



Respect Responsibility Relationships

Hollydale School

Educational Visits Policy

Revised Autumn 2016

Review Date: Autumn 2017

Overview

At Hollydale Primary School Equal Opportunities plays an integral part in all aspects of teaching and learning. Hollydale Primary School acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at Hollydale. Ideally visits will support the work in the classroom and should be at least one per half term, across the year these visits should cover the range of subjects taught in the classroom.

The Headteacher will ensure that the planning and supervision of all visits and adventurous activities meet the DfES Requirements and LA guidelines. The Headteacher will keep the Governing Body aware of its Educational Visits via the normal Head to Governors reporting process.

The role of the Headteacher as Educational Visits Co-ordinator is detailed in the publication 'London Borough of Southwark – Off Site Visits Policies & Procedures 2011'. This has been compiled by the LA's Outdoor Education Adviser and is downloadable from the EVOLVE site. www.southwarkvisits.org.

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. For the majority of visits this will be assessed by the EVC (Headteacher). In assessing competence to lead, the EVC will take account of the factors stated in the Southwark Off Site Visits Policies and Procedure document 2011 and consider the pre-trip proforma and risk assessment documents submitted by the lead member of staff. In the case of the leading (i.e. instructing) of adventurous activities the assessment is undertaken by the LA by means of Form EV3, using the procedures and criteria in Section Z of the booklet.

Before the Visit:

The lead member of staff must complete the Educational Visit Checklist provided in the 'Trip Booking Procedure' guidance document:

- a) Contact place to visit, and check availability, make a provisional booking for a suitable date.
- b) Complete a pre-outing pro-forma. This form must be given to Headteacher for approval at least 21 days before the trip will take place.
- c) The lead member of staff must book transport using the TfL school party travel scheme, at least two and a half weeks prior to travel.
- d) The risk assessment must be completed and handed in at least 14 days prior to the trip. **This must include details on how adjustments are to be made to support any SEN children who may have additional needs and require more support to be able to attend. Class Teacher to ask for support from Inclusion Coordinator on this, and if required organise a team-teach member of staff who can accompany (if any are available).**
- e) The lead member of staff must ensure letters for parental consent have been sent home, and packed lunches ordered at least 7 days before the trip. **Class Teachers to be responsible**

for discussing any concerns about a child's safety on a trip with the parent/carer at least one week before the trip, so there is plenty of time to put a plan in to place to overcome this

f) Monitor permission slips received back and, if necessary, chase up any that are still outstanding.

On the Day of the visit:

- a) Gather first aid kits
- b) Collect packed lunches from the kitchen
- c) Take all necessary medication (epi-pens, inhalers etc)
- d) Brief supervising adults and give them their list of children.
- e) Ensure all supervising adults have read and signed the risk assessment(s).
- f) Ensure that supervising adults have a mobile phone and that they are able to contact the Group Leader during the visit.
- g) 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.

After the visit:

Make a written record of any significant incidents and attach to risk assessment in the archive file.

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to Pupils/Participants, 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 (ie. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on the Hollydale Risk Assessment.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

Further detail on risk assessment will be found in Southwark Off Site Visits Policies and Procedure document 2011.

Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC/ Headteacher.

Approval of 'normal' day visits are at the discretion of the Headteacher/SLT/EVC. However, visits that are either:

- overseas
- residential or
- involving an adventurous activity (as defined in the Off Sites Visits Document) will require the additional approval of the LA (online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made.
- If an external provider or tour operator is being used, they must complete the detailed Form EV4 (External Provider Form) at the time of the provisional booking. The procedures to be followed in this case are outlined in Section AA of the Southwark Off Site Visits Policies and Procedure document 2011.

Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, 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.

Staffing Ratios

The Law does not prescribe activity or age specific staffing ratios, Instead it requires that the level of supervision and management is "effective". However, the following ratios (below) have been given as a starting point. These are to be adhered to as an absolute minimum. However, without special safeguarding or control measures, these ratios will not be adequate to meet the needs for most residential or complex visits.

- FS – As per the specific legal requirements for minimum ratios set out in the Early Years and Foundation Stage Framework. (These are complex and include requirements regarding the qualifications of the staff).
- KS1 – 1:8
- KS2 – 1:10

A professional judgement must be made by the Visit Leader, Headteacher/ Deputy as to the appropriate ratio for each visit.

This will be determined by:

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

On every occasion when these ratios change the Headteacher must be informed and must sanction the revised ratio. Please note: parents should not bring younger children.

Supervision

Pupils/Participants must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils/participants
- age of pupils/participants
- responsibility of pupils/participants
- competence/experience of staff
- environment/venue

Role of Supervising Parents

Supervising parents 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/participants in their immediate care, and be shown the completed Hollydale Risk Assessment. Parents should complete the 'trip safe' training provided by the school.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. First aid kits are available from the First Aid room.

All school visits should have an accompanying member of staff who is first aid trained and holds a valid first aid certificate. If the visit involves the party splitting up, each adult should be provided with a small first aid kit.

The Group Leader is required to check the list of medical needs for the children attending the visit to ensure they are aware of any child's particular medical needs and their medical care. All necessary medication, such as epi-pens, inhalers, diabetic emergency kit, etc must be taken on the visit and available to the child at all times. All medical information is kept confidential.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils/participants and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibuss, all pupils/participants must wear a

seat belt. If a minibus is being borrowed or hired, the driver must have passed the LB Southwark test for the driving of council vehicles.

Water 'Margin' Activities

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the school mobile phone must be with the leader at all times.

Advice and guidance

Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

- Early Years children must wear wrist bands.
- All children and adults should wear high visibility vests.

On the bus/coach:

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.

Lead Member of Staff Supervision Checklist:

o Have you:

- Allocated supervisory responsibility to each adult for named pupils
- Ensured that each adult knows which pupils they are responsible for
- Ensured that each pupil knows which adult is responsible for them
- Ensured that all adults understand who is the overall Group Leader responsible for the supervision of the group
- Ensured that all adults and pupils are aware of the expected standards of behaviour

o Does each supervisor have a reasonable prior knowledge of the pupils, including special or medical needs.

o Has each supervisor:

- A list of pupils in their group
- Been instructed to supervise pupils directly
- Been instructed to regularly check that their group is present
- A clear plan of the activity and its purpose
- The means to contact the Group Leader or other supervisors if necessary
- The competence to exercise appropriate control of the group
- An understanding of procedures in the event of an emergency

o Has each pupil:

- Been informed who their supervisor is, where he/she is and how to contact them
- Been given clear, understandable and appropriate instructions
- Been told never to be alone
- Been told a meeting place to return to, or instructions to remain where they are, if separated from the group
- Been told of the expected standards of behaviour