDUCATIONAL VISITS AND ACTIVITIES POLICY
October 2019

Signed and dated:

Chair of Governors

Headteacher

A child, who is happy in their learning environment, is more likely to learn.

INTRODUCTION

At Bredenbury Primary School we value the role of educational visits and regard them as an important part of school life. During the school visits children are able to apply a different range of skills than those used in the classroom. This helps develop abilities, talents and interests which can have a lifelong relevance. School visits enable the children to experience work they are learning as a first-hand experience. Each year the school will arrange a number of activities that take place off the school site which support the aims of the school. The range and criteria of activities are outlined on our school website and which asks parents for their consent for school trips.

The safety of all children and adults participating in any planned educational visit or journey is of paramount importance. It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Headteacher. If in any doubt about the safety of any member of the party the visit should not go ahead. All risk assessments must be recorded on 'Evolve' given to the Headteacher and retained for future reference. The Governors fully support staff in organising and running off site trips and outdoor learning.

Consultation with Governors and staff in:	September 2019
Ratified by Governors on:	9.10.2019
To be presented to School Council in:	Autumn Term 2019
To be reviewed by Governors in:	Every 3 years – September 2022 (or if guidelines change)

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OUR PHILOSOPHY

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

Off-site educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

Bredenbury Primary School believes that it has a duty to educate young people to understand the wider world through educational experiences. These initiatives enable pupils to gain confidence in their own abilities, become independent, see the world through others' eyes and to learn new skills and about other cultures. 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. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.

Successful visits require good planning, clear guidelines and an effective assessment of risk will significantly reduce both the number and seriousness of accidents but cannot guarantee that educational visits are totally incident free. BPS will always encourage teachers and other members of staff to be involved in educational visits and for them not to be deterred by the potential hazards.

AIMS

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

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- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.
- These guidelines cover all educational visits whether made during the normal school day or not.

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience at the end of Key Stage 2.

ORGANISATION

- The National Curriculum defines what we teach the children in school.
- This is the basis for each Year Group's programme of learning for each school year.
- In addition the Headteacher and staff agree the corresponding programme of visits and activities as appropriate.
- Within each Year Group's programme of work the teachers plan educational visits and activities that support the children's learning.
- We give details of these visits and activities to parents in individual class letters.
- We plan other activities as the school year progresses, and inform parents of these in due course.
- In deference to the socio-economic factors influencing our intake we aim to plan no more than one main and one subsidiary educational visit per term, per Year Group.
- The latter activities may be school based e.g. theatre group visits, workshops or visiting speakers etc., in order to reduce costs.

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Planning a Visit

The following questions must be addressed:

1. What are the educational benefits likely to arise from the visit
2. What does the place to be visited have to offer?
3. Is there sufficient time for planning?
4. Is the travelling distance suitable?
5. Is enough known about the location?

Types of Visits

There are four types which each have different requirements which must be met by visit organiser:

1. Those activities which are considered an integral part of the school routine. Permission for these is obtained when the child starts school.
2. Swimming lessons: parental consent is required before the first session; this will cover all subsequent sessions.
3. Educational Day Visits: The school proforma including a risk assessment must be completed for each of these.
4. Residential Visits: These visits require careful planning, the process of risk assessment should be undertaken by the Visit Organiser according to the "Regulations and Guidelines for Educational Visits and Journeys" using the school proformas.

AUTHORISING SCHOOL TRIPS

The Head Teacher will appoint a party leader to be responsible for running the activity.

- This will always be a staff employee at the school.
- The Head Teacher will:
 - ensure that risk assessments are completed in good time ahead of the trip;
 - support the governing body in their decisions on approval;
 - assign competent staff to lead and help with trips;

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- organise related staff training;
- verify that all accompanying adults follow current safeguarding protocols;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing)

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office).

All off-site activities must take place in accordance with the LA's instructions.

SANCTIONING OF SCHOOL TRIPS

- Approval for the annual residential visit must be sought from the Chair of Governors.
- Members of staff organising other trips will request the Head teacher's permission in advance of the trip.
- Details of the visit as agreed can then be used to inform parents of the nature and cost breakdown of any trip.

