



St Anne (Stanley) Church of England Primary

Educational Visits Policy

Rationale:

St Anne's Primary School gives the highest importance to the safeguarding and welfare of children. An important aspect of this is to ensure that all our children are safeguarded when off site on an educational visit.

Aim:

To outline the school's protocol and procedures when an educational visit is organised and when children go off site.

School Statement:

St Anne's is fully supportive of children participating in educational visits and committed to allowing children to attend at least 1 educational visit per half term.

The benefits of children attending an educational visit are as follows:

- They enable children to share new experiences with each other
- They fulfill requirements of the National Curriculum through first hand experiences
- They enable children to develop through personal and social education
- They stimulate the mental, spiritual and physical development of the child
- They allow children to explore and develop different environments

Types of Educational Visits:

- Morning/afternoon/day visits to different places within the local area – i.e. parks, local shops, libraries, churches, local fire/police station etc.
- Morning/afternoon/day visits to local or other schools.
- Morning/afternoon/day visits to other places of interest - i.e. museums, famous landmarks, cities, zoos etc.
- Residential overnight visits.
- Reward visits to support good behaviour, attendance etc.
- Social/Emotional support visits – i.e. counseling, bereavement, mentoring, coaching etc.

Roles & Responsibilities:

It is the responsibility of the class teacher to:

- Ensure that one educational visit is organised and takes place each half term.
- Parents/Carers are informed about the educational visit with plenty of notice.
- Ensure that there is sufficient adult supervision for the visit.
- Transport is arranged and meets health and safety standards.
- The site is visited prior to the trip to ensure that the environment is safe for children to work/learn in and so that the teacher is aware of any emergency procedures.
- A risk assessment is completed and signed before the visit takes place.
- Any medicine/inhalers are taken on the visit with the children.

- Additional supervision/support is put in place for children with SEND (Special Educational Needs and Disability), in consultation with parents.
- Children are dressed appropriately for the visit.
- The school kitchen staff are informed if the visit requires any changes to lunch time.
- Children are briefed about safety when travelling in a vehicle, stranger danger, behaviour and other general safety aspects prior to the trip.
- All documentation regarding the visit is given to the school's administration team.
- Assign a deputy visit lead teacher who can take over the role of visit leader in the event of an emergency

It is the responsibility of the Head of School / Executive Head to:

- Ensure all safeguarding protocol and procedures have been carried out effectively by the class teacher before any child goes off site.

It is the responsibility of the school's administration team to:

- Keep a log of all visits that have taken place and signed risk assessments.

It is the responsibility of the children to:

- Follow the instructions of the group leader, and other adults, throughout the trip.
- Behave sensibly and responsibly, as though in school.
- Be aware that prior behavioral difficulties may, in exceptional circumstances, stop them from going on the visit.
- Display good manners at all times.

Cost:

St Anne's aim to provide all educational visits at no cost to Parent/Carers however, occasionally a small voluntary contribution may be asked if the visit is a greater cost to the school than average (Average = approx. £5.00 per child)

St Anne's will ask parents/carers to make a contribution towards residential visits however this will only be a small percentage of the full cost of the residential.

No profit should be made on any educational school visit.

Residential:

Residential visits should be planned several months in advance with teachers holding a parents/carers meeting to talk about the overnight stay and to provide further information to the parent/carer about the visit.

Permission:

At the start of the year, a letter is sent to all parents/carers asking for permission for children to go on educational visits. On signing this letter, the parent/carer is agreeing for their child to participate in any educational visit held during the year. If the visit however involves an active sport such as rock climbing, horse riding, ice-skating etc. an additional permission slip will be sent out.

In the majority of visits, adults accompanying the children will be members of St Anne's staff. However, occasionally additional adults may be required on the visit, which will result in the school asking some parents/carers to support on the visit. In the event of this happening, all parents/carers will be asked to read and sign the risk assessment and be given a parent/carer guide sheet to read. No parent/carer will be left alone with a group of children.

Supervision:

The lowest ratio must be:

Nursery: 1 adult to 2 children

Reception: 1 adult to 4 children

Years 1 & 2: 1 adult to 6 children

Years 4: 1 adult to 8 children

Years 5 & 6: 1 adult to 10 children

These ratios however must be carefully considered for the type of educational visit taking place. For example more adults may be required on residential and on visits involving the children participating in an active sport.

