

Educational Visits Policy



Educational Visits Policy- Document Status			
Date of Policy Creation	November 2018	Executive Headteacher	Denise Garner
Date of review	November 2020	EVC Leads	Denise Garner Vicki Prinold, Alyson Guest
Inception of new Policy	16 December 2018	Governor for Health & Safety	Alan Smith
Date of Policy Adoption by Governing Body	15 December 2018		

We believe in the importance of educational visits and acknowledge the importance of such visits to deliver the National Curriculum through direct experience. We acknowledge that when taking children on visits we have responsibility for their welfare and safety at all times. We believe that our responsibilities can be fulfilled through adequate planning of a visit and appropriate supervision of children at all times during the visit.

STAFF RESPONSIBILITIES

- All staff planning to take children on an off -site visit must inform the school Educational Visits Co-ordinator (EVC) **Denise Garner & Vicki Prinold**.
- Staff must complete a Planning and Risk Assessment form and have both documents signed by the Head teacher.

ORGANISING A VISIT

The organisation of a school visit can be broken down into four parts,

1. Planning (including risk assessment)
2. Preparation
3. The visit
4. Review

PLANNING

- All school visits should be relevant and meaningful to the children.
- They should relate to on-going work within school and be incorporated into planning.
- All new venues must be visited in advance to establish suitability and identify key areas such as coach dropping off points, toilets, and refreshment facilities.
- Venues which are visited on an annual basis should be referred to the EVC for a decision to be made regarding the necessity of a separate visit.
- Numbers of children participating in visit need to be established and ratios decided depending on their needs.
- Transport will need to be arranged via school administrative staff and
- Costings for the whole visit, including any admission charges, will need to be calculated.
- All charges for class visits must be discussed and ratified by the Head teacher before parents are informed.

PREPARATION

- Book the venue.
- Confirm requirements of visit and discuss any special issues.
- Decide which adults are going on the visit and how the children will be grouped.

The teacher in charge of the visit will be responsible for:

- organisation of adult helpers
- communicating with parents, agreed by Headteacher
- Letters should be passed through the office giving details of date of visit, venue, cost, lunch and special clothing requirements.

- All visits out of school require a signed consent slips from the parent (parents sign a generic form when children are admitted to school)
- arrangements for packed lunches – office to be given a list of names of children requiring packed lunches 5 days before day of visit.
- Careful selection of pupil groupings.
- Children with challenging behaviour to be with teacher whenever possible.
- Parent helpers to, wherever possible, assist teachers in a class different from that in which their own child is. This practise supports a consistent approach towards the management of all children in school.
- Transport requirements need to be communicated to the office as so as dates, timing and venues are decided.
- Only reputable coach companies are used and all transport must have seats for each child with seatbelts.
- Cost of visit to be calculated by teacher in charge and communicated to Headteacher who will then make the final decision about the financial contribution to be requested from the parents.
- Children whose parents do not pay cannot be excluded from participating in a visit.
- Money collected for visits to be entered in money box and record book by designated support staff and passed to office.
- Teachers are responsible for approaching parents to remind them about returning reply slips and payment.

THE VISIT

Before leaving school:

- Collect packed lunches from the kitchen.
- Collect first aid kits from the school office.
- Ensure that there is one mobile phone for each class.
- Collect inhalers and check any other medical requirements which children may have. Ensure all supervising staff are aware of these.
- Make sure that the children are correctly grouped; that they have a nominated partner and that they know which adult is responsible for them.
- Ensure that all adults have a written list of the children in their group.
- Ensure that the children are appropriately dressed and that they have had the opportunity to go to the toilet before leaving school.

Ratios:

A safe adult/ child ratio will be maintained at all times during the outing. Our outing ratio for Early Years will be: 1 adult to 4 children (3 year olds) 1 adult to 2 children (2 year olds). 2 adults to 3 children (Babies up to 2 years).

TRAVELLING TO THE VENUE

Local area visits

- Route to be taken must have been agreed and risk-assessed prior to visit
- Ensure that children walk with partner at all times.
- Supervising adults to walk on road side of pavement.
- Children to be counted frequently.

- When crossing a road staff to stand in the middle of the road and children cross in front. Indicate to children/other staff a point where you want them to wait on the other side.