The Organiser of the Visit will:

- **Liaise with the Headteacher throughout the process;**
- Complete an Evolve online application notifying the LA of the trip.
- Ensure the Checklist for Planning an Educational Visit is followed;
- Fill in a detailed Risk Assessment;
- Discuss the risk assessment with the Headteacher who will make a decision as to whether the visit can go ahead;
- Send a letter to parents outlining the event and requesting parental consent;
- Choose adult supervision with care:
- The capabilities, experience, talents and qualifications of all accompanying adults should be given appropriate consideration;
- Every person accompanying children on a school visit must have an enhanced DBS from Herefordshire LA;

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- A First Aider must accompany every visit.
- Complete an Emergency Contact List;
- Collate the children's emergency numbers and medical records;
- Brief all adults, before the visits r/e their roles and responsibilities and what to do in case of a critical incident;
- On return complete a Report and Evaluation sheet and fill in any additional accident / incident forms as appropriate.

EXPLORATORY VISIT

Wherever possible the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue.

LEVELS OF SUPERVISION

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

As a guide:

- Reception children should have a minimum adult to pupil ratio of 1:4
- KS1 adult : pupil ratio – a minimum of 1:6
- Lower KS2 adult : pupil ratio -a minimum of 1:6
- Upper KS2 adult : pupil ratio - a minimum of 1:10

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Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times.

A qualified teacher must accompany children on all visits. It is not appropriate for AOTTs (Adults Other than Teachers) to be responsible for leading visits in school time. For sporting fixtures out of school a qualified teacher will accompany the group whenever possible. On the rare occasions when a qualified teacher is not available, parents will be informed that they must accompany their child and take full responsibility for them.

Failure to make adequate provision could place visit organisers at professional risk.

PREPARING PUPILS

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 of them and why rules must be followed. The 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.

Responsibilities of pupils (where appropriate)

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

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;

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- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- should not undertake any task that they fear or that they think will be dangerous.

Participation

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.

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 group leader is concerned for their, or others' safety, should be withdrawn from the activity. On residential visits the group leader should consider whether such pupils will return home early.

Information to pupils

It is for the group leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Pupils should understand:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by a stranger;
- what to do if separated from the group
- emergency procedures
- rendezvous procedures

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Transport and pupils

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

- wait for the transport away from the road, track, etc;
- do not rush towards the transport when it arrives;
- wear your seatbelt and stay seated while travelling on transport;
- make sure your bags do not block aisles on the transport
- never attempt to get on or off the moving transport;
- never throw things out of the transport vehicle's windows;
- never get off a vehicle held up by traffic lights or in traffic;
- never run about while transport is moving or pass someone on steps or stairs;
- never kneel or stand on seats or otherwise impede the driver's vision
- never distract or disturb the driver;
- stay clear of automatic doors / manual 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 always use the Green Cross Code
- if you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

PARENTS

Communicating with Parents / Guardians

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. The following information on matters that might affect pupils health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

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- dates of the visit;
- times of departure and return;
- mode(s) of travel including the name of any travel company;
- details of accommodation with security and supervisory arrangements on site;
- names of leader, or other staff and of other accompanying adults;
- visit's objectives;
- details of the activities planned and of how the assessed risks will be managed;
- insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover (any cover to be arranged by the parents, if appropriate, will be requested);
- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to.

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.

The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Parents must:

- provide the group leader with emergency contact number(s);
- sign the consent form;
- give the group leader relevant information about their child's health which might be relevant to the visit.

ACTIVITIES

Sports Fixtures

The arrangements of all sports fixtures must be planned and organised accordingly. If teachers, parents or other vehicles are used for transporting the

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pupils the school is responsible for ensuring tax, MOT, Class 1 insurance, etc. are all in place. Appropriate child restraints must be used in line with Government legislation. All parents transporting children, on behalf of the school, must have a DBS check.

Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school pupils have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. At Bredenbury Primary School, the group leader should bear the following points in mind in the risk assessment of a coastal activity:

- tides and sandbanks are potential hazards so timings and exit routes should be checked;
- ensure group members are aware of warning signs and flags;
- establish a base on the beach to which members of the group may return if separated;
- look out for hazards such as glass, barbed wire and sewage outflows etc.;
- some of a group's time on a beach may be recreational - group leaders should consider which areas of the terrain and sea are out of bounds;
- cliff tops can be highly dangerous for school groups even during daylight. The group should keep to the path at all times. Group leaders should consider whether it is safe for pupils to ride mountain bikes on coastal paths.

