

Dean Valley Community Primary School



Dean Valley
Community Primary

Educational Visits Policy

Person responsible for Policy	Alex Greenwood
Signed	Alex Greenwood
Review Date	May 2022

Introduction

The value of educational visits is widely acknowledged and Dean Valley provides a great variety of opportunities of benefit to its pupils. All educational visits will have an education purpose with clear aims/objectives and are usually planned to enhance/extend the work/developments in school. Activities can range from local visits during lesson time through to adventurous activities and residential courses. The school recognises that whilst the vast majority of educational visits pass entirely without incident or injury, working with pupils out of school brings significant additional responsibilities and, therefore, vigilance is required at all times.

In order to facilitate good management and Health & Safety, the School has established a set of procedures to be adhered to by all staff before, during and after embarking on such an outing. This policy aims to clarify those procedures and should be read in conjunction with Cheshire East's Health/Safety Guidance on Education Visits and Overnight Stays and Safety in Outdoor Education Visits and DfE Health/Safety of pupils on Education Visits – Good Practice Guide (available in school).

1 LA Responsibilities

- a) To ensure that Education Visits Co-ordinators(EVC), group leaders, establishment staff and other adults on educational visits are assessed as competent in their specific tasks.
- b) To make sure that training is available for those who need that competence.

2 Educational Visits Co-ordinator

The School's Education Visits Co-ordinator (EVC) is the Headteacher and Assistant Headteacher and all visits must have her/his approval. The EVC should maintain the policy for education visits on behalf of the Governing Body and he/she should be the focus for necessary information/advice for visit leaders in addition to keeping everyone up to date with relevant requirements. (Refer to Cheshire East Guide for list of specific responsibilities of EVC Section 3.14.) Ensure that the plan complies with regulations and LEA guidance and all visits are approved on Cheshire East's EVOLVE system.

3 The Visit Leader (Teacher)

The visit leader should have overall responsibility for the supervision and conduct of the visit and, therefore, Health/Safety of the group. In this respect he/she will be representing the Headteacher during the visit. For each visit the visit leader will: -

Set out a plan showing the education benefits of the visit and seek authorisation

Include in the plan an initial risk assessment, preferably based on a visit to site, or at least up-to-date site information. Apart from health and safety, this assessment should take account of child protection, financial risks, conduct and behaviour

Ensure that the plan complies with regulations and LA guidance

Identify the number of adult staff and helpers needed, whether employees or volunteers, ensuring that they will be able to carry out allotted roles competently and are appropriately briefed

Make appropriate and adequate preparations for emergencies (see Cheshire East Guide, Chapter 13) and ensure that all accompanying leaders are familiar with these procedures

Arrange for routine contingencies, including first aid, and arrange for clearly understood delegation in his/her absence and appropriate supervision when the group is sub-divided

During the visit: -

- Meet the objectives of the visit
- Ensure the overall maintenance of order and discipline
- Make adequate arrangements for the safety and well-being of all pupils at all times
- Consider stopping the visit if the risk to health or safety of the pupils is unacceptable and have in place procedures for such an eventuality
- Ensure the group leaders have details of the school contacts and the pupils in their care

Review the visit and advise the Headteacher when adjustments must be made

Complete the School's Outing Planning Document and Cheshire East's EVOLVE process.

4 Group Leaders

Teachers, or adults, who assume direct responsibility for a number of children during the visit must be made aware of, and agree to, the expectations of them on the visit. In particular, a teacher, or other adult, assuming direct responsibility for a number of children during the visit, must recognise his/her responsibility for:

- Maintaining order and discipline
- Safeguarding the health, well-being and safety of those children
- Informing the Visit Leader of any relevant incidents affecting pupils in his/her care

5 Accompanying Adults

It is essential that all accompanying adults are made aware of and agree to the expectations of them. In particular, they must:

- Understand their relationship to other group members and the part they are to play during the visit
- Appreciate the limits and levels of their responsibilities if acting in any supervisory capacity and appreciate the principle of 'in loco parentis' will apply, though it is likely that courts would expect a greater level of care from teachers than from voluntary helpers
- Submit themselves to a check through the CRB if they are likely to have regular unsupervised contact access to pupils. Forms and advice are available from the Borough Council's Personnel Department.