Travel:

All visits taken by coach/mini-bus will follow the guidelines below:

- * All coaches/mini-buses will be fitted with lap belts and checks must be carried out to ensure that the children are wearing these belts before the coach/mini-bus departs.
- * A head count must take place before the coach/mini-bus departs.
- * Adults must sit at intervals throughout the coach/mini-bus.
- * A first aid kit, including a sick bucket, must be taken onto the coach/mini-bus.
- * Children must remain seated at all times when the coach/mini-bus is in transit.
- * The noise level should be kept to a minimum level.
- * The coach/mini-bus must be a non-smoking vehicle.
- * In the event of bad weather conditions the Head of School/ Executive Head will make the decision whether it is safe for the children to travel.

Policy Written: September 2015

Policy Reviewed: September 2016

Please see the following pages for LA Policy

2.0 Educational Visits Health and Safety Policy

This Policy reflects good practice in all types of educational visit – no matter who is doing the providing and who is doing the learning. It is addressed to schools, but the term 'School' also applies to Youth Centres, Leisure Centres and other facilities that are involved with providing educational visits. The role of 'Head Teacher' applies to Integrated Youth and Play Service Area Youth Coordinators, and the role Educational Visits Co-ordinator may be fulfilled by Integrated Youth and Play Service team leaders, Leisure Centre Managers and managers of other facilities that are involved with providing educational visits. Anyone involved with groups of young people on educational visits is subject to this guidance. Where this policy refers to 'teachers' it includes 'lecturers', 'Youth Workers' or 'Mentors', and 'parent' means all those having parental responsibility for a child/young person.

Children/young people can derive a good deal of educational benefit from taking part in visits with their school. They have the opportunity to develop skills and undergo experiences not available in the

classroom. The purpose of this policy and guidance document is not to restrict or constrain these activities but to support them by providing a planning framework that clarifies and endorses the concerns for the health, safety and welfare of children/young people, staff and others, held by Liverpool City Council. Health and safety considerations supersede educational aims at all times.

The duty owed by the Council to ensure the health, safety and welfare of employees and others who may be affected by the Council's work is extended to any group member involved in educational visits where there is some responsibility for care.

Liverpool City Council's Educational Visits Health and Safety Policy comes under the umbrella of Liverpool City Council's Corporate Health and Safety Policy. It should be considered alongside existing emergency procedures such as the Liverpool City Council's Emergency planning unit and Local Authority's (LA) document "School Emergency Management Plan" (SEMP)



The Local Authority (LA) advice contained in this document and the need for LA approval for category (iii), (iv) and (v) visits (see section 3.1 types of visit) applies to all educational visits. Parental approval must be obtained for all categories of visit. Governing bodies should be informed of all categories of visit, their approval being required for category (iii), (iv) and (v) visits. Informal arrangements for the organisation of visits that take place within a school closure period or where the visiting party is comprised of children/young people and supervising adults from more than one school must still comply with the policy detailed in this document.

Particular care should be taken, with specific reference to Insurance requirements (see section 7.0 Insurance), if a visit is organised by a non-employee but under the title of 'Educational Visit', for example parents organising a visit to a concert or volunteers organising youth activities. The school will require separate, additional Insurance cover for any such activities undertaken independently without the invitation of the LA which should meet as a minimum requirement the guidance within this document.

The School's Policy on educational visits should be issued to all staff involved with

educational visits, as it is good practice for all staff to be aware of available guidance and advice. Each member of staff invited to go on an educational visit must sign and return an acceptance of that invitation, which should include a declaration that they have read and understood the LA's Educational Visit Policy Document and any other relevant available advice and guidance. Finally all those involved with organising and undertaking educational visits must realise their legal obligations as regards health and safety, being 'In loco parentis' (where applicable) and in the importance of undertaking regular 'headcounts'.

In 2001 Disability Discrimination Act was amended by the Special Education Needs and Disability Act 2001. This amendment makes it unlawful for schools, colleges and other education providers to discriminate against disabled people. The law covers all areas of education; which includes universities, adult education and youth services. None of these bodies may treat disabled children or young people less favourably or put them at a "substantial disadvantage". They have to make reasonable adjustments (changes) to solve problems. All must take reasonable steps to amend any policies, procedures or practices that discriminate.

The law also covers the way schools admit children/young people, the way they are taught and the way they are provided services such as educational visits or 'after school clubs'. Any special aids, which an individual may require whilst at school, should be provided via the Special Education Needs System, not by an individual school.