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 for Bredenbury Primary School pupils. Paddling will only be allowed as part of a supervised activity, preferably 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.

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Where paddling is to be allowed on a visit, a ratio of 1 adult: 4 pupils is a minimum.

Residential Visits:

- Children in Year 5 and Year 6 have the opportunity to take part in a residential visit.
- This activity is in school time.
- We do, however, make a charge for transport, board and lodging, entrance to sites, insurance and specialist instruction for certain activities. (Refer to Charging & Remissions policy for further details).
- The residential visit enables children to take part in outdoor and adventure activities.
- We undertake this visit having informed the EVC for the LA and the relevant Health and Safety Officer.
- All specialist activities are undertaken with qualified instructors at registered centres.

Overnight stays of any kind involve additional levels of care and the minimum ratio of teachers/adult supervisors is 1:8, which may include qualified centre staff where appropriate. At least one teacher and one adult supervisor are assigned to each group, with both sexes represented in the case of mixed parties if at all possible. A summary sheet of information about children and adults participating in a residential visit is completed along with emergency contact information and a copy given to the home/school based contact.

Visit organisers need to be fully aware of procedures in case of serious incidents and ensure that LA emergency contact numbers are taken with the paper work and consent forms on the visit.

The visit organiser will ensure that parents have the school mobile phone number for emergency contact should the need arise during or after the visit. On return an evaluation of the visit will be carried out and given to the Headteacher to be kept in the Visits and Visitors File for future reference.

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Communication & pupil safety

- During a residential visit, the designated teacher in charge will make contact daily with the school to confirm safe arrival and any issues.
- A message confirming safe arrival will be available for parents.
- Any delay in return times on day or residential trips should be communicated to the Head teacher or School Office by the designated teacher in charge.
- Notices will then be posted on boards outside the school to inform parents.
- The names of children and adults designated to the coach will be given to the school office by the designated teacher in charge along with mobile contact numbers.
- A member of staff on each coach will also carry insurance information which details measures to be taken in the event of a serious emergency.
- The school participates in an insurance scheme that insures any car driver who transports pupils whilst on school business.

Accommodation

The school will bear in mind the following:

- the group leader should ideally have adjoining rooms with staff quarters next to the young people's – we will endeavour to obtain a floor plan of the rooms reserved for the group's use in advance;
- the immediate accommodation area should be exclusively for the use of the group;
- access by staff to student rooms must be available at all times;
- separate male and female sleeping areas for pupils and adults;
- ensure that the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel;
- security arrangements – where the reception is not staffed 24 hours a day, security arrangements should be in force to stop unauthorised visitors;
- adequate lighting – it is advisable to bring a torch;
- provision for sick, disabled pupils or those with special needs;

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- safety in rooms (electrical connections);
- recreational accommodation / facilities for the group

Farm Visits

Farms can be dangerous places so taking children to a farm should be carefully planned. The risks to be assessed should include those arising from misuse of farm machinery and the hazards associated with E Coli 0157 and other infections. Those who are pregnant are at particular risk.

Check that the farm maintains good washing facilities, clean grounds and public areas before the children visit.

Never let children:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from taps
- Ride on tractors or other machines
- Play in the farm area

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The school has an emergency plan in place to deal with a critical incident during a visit. All staff on visits are familiar with this plan and it is tested at least biannually and following any major staffing changes. When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from Herefordshire Critical Incident teams.

FIRST AID

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, it is important

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to have at least one trained first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- a suitably stocked first-aid box;
- provision for administration in line with the Administration of Medication Policy of the school
- a person appointed to be in charge of first-aid arrangements.

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Head Teacher should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

FOOD

The school will provide a packed lunch for children in Reception and KS1. Children in KS2 should either order a packed lunch or bring their own. No nuts, chocolate, sweets or fizzy drinks should be included in packed lunches. No fizzy drinks should be included.

Food should not be shared with other children due to health and safety and allergies.

INCLUSION

The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc.

The visit organiser will take all reasonable steps to ensure inclusion for all.

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- Schools have a legal responsibility towards inclusion for disabled pupils, ensuring that activities and arranged trips do not discriminate against any pupils.
- The Public Sector Duty of the Equality Act 2010 requires schools to make reasonable adjustments when organising on and off site school activities and field trips.