Visits using transport

- Teacher in charge to ensure that coach driver acts in accordance with safety regulations.
- Staff to stand at door of bus and assist children as necessary e.g. check children ascend and descend steps safely
- All coaches to collect children from school gates
- The coach must not move until the teacher is satisfied that all the children have been accounted for and that seat belts have been fastened.
- *Take extra care when one class is split between two coaches. Confirm numbers before allowing one coach to leave.*
- Coach must not move off until children are a safe distance away. Remind the driver about this if necessary.
- Children not to eat or drink during the journey.
- Risk assessment obtained from coach company

AT THE VENUE

- Remind the children of the code of conduct when representing the school.
- Many school visits involve the children working with other adults at the venue.
- Staff responsibility is largely to ensure children are behaving correctly and that they are in the right place.
- Toilets – both boys and girls toilets to be supervised by a member of staff whenever they are used by the children during the visit.
- Be aware of details included on the risk assessment form which has been completed prior to the visit and act accordingly.

REMEMBER! Teachers have a '*common law duty of care*' for the children on the visit. If teachers are concerned at any time for the safety of the children it is their responsibility to stop the activity and explain their actions to the adult running it.

IN THE EVENT OF AN ACCIDENT

Assess the extent of any injury. What assistance is required, ambulance/first aider?
Seek appropriate help.

- Note details of how and when accident happened.
- In the event of hospitalisation contact school immediately.

GENERAL ADVICE

- Use common sense.
- Think ahead.
- Try to anticipate rather than react to developing situations.

EVALUATION

- Note any concerns/observations about venue/transport on the risk assessment sheet and tell the EVC. This will help to inform staff for future visits.

- Check risk assessment and decide if it is adequate. Note any amendments you feel may be necessary for future visits.
- Briefly list the outcomes for children
- Give the completed paperwork to the EVC.
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16B: PLANNING CHECKLIST

Name of Visit:

Dates:

	Task	Done
1	Read Telford and Wrekin LA's 'Guidelines for Educational Visits and Journeys'.	
2	For complex visits, ski trips, expeditions and visits to areas of potential unrest discuss ideas with Jo Barnett/Tracy Guy before making financial commitments.	
3	Prepare an outline plan (liaise with School's EVC about the proposed visit and obtain the Headteacher's provisional approval).	
4	Make a preliminary visit	
5	Complete the risk assessment	
6	Check credentials of providers	
7	Check insurance cover	
8	Obtain approval from OEA and notify LA where needed	
9	Plan travel arrangements. (Check for additional requirements for visits abroad)	
10	Financial planning (including charge for visit and contingency fund)	
11	Make staffing arrangements	
12	Make first aid arrangements	
13	Make emergency arrangements and contingency plans	
14	Identify steps taken to include pupils with disabilities	
15	Pass detailed plans, including documented risk assessment(s) to EVC for any comments and approval.	
16	Present detailed plans including documented risk assessment(s) to Headteacher and / or Governing Body where appropriate for final approval.	
17	Approval received	
18	Establish vaccination requirements (visits abroad)	
19	Communicate with parents (a parents' meeting is advised for residential visits and visits involving high risk areas or activities) and obtain consent.	
20	Establish health and disability needs of participants	

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21	Arrange group passports and visas (visits abroad)	
22	Prepare pupils (including identification arrangements)	
23	Accident reporting	
24	Evaluation sheet (if incident/near accident/ send to Jo Barnett	

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EDUCATIONAL VISIT PLANNING								
AIMS / OBJECTIVES								
EVC/HT /GOVERNOR APPROVAL	Please tick	LA NOTIVICATION (IF APPLICABLE)	Please tick	RISK ASSESSMENT COMPLETED	Please tick	AWARE OF PROCEDURES IN EMERGENCY PLAN	Please tick	
PARTY LEADER AWARE OF GUIDLINES FOR EV	Please tick	EMERGENCY CONTACT NUMBERS PARTY LEADERS MOBILE VENUE TELEPHONE NUMBER				PRELIMINARY VISIT UNDERTAKEN		Please tick
INFORMATION FOR PARENTS (list details of activities)				KIT NEEDED/BEHAVIOUR EXPECTATIONS				
PROVISION FOR SEN (all adults to be made aware of additional needs)								
CHILDREN WITH MEDICAL NEEDS (allergies, asthma, dietary needs etc)								

COMPETENCES OF LEADERS (QTS, HLTA First Aid etc)

VALUE FOR MONEY (Please say whether this Educational Visit was value for money and worth repeating)

- Charging policy
- Funding
- Voluntary contributions
- Deposit
- Cost

EVALUATION

WHAT WERE THE OUTCOMES FOR CHILDREN?