6 Parents

Parents will be informed (in advance) of the proposed outing, purpose, cost and arrangements and must sign the permission slip provided. No child will be taken out of school without written permission from the parent. This includes sports events and the only exception will be if the EVC has spoken directly with a parent in the case of instances when sports slips have been forgotten.

Accordingly, parents must: -

- Disclose information about a pupil's emotional, psychological and physical health. This will be made as easy and confidential as possible so that parents will be encouraged to give, rather than withhold information
- Provide appropriate clothing, food, etc., in line with pre-arranged briefings
- Provide details of where they can be contacted in an emergency or if a party has to return earlier than planned.
- Arrangements for pick up and set down are just as important as rendezvous points during the visit.

7 Pupils

Pupils must adhere to the School's expected behaviour/conduct standards and contingency plans are necessary for pupils who arrive without specified kit, or whose behaviour endangers other group members.

8 Preliminary Visit

A preliminary visit by the group leader and/or EVC is considered highly desirable on both educational and safety grounds.

A preliminary visit should seek to:

- Check the appropriateness of the venue to pupils' needs and to the objectives of the visit
- Check for potential hazards
- Check timings (local services, lengths of walks, tides, etc.)
- Establish local contacts
- Check accommodation, especially for fire-risk and evacuation
- Agree in advance, between party leaders and centre staff, the vision of supervisory responsibility
- Obtain information on local services (locations of doctor, dentists, hospital, telephone, toilets)
- Ascertain an appropriate emergency action plan
- Carry out risk assessments for all the activities to be undertaken (pro forma attached)
- Confirm the competencies of local staff instructors who will be involved
- Assess changes in all venues to be visited since previous visit.

9 Risk Assessment

Risk assessment is nothing more than a careful examination of an activity in order to identify what could cause harm to the people who are involved (i.e. pupils, volunteers, employees, etc.), estimating the likelihood of the harm occurring and checking to ensure whether or not sufficient precautions are being taken to prevent it. The LA EVOLVE system will also help to identify adventurous activities which require additional LA approval.

Debrief and Reviewing

The main purpose of the debrief and review is to identify strengths and weaknesses of arrangements, to improve, if necessary, the efficiency of future visits.

10 Adult/Pupil Ratio

The ratios given below are the minimum requirement for Dean Valley education visits and where the risks are increased, the number of adults must be increased accordingly. It is desirable that parties of pupils are accompanied by adults of both sexes. The Group Leader should always appoint a No 2 who is prepared to assume responsibility in the event of an emergency. In every case, one staff member included should be a teacher.

- One adult for every 5 pupils for the Reception Class
- One adult for every 6 pupils in school Years 1 to 3
- One adult for every 10 – 15 pupils in school Years 4 to 6

11 Residential Visits

For visits involving an overnight stay, the minimum staff/pupil ration is 1:10 subject to there being at least two staff. At least one staff member must be a teacher and larger parties must include at least one teacher for every 30 pupils.

If taken at a centre other than those run by the LA, the LA must be notified and a pre visit meeting with parents will always be arranged. The LA EVOLVE process must be completed and sent to Cheshire East 3 months before the visit.

12 Charges for School Activities

Please refer to separate policy.

13 Insurance

The Council's Liability insurance will cover trips and visits organised by Council staff and will provide cover for employees and volunteers. All staff and volunteers must have the relevant experience and expertise in the activity concerned and volunteers must always be supervised by Council staff. The limit of liability under this policy is £40m per incident.

For further information, refer to the Cheshire East Guidelines Section 7 (page 3.4.22).

The school also purchases Offsite Activities Travel and Personal Injury Insurance through Cheshire East Council.