This Policy is a 'living document', and as such will be regularly reviewed and updated by the local authority in light of any pertinent developments in statutory duties, national or local codes of good practice and experience.



Organisation and Arrangements for the Implementation of the Educational Visits Policy

- Educational Visits Co-ordinator or Integrated Youth & Play Service team leader**
- 1 Support Head Teacher (Area Manager)
 - 2 Agree the following with the Head Teacher:
 - visit aims, objectives & value
 - risk assessment
 - general visit arrangements
 - emergency arrangements
 - exploratory visit
 - contingency plans
 - training needs
 - 3 Ensure adults on visit are:
 - Qualified, experienced, competent.
 - 4 Consider concerns of parents & staff
 - 5 Vet & monitor contractors e.g. Tour operator or activity provider
 - 6 Evaluate visit
 - 7 Liaise with LA
 - 8 Maintain overall co-ordination of visit
 - Identify Group/Activity Leaders
 - 9 Ensure DDA compliance

- Head Teacher or Integrated Youth & Play Service Area Youth Coordinator**
- 1 Liaise with Governing Body (schools)
 - 2 Provide sufficient resources for visit, write planning and funding
 - 3 Agree the following with the EVC:
 - visit aims, objectives & value
 - risk assessment
 - general visit arrangements
 - emergency arrangements
 - additional insurance cover
 - exploratory visit
 - contingency plans
 - 4 Ensure adults on visit are:
 - Qualified, experienced & competent
 - 5 Consider concerns of parents & staff
 - 6 Liaise with LA if necessary
 - 7 Evaluate visit
 - 8 Ensure training needs are met
 - 9 Ensure DDA compliance

- Governing Body**
- 1 Support Head Teacher
 - 2 Assess suitability of:
 - visit aims, objectives, value
 - risk assessment
 - general visit arrangements
 - additional insurance cover
 - emergency arrangements
 - 3 Ensure adults on visit are:
 - Qualified, experienced, competent
 - 4 Consider concerns of parents & staff
 - 5 Evaluate post visit reports
 - 6 Ensure DDA compliance

- Volunteers Helpers**
- 1 Do best to ensure Health & Safety of self & others
 - 2 Consider stopping activity, notify Group Leader if risks to children/young people or themselves is unacceptable
 - 3 Follow Instructions of Group Leader
 - 4 Not to be left in sole charge of children/young people

- Group Leaders**
- 1 Appoint a deputy
 - 2 Define each Group Supervisor's role
 - 3 Undertake planning of visit with Co-ordinator including risk assessments, emergency procedures, required training etc.
 - 4 Ensure ratio of supervisors to children/young people is suitable
 - 5 Be aware of safeguarding arrangements
 - 6 Ensure DDA compliance
 - 7 Ensure supervisors are aware of pupil's special needs
 - 8 Attend briefings for parents, Governing Body etc.
 - 9 Evaluate and review visit

- Parents or Carers**
- 1 Make informed decision to allow child on visit
 - 2 Prepare child/young person for the visit
 - 3 Agree visit & emergency details
 - 4 Agree/supply any required information or payment
 - 5 Attend a pre-visit meeting
 - 6 Agree to the Code of Conduct for the visit

- Emergency Procedures**
- 1 School Emergency Management Plan (SEMP)
 - 2 telephone numbers known
 - 3 School/base Emergency Contact Telephone number known
 - 4 Parent/guardian contact known
 - 5 Visit emergency plan prepared as part of risk assessment
 - 6 Suitable first aid provisions in place
 - 7 Suitable number of trained first aiders
 - 8 Suitable trained staff (lifeguards) for dealing with particular emergencies
 - 9 Suitable emergency equipment for activities where required
 - 10 Contingency plans in place
 - 11 Accident/incident reporting

- Teachers or Integrated Youth & Play Service Youth Workers**
- 1 Do best to ensure health & Safety of self & others.
 - 2 Consider stopping activity, notify Group Leader if risks to children/young people or themselves is unacceptable.
 - 3 Follow Instructions of Group Leader

- Children or Young persons etc**
- 1 Not to take unnecessary risks
 - 2 Dress/behave sensibly.
 - 3 Look out for anything that might threaten themselves or others; inform supervisor of any hazards or dangerous situations
 - 4 Follow the instructions of Group Leader
 - 5 Adhere to the agreed Code of Conduct

Safe Educational Visits - Monitored by LA