ANMMENDMENTS TO THE RISK ASSESSMENT (if applicable)

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 <p>Telford & Wrekin COUNCIL</p> <p>www.twccommercial.co.uk/educationalvisits</p>	Risk Assessment of (task/ area)						
	Carried out by:			Date:		Review date:	
	Risk assessment shared with children			Date:		Review date:	
Benefits: - Why do we do this?	focus:						
What are the hazards?	Who might be harmed and how?	Risk rating* L,M or H	What are we already doing? Actions to reduce risk	What further action is necessary?	By whom?	By when?	Done ?
**Do you need specialist assessments e.g. for venue, individual pupils and/or staff?							

SEVERITY			PROBABILITY	
outcome	example	score	outcome	score
MINOR	Bruising, minor cuts, mild irritation to skin or eyes	1	Unlikely (eg no previous history)	1
SERIOUS	Loss of consciousness , burns, broken	2	Possible (eg similar incidents have	2

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	bones, injury or condition resulting in 3 or more days absence		happened in the past)	
MAJOR	Permanent disability , major notifiable injury or disease	3	Probable (eg same situations have happened in the past)	3
FATAL	DEATH	5	Highly probable (eg has occurred recently here or in another organisation)	5

Probability score x Severity score = Risk Rating total

Risk rating total

- 1-4 low risk
- 5-10 medium risk
- 15-25 high risk

		PROBABILITY			
SEVERITY	FATAL	Medium	Medium	HIGH	HIGH
	MAJOR	Low	Medium	Medium	HIGH
	SERIOUS	Low	Low	Medium	Medium
	MINOR	Low	Low	Low	Medium
		Unlikely	Possible	Probable	Highly probable

****Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment



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Ref'	Educational visit leader - initial response	Tick / sign / time
E1	Ascertain the whereabouts of all pupils and staff. Ensure the emergency services are aware of anyone who is unaccounted for.	
E2	Contact the headteacher (or nominated emergency contact) to ask for support. Remember to clarify international dialling codes if abroad.	
E3	Establish a basic overview of the incident. Ensure that accurate, factual information is available for those arriving on-scene.	
E4	Establish arrangements to meet the immediate welfare needs of pupils and staff.	
E5	Identify pupils with Special Educational Needs (SEN) and anyone who may be particularly vulnerable. Inform the emergency services of any pupils or staff with known medical conditions or requirements.	
E6	Ensure that a member of staff accompanies any pupils to hospital but remember the safety of everyone else, even if unharmed. Do not leave anybody on their own and try to maintain an adequate adult / pupil ratio.	
E7	Ensure other staff are briefed (and given tasks) on a regular basis. Ask staff to maintain a log of actions taken and decisions made.	
E8	Keep a log of important information, actions taken and decisions made.	
E9	<p>Remember to retain any important items / documents. E.g.:</p> <ul style="list-style-type: none"> ▪ Contact details ▪ Consent forms (including medical and next-of-kin details) ▪ Maps ▪ Tickets ▪ Insurance policies ▪ Proof of identity ▪ Passports (if abroad). 	

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E10	Avoid making comments to the media until parents / carers have been informed.	
E11	Do not discuss legal liability with others.	
Ref'	Educational visit leader - ongoing response	Tick / sign / time
E12	Continue to assess any risks to pupils and staff. Take action to prevent further harm if necessary.	
E13	Act as the main contact for co-ordination of the response and work closely with the headteacher / nominated emergency contact. Continue to liaise with the emergency services and other organisations.	
E14	Continue to brief staff and allocate tasks on a regular basis.	
E15	Monitor and reassure pupils. Make arrangements for the longer-term welfare needs of pupils and staff.	
E16	Consult the headteacher (or nominated emergency contact) about arrangements for notifying parents / carers and reuniting them with their children.	
E17	Liaise with the tour operator / provider, if appropriate.	
E18	Try to obtain the names and contact details of any witnesses to the incident. If possible, obtain a written account from them.	
E19	If abroad, contact the Foreign & Commonwealth Office for support.	
E20	If abroad, check your insurance policy and seek insurance / legal advice before incurring any substantial expense (e.g. medical treatment).	
E21	Retain any receipts / documentation for insurance purposes. E.g.: <ul style="list-style-type: none"> ▪ Records of expenditure ▪ Medical certificates / hospital admission forms ▪ Police incident number. 	