EQUIPMENT

The following items should be taken on all visits:

- First Aid Equipment
- One emergency asthma inhaler and paperwork relating to each child in the group with asthma. (Children should also carry their own inhaler unless too young to do so.)
- Prescribed medication
- Sick bucket
- Mobile phones
- Contact list for emergencies for all children and adults in the party

INSURANCE

All students, employees of BPS and other authorised adults are insured for activities undertaken, away from the School's premises provided that:

- a. a full risk assessment has been completed;
- b. the trip is an official School activity;
- c. the trip is led by an employee of BPS

There are a number of specific prohibited (high risk) activities which are not automatically covered under BPS insurance policy but which may be included by special arrangement.

PARENTAL PERMISSION

Visits and activities usually take place within the school day. We follow the LA's guidelines relating to health and safety, and we ask parents to give written

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permission for their child to take part in any activity that takes children off the school site.

- Signed parental consent must be obtained.
- Parents have a right to see any information regarding the risk management of a visit if requested.
- If we do not receive this written permission, the child will be unable to participate.

General Consent - One parental consent may cover a programme of similar activities over a maximum of one year. It is recommended that you outline in list form the likely sorts of activities so that there is no 'surprise' for the parents. Parents are then treated as 'partners' as part of the school community e.g. museum, libraries, local woods/ponds, sporting fixtures.

Specific Consent – It is recommended that schools supply detailed specific information regarding the visit – particularly for residential, adventurous and overseas.

This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- Venue(s) and travel arrangements
 - Dates and times of departure and return where visits exceed beyond the school day
 - The nature of activities planned (including plan B)
 - Kit list (if appropriate)
 - Arrangements for supervision
 - Code of Conduct or standard of behaviour expected during the visit
 - Financial contribution expected from parents
 - Insurance arrangements
 - Contact system in case of emergency
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- Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires

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sending home from a visit outside of school hours.

RISK ASSESSMENT

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed 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?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment.

- It is important to take into account the probable weather conditions at the time of year proposed for the trip.
- The party leader should take careful account of the facilities available, with due regard to the proposed size of the group.
- They should also assess the site's suitability with regard to the age and any particular needs of the children.
- They will also consider the venue's own approach to security and to health and safety.
- Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.
- The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit.

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- Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.
- The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue. We ensure that the coach companies we use on a regular basis have appropriate health and safety measures in place, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The group leader will double-check that all adults helping to supervise the trip have been subject to Enhanced CRB and/or police checks (see 5.2 above).

A copy of the completed risk assessment will be given to the Head Teacher, the governing body and all adults supervising the trip.

FURTHER HEALTH AND SAFETY CONSIDERATIONS

All adults accompanying a party must be made aware, by the party leader, of:

- the emergency procedures which will apply;
- each adult should be provided with an emergency telephone number;
- this will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school the school office should be provided with:

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- a list of everyone, children and adults, travelling with the party;
- a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance.

- During the activity the party leader must take whatever steps are necessary to ensure that safety.
- This involves taking note of any information provided by medical questionnaire returns.
- Ensuring that children are both safe and well looked after at all times.

Prior to an activity:

- If it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Head Teacher the possibility of excluding that child from the activity.

More detailed guidance on procedures and requirements can be obtained from the Local Authority's Off-Site & Hazardous Activities

VISIT PLAN

The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;

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- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and Head Teacher;
- medical questionnaire returns;
- First-aid boxes.

CHARGING FOR SCHOOL ACTIVITIES

- The governing body has a charging policy that details the full range of activities where a charge can be made.
- A copy of this is available from the school office.

VISITORS TO SCHOOL

- We encourage regular visits from our neighbourhood police officer and health workers.
- These visits support the personal, social and health education of our children.
- Our local clergy takes assemblies.
- We do this with the full agreement of the governing body.

TRANSPORT

The school hires mini buses from neighbouring schools to self-drive. Local coach companies are also used to transport children.

Delays

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

- The school charges children for transport to some activities.
- The charges that we make cover the expenses of the journey only; we do not make any profit from this.
- We only hire companies whose coaches have individual seat belts.
- We instruct all children travelling by coach to wear a seat belt and to remain seated for the length of the journey.

