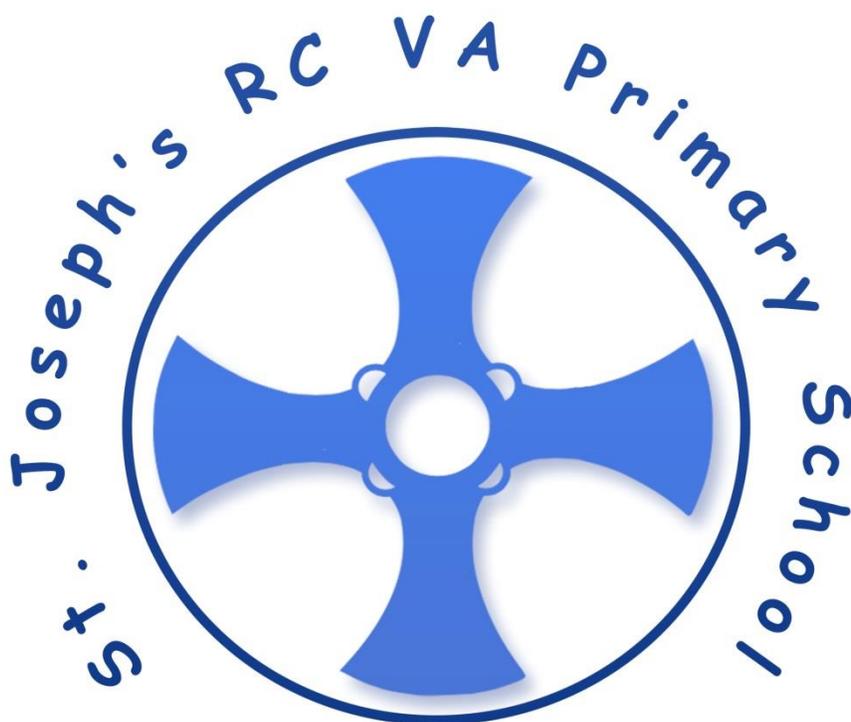


St Joseph's RC VA Primary School

Educational Visits Policy



March 2017

Overview

St Joseph's RC VA Primary School acknowledges the great value of educational visits in broadening and enhancing both the learning and social experience of pupils.

Under guidance which came into effect on 1/03/04, all schools are required to have a named Educational Visits Coordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES requirements and LA guidelines.

Our school EVC is Anne Atkinson, School Business Manager.

All forms referred to in this policy are available from the School Office.

Approval for Visits

All matters regarding each visit outside school - feasibility, planning, safety, organisation etc, will require the prior approval of the EVC & Head Teacher.

St Joseph's RC VA Primary School uses the EVOLVE system for approval of all educational visits.

Approval of day visits is at the discretion of the EVC & Head Teacher. However, visits that are either:

- overseas
- residential or
- involving an adventurous activity

will require the additional approval of the Governing Body of the school and Local Authority.

Competence to Lead

Any member of staff leading a visit will need to have their "competence to lead" assessed before approval for the visit is given. This will be carried out by the EVC (and / or Head Teacher).

Reasons for Visits

It is essential that all visits have sound and clearly stated educational aims, and should be linked to work or topics that are being taught within the year group.

Assessment of Risk

Risk assessment is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable.

In considering risk, there are three levels of which visit leaders should be mindful:

- *Generic Risks* - normal risks attached to any activity out of school.
- *Event Specific Risk* - any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- *Ongoing Risk* - the monitoring of risks throughout the actual visit as circumstances change.

Despite the most detailed and careful pre visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, transport fails to arrive etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. On the day of the visit the Visit Leader should carry the Emergency Action Card which contains emergency procedure details and emergency numbers.

Inclusion

St Joseph's RC VA Primary School fully supports the availability of educational visits to all pupils and recognises that children with additional educational needs, including those with challenging behaviour should always be included. Reasonable adjustments will be made to ensure all children are able to attend, such as 1:1 support, however, should an incident of unacceptable behaviour occur which affects the individual, other children or adult helpers, a parent will be expected to collect their child, or, if it is impossible for the parent to collect their child, school will be contacted so an alternative arrangement can be made.

Staffing Ratios

A professional judgement must be made by the visit leader and EVC regarding the ratio for each visit. There must be an appropriate level of supervision at all times.

This will be determined by:

- type, duration and level of activity.
- needs of individuals within the group.
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

The school follows Gateshead guidelines for adult : pupil ratios;

Under 5's - 1:4-6

5-7 years - 1:6

8-11 years - 1:10 / 1:15 (depending on the situation - see above)

Role of Supervising Parents/Volunteers

Supervising parents/volunteers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care. Not all parents/volunteers will be DBS checked, in these circumstances the parent / volunteers would not be left unsupervised with children. A current list of volunteers with DBS clearance is held in the school office.

Code of Conduct for Children

It is important that pupils know and understand the general rules for any visit.

- Listen to all instructions you are given and obey them
- When walking keep together in an orderly manner.
- Walk, do not run.
- Stay with your partner and your group.
- Do not wander off on your own.
- Never leave litter. Remember to leave everywhere clean and tidy.

First Aid / Medical Requirements

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has at minimum basic emergency first aid training.

First aid kits are available in the school office and should always be taken on a visit.

Children with medical needs should be listed in the risk assessment. All necessary medication, such as epi-pens, inhalers, diabetic emergency kit etc. must be taken on the trip and available to the child at all times.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils and staff must wear a seatbelt. Staff must ensure that pupils comply with this rule.

If any pupils are to travel by staff car, the driver must have produced insurance documentation to prove that they are covered, and the parent/carer of the child must be informed and sign a permission slip.

This is also relevant to sports fixtures.

Seeking Parental Consent

Parents should be made fully aware of the nature and activities of the trip, and of any likely risks during the trip, so they may give consent or refuse on a fully informed basis.

The form sent out to parents (Educational Visit Information for Parents) or, in the case of a residential visit a letter, should give full details of the visit, the reason for the visit, supervision arrangements and transport arrangements. The form/letter should also state the cost of the visit per child if applicable.

A parental consent form must be completed for all trips and visits that include the use of public transport, car or metro. The general educational visits consent signed when a child is admitted to school can be used for local visits e.g. library, swimming bath, local history walks that do not involve any form of transport.

Before the Visit

- Complete the visit information form from the office at least 2 weeks in advance of the trip.
- EVC to check details and input into EVOLVE.
- For residential visits parents must be given at least 2 months notice and the visit must be input into EVOLVE at least 4 weeks prior to the trip for LA approval.
- The school office staff will inform the kitchen of the dates of school trips and which classes involved.
- The school office will book transport.
- The school office will inform kitchen if any packed lunches needed.
- Relevant staff to be briefed about the day's itinerary.

On the day of the visit

- Collect first aid kits
- Collect buckets / sick bags in case of travel sickness
- Take all necessary medication (epi-pens, inhalers etc.)
- Brief supervising parents and give them their list of children.
- Ensure that members of staff have a mobile phone and the school office has the number/s.
- Count pupils and remind them to take all necessary belongings with them (coat, packed lunch etc.)

During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always double count.

Date of Next Review: March 2018