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E22	Check that everyone who should have been notified of the incident has been informed. Remember that information given must be limited until the facts are clear and all parents / carers have been notified.	
E23	Ask the headteacher (or nominated emergency contact) to assist with developing a media statement, with support from other organisations as appropriate. Devise an ongoing strategy for dealing with media requests.	
E24	Ask pupils and staff to avoid speculation when talking to the media. Try to prevent the spread of misinformation (especially through the use of mobile phones).	
Ref'	Educational visit leader - recovery	Tick / sign / time
E25	Please refer to appendix 1 for providing welfare arrangements and post incident support after the initial emergency response.	
E26	Complete any necessary forms / paperwork.	

Record of accidents and incidents

EDUCATIONAL VISIT	DATE	CLASS	DETAILS OF ACCIDENT/INCIDENT	SIGNATURES	
				EVC	PARTY LEADER

16A: APPLICATION FOR THE APPROVAL OF OUTDOOR AND ADVENTURE ACTIVITIES AND NOTIFICATION OF AN EDUCATIONAL VISIT ABROAD 2016/17

Name of School/Youth group: _____

Visit _____

Dates _____

Address of School/Youth group: _____

Name of Party Leader: _____ Role: _____

Signature: _____ (signed by hand)

Tel: _____ Email: _____

The party leader should complete all relevant sections of this form as soon as possible once the preparations are complete. The party leader should have already received approval of the proposed visit in principle and should have regularly updated the EVC and Headteacher on the progress of the preparations. The party leader needs to pass on this application to the EVC for any comments and their signature prior to presenting it to the Headteacher.

When approval is given, a copy of this form should be retained by the Headteacher and another by the party leader. The Headteacher should be informed of any subsequent changes in the planning, organisation and staffing. Where required, the Headteacher should ensure that approval from the school governors is sought.

Advice and Approval

Outdoor and Adventure or Field Studies in 'high risk' environments.

Telford & Wrekin schools visits, which involve **outdoor and adventure activities (OAA) or field studies in 'high risk' environments** must submit this form to:

Jo Barnett, Outdoor Education Service Manager,
Telford and Wrekin Council, 2nd Floor Wellington Civic Offices Larkin Way Telford TF1X
Office Tel: 01952 382057 Mobile 07973716547

Please submit at the planning stage of the visit, or in any event, **six working weeks before the departure date. This is to allow any recommendations/changes to be acted upon.** Forms will be considered after this 6 week period but an authorisation cannot be guaranteed, the more notice you can give the better.

Arthog Wales

As Arthog Wales and Arthog Outreach Outdoor Education Centres are owned and managed by Telford and Wrekin Council, **please complete only the blue bordered sections** of this form. Include risk assessments for travel, any stops or activities en-route and any school led activities/ supervision or management of pupils when not in Arthog led activities. [NB: Arthog Outreach Booking Form already includes this information].

Travelling Outside England Wales and Scotland

For visits which involve **travelling outside England, Wales and Scotland**, a copy of this form should be sent to Jo Barnett as

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above no later than six working weeks before the departure date.