14 Parental Information, Pupil Details and Consent

All activities which involve pupils outside the boundary of the school grounds require written permission from parents. This includes: - Local traffic surveys, field work, and sporting activities (for the latter, where a child has forgotten his/her slip, the Headteacher/organiser may gain permission by speaking directly to the parent by telephone. Residential stays in Britain require full and detailed written information for parents and consent. Such information should be comprehensive whilst retaining an appropriate amount of flexibility to cope with a change of circumstances. It is important that the above information should identify:

Expected standards of behaviour and conduct of pupils

General arrangements for the supervision of pupils, including any circumstances in which pupils may be left unaccompanied

Specific activities/situations which carry an element of risk

Information should be sent as far in advance of the journey as practicable and be followed up by a parents' meeting to clarify detail.

The following information should be included:

Expected standards of behaviour and conduct of pupils

Date and times of departure and return

Destination with full address

Activities planned

Name of travel company and method of travel

Cost and what it does and does not cover

Methods of payment and cancellation arrangements/penalties

Insurance cover, what it covers could be ambiguous (a photocopy of the schedule is useful)

Advice on pocket money and allocation/care on journey

Accompanying staff and Volunteer next of kin information

Emergency contact arrangements

Items prohibited on the journey

A request for written information regarding special medical problems and their treatment/medication, consent for emergency medical treatment and details of special dietary requirements (see attached forms).

If pupils are using other parents'/adults' cars for travelling to and from the visit, consent should be obtained for this activity. Also check on insurance cover of the driver and keep that information in school.

15 Special Needs

Students with special needs require additional consideration; their inclusion will have staffing and programme implications. Some or all of the following considerations may apply and additional parental information may be required:

Environmental factors may increase the 'risk' level above that applying to other members in the group
A higher level of staffing will normally be needed and it may be necessary to include specialist staff to facilitate supervision, communication and encouragement
Whilst travelling, arrange more frequent stops, employ extra supervision and be particularly vigilant over travel sickness
Medication and dietary requirements should be known and monitored
Check on the suitability of buildings and terrain for those with physical disabilities
Ensure that activities offered are appropriate to the student; mental and physical disabilities may require additional or alternative activities
If medication needs to be administered, staff should check with Cheshire Guidance on this issue.

16 First Aid

First aid knowledge in the group and equipment carried should be appropriate to the nature of the visit. The location of professional medical help should be known to all staff and to group members when appropriate. Basic First Aid training has been provided to all teaching staff.

The possibility of excessive exposure to the sun should be considered. Where such exposure is likely, participants should provide high-factor protective cream and hats as part of their equipment. Leaders should ensure that sun protection is adequately applied.

17 Clothing and Equipment

Clothing, footwear and equipment appropriate to the visit should be considered at the early planning stages. Unsuitable clothing can markedly detract from the educational value of the visit and may prove hazardous in exposed situations. A detailed kit list should be sent to parents well before departure.

18 Emergency Procedures

In spite of good planning and organisation, there may be emergencies that require an on the spot response. Leaders should be prepared and communications arrangements should be clear before the party leaves. Refer to Cheshire East Guidelines Section 13 page 3.4.44.

Incidents must be reported to the Headteacher who will decide upon further action depending on the nature/severity of the incident. In the case of an accident the incident will be recorded on Cheshire East's accident reporting system PRIME

19 Transport Arrangements

The school uses local, reputable coach companies (seat belts essential) which can be organised by the School Administrator. There may be occasions when small groups are transported in Tytherington School's mini bus or public transport (refer to Cheshire East Guidelines).

Private cars of both members of staff and voluntary helpers, such as governors or parents, are sometimes used to assist with transport on school visits. Visit leaders must take reasonable precautions to satisfy themselves that such drivers and vehicles are suitable for the proposed use and child safety seats are used if necessary. Parents should be informed if their children are to be carried in private cars, and be given the opportunity to indicate if they do not wish their children to be transported in this manner.

Approved by the FGB

Date Reviewed May 2019

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