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STAFFING – COMPETENCE AND TRAINING

There must be a competent person in charge of a visit. He or she must oversee the appointment and delegation of responsibilities to other staff.

- All staff should be assessed for competency and training provided for visit leaders. Please see the attached training sheet.
- The staff-pupil ration must be determined as part of the risk assessment. Staffing ratios for visits: identify legal staffing ratios and appropriate supervision arrangements for types of visits taken:
- Considerations: SEN/behavioural/age/activity/location/transport/visits lasting longer than one day/visits of one day or less.

- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibility must satisfy establishments requirement suitability/training/experience/ common sense; as well as national policy e.g. DBS checks.
- If adults other than employees or volunteers engaged by the school take charge of pupils, competency, suitability and details need to be established.

GROUP LEADERS PLANNING

Group leaders must read thoroughly the appropriate guidance for off-site activities:

- <https://oeapng.info> National Guidance for the management of outdoor learning, offsite visits and learning outside the classroom.

- Health and Safety of Pupils on Educational Visits: A Good Practice Guide – (DfES 1998) and its supplements
- A Handbook for Group Leaders (DfES 2002)
- Group Safety at Water Margins (DfES 2002)

They must consult LA documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and

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must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

ADDITIONAL ADULTS

- All additional adult volunteers require an enhanced DBS to take part as an assistant on a school trip.
- Parents wishing to volunteer at any time will be asked to complete a DBS (Disclosure Barring Service) screening form and will be added to our register of suitable volunteers.
- In the event of DBS backlog, unauthorised adults awaiting clearance will be paired with staff and will not supervise children alone but the appropriate risk assessment will be completed. Additional adults will need to complete a form with their personal details.

SUPERVISION

Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.

- The visit leader must determine when supervision must be 'direct'.
- Direct Supervision – pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group.

FIRST AID

- Some teaching & non-teaching staff at Bredenbury Primary School receive certified First Aid/Paediatric First Aid training.
- The coach will be provided with basic First Aid equipment by the School Office.
- Medicines relating to particular children and medical forms giving parental permission to administer medicines should be carried by a designated First Aider.
- Asthma inhalers should be carried by users.

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- During the residential trip parents are requested to provide two inhalers (labelled with child's name) or Epipens (used for anaphylactic reactions) - one for daily use and one as a replacement should the original become lost, damaged or run out.
- The school has the right to refuse to accept responsibility for any child whose parents do not provide this.

EMERGENCY PROCEDURE

There needs to be robust contingency and emergency plans in place.

The school needs to have some support if an incident happened.

Specifically –

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if required, plus access to a competent First Aid provider (this might be the provider e.g. the museum).
- If the visit extends beyond school opening hours, two emergency home contacts must be identified; normally members of the school's Leadership Team. The emergency home contacts must have means of contacting the Emergency Planning Duty Officer on 01432 260000 in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information must be held by the Visit Leader and emergency contacts.
- The Headteacher and the Educational Visit Co-ordinator is the emergency school contact for each visit.
- All major incidents should immediately be relayed to the Emergency Planning Duty Officer at Herefordshire Council, especially those involving injury or that might attract media attention.
- The group leader will leave full details of all pupils and accompanying adults on the visit with the school emergency contacts.
- Home contact details of parents/carers and next of kin, as appropriate.
- All incidents and accidents occurring on a school visit will be reported back through the school system.
- The school will have emergency funding available to support the group leader in an emergency.

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EDUCATIONAL VISITS RISK ASSESSMENT POLICY

- All risk assessments must be personally written to suit the needs of the activity being undertaken/risk perceived.
- Bredenbury Primary School uses EVOLVE risk assessments for all educational visits.
- These are an online facility.

evolve.edufocus.co.uk/evco4/unknown.asp

- It is each class teacher's responsibility to complete a risk assessment for any activity/trip they undertake.
- Risk might be related to location, the use of adults or materials used.

If you are in doubt, complete a risk assessment.

- Using the EVOLVE system; the Headteacher must agree the activity/risk **BEFORE** the activity takes place. If the risk assessment is not agreed, the activity must not commence.
- Where the risk is deemed to be significant - a referral will be made to Herefordshire Council, to ensure that the risk has been managed appropriately.
- They will then approve the risk assessment. (E.g. for residential visits).
- Copies of all risk assessments completed are located on EVOLVE's server.
- From time to time it may be necessary to print off and keep paper copies of completed risk assessments.
- This would, for example, happen for educational visits and residential visits.