***Completing this form will help you with the planning process and in meeting your obligations.
Also this form will help the Local Authority and the School/College to support the Party Leaders.***

Purpose of visit and specific educational objectives:

1a. Type of Visit: Day Residential HRA VA (Visits Abroad
Arthog Wales OEC Other Please describe:

2. Address of place(s) to be visited*

Telephone:

3. Dates and times of visit:

Date of Departure:

Time:

Date of Return:

Time:

4. Transport arrangements: to include the name of transport company and vehicle registration number(s)

5. Organising / tour / package company (if any):

Name:

Address:

Tel:

Email:

Licence Number if registered with Adventure Activities Licensing Authority

6. Estimated cost and sources of funding (e.g. parents, sponsorships, pupil premium etc.)

7. Insurance arrangements for all members of the proposed party, including voluntary helpers:

Insurance Cover:

Policy number:

Insurance Company name and address:

8. Accommodation to be used:

Name:

Address:

Telephone:

9. Details of the programme of activities:

Cultural Activities: _____

Outdoor Adventure Activities: _____

Field Studies: _____

Sports Activities: _____

Forest Schools: _____

Other: _____

If you are using centre staff: I can confirm that a formal agreement has been made with the centre manager and that the staff from the centre and those from the school are fully aware of their roles and responsibilities.

YES NO

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10. Names, relevant experience, qualifications and specific responsibilities of adults accompanying the party as appropriate: (please add rows as required)

Name	Role	Qualifications & date gained (include any updates)	Relevant Experience (please be specific)	First aid Course & Date gained	DBS/CRB Ref. No and date

Access to sufficient and qualified first aid provision, suitable to the needs of the party, is available throughout the visit including activities and transport.

YES Please describe arrangements:

11. Name, address and telephone number of the school home base contact who holds all information about the visit of journey in case of an emergency:

	Name	Address	Tel	Mobile	Email
School					
Out of Hours 1st Contact					
Out of Hours 2nd Contact					

12. Existing knowledge of places to be visited (frequency and last date visited) and whether an exploratory visit is completed / planned? If not what methods have been used? Please comment.

13. Size and composition of the group:

Age range: _____

Number of boys:Number of girls:..... Total number of pupils:

- Nursery: **1:2]**
- Reception: **1:4** day
- School years 1 - 3, **1:6 day** (overnight's minimum **1:6**)
- School years 4 , **1:15** (overnight's minimum **1:10**)
- School Years 7 onwards **1:15** (overnight's minimum **1:10**)

Ratios met? YES ___ NO ___ Comment::

If not please include on Risk-Benefit Assessment

14. Information of parental consent:

All parental consent forms duly completed and signed have been received/will be received by (date):

15. Numbers of pupils with special educational, disability or medical needs:

SEN: _____

Disability: _____

Medical: _____

Specific Risk Assessments have been completed to meet the above specific needs and attached to the form and attached?

YES NO Comment:

16. Governing Body approval:

Does Governing Body approval need to be given for this visit?

YES NO Comment:

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(The need for Governing Body approval for particular visits will vary depending upon individual schools' notification and approval arrangements so check your school policy);

If **YES** Approval given/sought (date of Governing Body meeting): _____

BEFORE YOU SEND THIS FORM, PLEASE MAKE SURE THAT YOU ATTACH THE NECESSARY RISK ASSESSMENTS (PLEASE NOTE – IF USING AN EXTERNAL PROVIDER FORM 16D MUST BE ATTACHED UNLESS THEY ARE ON THE CURRENT APPROVED PROVIDERS LIST.

PLEASE ENSURE THAT PARTY LEADER AND STAFF ARE FAMILIAR WITH THE DOCUMENTATION PRIOR TO THE VISIT

19 .Educational Visits Coordinator (EVC) approval:

17.Please attach Risk Assessments for:

Travel Risk Assessment

nt

High Risk Activities

Fieldwork Activity

Management of pupils when not in activities and/or self-led activities

Forest School

18. External Provider Declaration

If you are using an External Provider you must ask them to complete a Form 16D This must be submitted with FORM 16A.

Check section 9 of the Regulations and Guidelines for Educational Visits and Journeys

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I can confirm that the party leader has liaised with me over the planning and organisation of this visit. I can confirm that the arrangements have been made in accordance with the requirements of the LA's 'Guidelines for Educational Visits and Journeys'.

Full name of EVC: _____

Signed (**NOT TYPED**): _____

Date: _____

Please scan and email a copy of the form to jo.barnett@telford.gov.uk

20. Headteacher / Line Manager approval:

I have studied this application form and am satisfied with all aspects planning, organisation and staffing of this educational visit. Approval is hereby given:

Full name of Headteacher / Line Manager: _____

Signed (**NOT TYPED**): _____

Date _____