St Anthony's Catholic Primary School, Shipley.



"Let your words teach and your actions speak."

Educational Visits Policy

Rationale

At St Anthony's 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

• develop personal and social skills

• provide a positive contribution to the development of cross-curricular dimensions

• enhance our History, Geography, PE and other subject delivery

Visits include:

• walks around the local area

• local visits which include travelling by minibus

• half or full day visits which need transport – minibus, public transport or private bus/coach

• 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 – 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 qualified and dependable.

Safeguarding

St Anthony's Primary School is committed to safeguarding and promoting the wellbeing of pupils at the school. Staff are vigilant in identifying safeguarding issues, reporting concerns in writing to a 'Named Person' for child protection in school, namely the Inclusion Leader (Designated Safeguarding Lead - DSL), Headteacher, the Assistant Headteacher and EYFS leader (all are Deputy Designated Safeguarding Leads – DDSLs).

Staff attend child protection awareness training every year. The school's Child Protection and Safeguarding Policy provides detail regarding policy and procedures. The procedures described in this policy are designed to promote and ensure the safety and wellbeing of all pupils.

Role of the Educational Visits Coordinator - EVC

The EVC is Mrs Clementis (Headteacher).

It is the coordinator's responsibility to: -

• ensure there is a named Visit Leader who is assigned overall responsibility for the organisation and monitoring of the visit together with liaising with school staff. The Visit Leader will have experience in managing, supervising and controlling the age groups going on the visit and has the skills to organise

the group effectively. They are aware of the school's policies and protocols for off-site emergency situations

(eg. child missing / absconded)

• ensure the Visit Leader and / or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor

• ensure all required actions including any identified training requirements pertinent to the nature of the visit have been completed before the visit begins

• ensure the risk assessment forms are completed which includes mode of travel that is appropriate (safe and risk assessed); expected travel times, both departure and return; relevant medical and educational needs; full details of the venue; a register of all of the adults and pupils in the visit group

• update, communicate and discuss school policy in relation to trips/visits

• keep up to date with national and LA guidelines regarding visits, especially Health and Safety issues including the latest Covid-19 government advice.

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.

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 Visit 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 or minibus, then detailed preparation needs to start at least one month in advance. Approval 'in principle' needs to be obtained from one of the Headteacher or Assistant Headteacher.

The school calendar should be checked to make sure the date is free. Costings must be worked out with the appropriate member of the office staff before any booking is made. Ring and book your venue, then give the appropriate member of the office staff the dates, venue (including address and telephone number), and time of coach. A coach or minibus can then be booked. Visits should be accessible for all children.

Once the details of the visit have been confirmed then a letter (or School Ping) to parents needs to be drafted.

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 glass bottles

• cost, including a statement about voluntary contributions

• supervision arrangements

• a clear reply slip giving permission must be included for parents to return

N.B. Parents/carers 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.

Staff should send their slips and monies school via Parent Pay. Every effort must be made to collect the voluntary contributions, but no child should be left at school because their family cannot pay.

A risk assessment must be completed and approved by one of the Headteacher and Assistant Headteacher (or another senior leader in their absence). All staff on the visit need to be aware of this form.

In most cases, these documents are uploaded into the Risk Assessment folder on the Google Drive to support documentation and legal duty of care.

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, either at school or based at the venue, should be in charge of the first-aid arrangements, e.g. a fully trained first-aider is required for adventurous activities, visits abroad or residential visits.

However, for normal school trips and visits the group leader should have a good basic working knowledge of first aid and ensure that an adequate first-aid box/bag is taken.

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/ Epipens

• access to emergency contact list

• sick bucket, paper towels, plastic bags, disinfectant and sawdust

• any resources or equipment needed

• cheque(s) if required, to pay for costs

Charges

Visits which occur during school hours must be provided free of charge. However, parents/carers 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 and therefore if insufficient voluntary contributions are forthcoming, the visit may have to be cancelled – parents/carers must be notified of this contingency. Pupils whose parents/carers 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 be better than 1:6 in Reception classes, rising to a ratio of 1:10 in Year 6. The number of adults needed will depend on the nature of the visit and the amount of supervision needed.

Some children may need one-to-one support due to individual needs. This should be identified on the risk assessment.

Uniform

It is easier to identify children if they are wearing their school uniform. If the visit is likely to involve a lot of outdoor activities, for example, to a farm, then 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

• specific children with behaviour or medical needs should, ideally, be in a group with the class teacher (unless there is one-to-one or additional support)

• 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 is abroad or;

• the visit involves a residential element or;

• the visit involves outdoor activities, e.g. caving, climbing, hill walking, trekking or water sports.

Pocket Money

This is at the discretion of the class teacher.

Residential Visits

All residential visits follow Education Bradford 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 meeting for parents/carers 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 Assistant 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 from whose lessons or extracurricular activities pupils will be absent should be informed.

Insurance

The LA 'all risks' policy covers insurance for all off-site visits. This blanket policy includes:

• medical and associated expenses (including Worldwide Emergency Medical Assistance)

• personal accident

• cancellation/ curtailment expenses

• personal effects and money

• legal liability (third party)

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/carers must be contacted immediately

• children should know which adult is on duty at all times

• all individual group leaders should carry mobile phones and have the mobile telephone numbers of all adults on the trip in case of emergency

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 – if the visit is abroad then the incident should be written up as soon as possible on return to the school. The accident book must then be countersigned by the Headteacher.

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 **If a child goes missing during the visit**

In the event of a child going missing, the visit leader should organise an initial check and then raise the alert, contacting school (and the visit provider if appropriate) and local police. Procedures will follow those described in the Child Missing From School Trip protocol (Appendix to Missing Child and Safeguarding Policies. (see protocol for more detail).

iv **Emergency Procedures**

In the event of an emergency, contact school for advice. If this is not possible, 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 01274 431000 and request that contact be made by them with a member of the Emergency Planning Team.

Policy review

The policy will be reviewed by the Full Governing Body every two years, or earlier if deemed necessary.

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