EVALUATION

- All visits will be evaluated by the Group Leader.
- A short evaluation report will be made available for the Governing Body.
- The Risk Assessment for the trip should be evaluated and/or modified as a result.

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- The Group Leader is responsible for presenting a financial account of the visit which will be audited as part of the school's procedure.

Appendix 1

Staff intending to undertake an Educational Visit will be expected to supply the following information:

- Educational Aims & Objectives
- A brief description of the proposed visit and its activities
- Places to be visited
- Proposed dates, staff numbers and agreement from the Headteacher
- Leader
- Supporting Teachers & Any Other Adults
- Supervision ratio by activity, to be agreed by consultation Headteacher
- DBS (Disclosure Barring Service) clearance of any other adults
- Numbers, ages & gender of the students
- Name of children and adults - Date of Birth, Address, Any Medical Information, any other relevant information
- Emergency Contact of each student and adult involved
- Medical/First Aid arrangements
- Any potentially hazardous activity
- Any transport arrangements
- Risk evaluation and safety arrangements
- Emergency Procedures: Plan of Action

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- List of appropriate clothing and special equipment for students and adults
- Insurances:
- Briefing & consultation arrangements with parents & students
- Letter to parents & parental consent forms
- Arrangements for emergency contact at School
- Payment arrangements with suppliers including travel agents
- Collecting & recording of monies & bank account arrangements
- Any money left over accounted for
- Pupil payments in sealed envelope with name of child/date/amount/handed into designated member of staff and a receipt provided (via the child) for parents:

Appendix 2

Additional checks for residential visits

- A qualified first aider must accompany the group
- Parents' written consent for a teacher to arrange medical treatment in a child's best interests in the opinion of a qualified medical practitioner
- Information of itinerary and contact details to each student's emergency contact person
- Checks that accommodation can meet gender needs in sleeping & sanitary arrangements/ room plan, including staff rooms, should be completed
- Checks that accommodation can meet requirements of students with special educational needs
- Special arrangements for pupils/staff with medical conditions

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- Night-time supervision arrangements i.e. the arrangement is for keys and locked doors.
- All members of the party to be provided with the address and telephone number of the hotel or hostel

General guidance on meeting the medical needs of students is provided in DfEE Circular 14/96 'Supporting Pupils with Medical Needs in Schools'.

It should be noted that there are circumstances in which staff of the School should exercise caution before accepting responsibility for administering medicine. These are:

- i) Where the medication is dangerous
- ii) Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken
- iii) Where some technical or medical knowledge or expertise is required
- iv) Where intimate contact is necessary.

When taking children under sixteen residentially, it is essential to obtain written parental consent to any necessary medical treatment. Parents should be told that the teacher may need, in the child's interest, to take such action as a prudent parent would for his or her child. Where the parent is not prepared to give written consent and an indemnity for medical treatment, the School may decide that the student should not go on the trip.

Where possible, the address and telephone number of the nearest hospital and doctor should be obtained before departure.

A supply of first-aid equipment should be taken on the trip

Appendix 3

Additional checks for visits abroad

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- Valid passports for all or collective passport and identity card
- Visas obtained as necessary
- Medical insurance & EU reciprocal arrangements in place
- Timely arrangements for vaccinations etc.
- Appropriateness and safety of host establishment abroad
- Repatriation arrangements in case of emergency
- Emergency funding arrangements

Appendix 4

Exemplar risk assessment

To be used alongside advice in the body of the policy

- Risks to be identified
- Those potentially vulnerable to risk identified
- Measures to be taken to reduce the risk(s) to an acceptable level
- Guaranteed safety measures in place
- Steps to be taken in an emergency

Appendix 5

Exemplar for deciding the level of supervision

- Identification of the age, aptitude, ability and sex of the students:
- Identification of any special needs:

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- Describe the nature of the activities:

- Document the experience of the teachers and any other adults in off-site supervision:

- Document the relevant training and level of competence of the teachers and any other adults on specific, planned activities:

- Document any relevant Accredited Certification of any centre being used:

- Obtain from any providing centre verification of the insurance, training, qualification, DBS checks and experience of any instructor(s) being deployed: