

Brown's C of E Primary School



Every Child Matters

POLICY

For

Educational Visits 2023-2024

***'So in everything, do to others what you would have them do to you.'** Matthew 7:12*

Policy Co-ordinator: Executive Headteacher/Head of School

Original Policy Dated: September 2021

Reviewed Policy Date: September 2023

Presented to Academy Committee:

Caring. Learning. Enjoying. Achieving. All within the love of God

Introduction

Brown's C of E Primary School adopts the guidance and procedures issued in the Lincolnshire County Council document "Educational/Off Site visits, Policy and Guidelines 2010". This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

Inclusion

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

Procedures

Under and health and safety laws, schools are required to obtain appropriate approval for Educational visits.

For certain categories of visits (Type B visits) schools must seek and obtain approval from the Authority. In distinguishing which types of visits require the Authority's approval, the following categorisation has been adopted:

Type A

- Educational low risk off-site visits, up to one day duration, e.g. theatre visits, museum visits, visits to local schools for an event.

Type B

- Educational off-site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.
- Visits involving adventurous activities.
- Visits to farms or theme parks.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK, including Foreign Exchange visits.

Staff wishing to undertake a **Type A** visit should submit the details on Form 1 to be signed by the EVC or Headteacher. They should also liaise with the School Office to cost and book the visit.

The Visit Leader must undertake the completion of the Risk Assessment (Form 5). Venues to be visited may also supply their own risk assessments. It is highly recommended that staff visit venues prior to the visit in order to make informed assessments.

Staff wishing to undertake a **Type B** visit must seek approval from the Academy Trust and complete Form 1 and Form 5 (Risk Assessment). After the forms have been checked and approved by the EVC

or Executive Headteacher, they must be submitted to the Authority **at least 6 weeks prior to the visit taking place.**

Both Type A and Type B visits are to be applied for using the EVOLVE online system. Teachers can find more details about this from the School Office.

Following **all** visits the Visit Leader should undertake a review. Any incidents or accidents should be reported in accordance with the reporting requirements. Form 4 must be completed for all educational visits within 14 days of the completion of the activity/visit/expedition and be signed by the EVC or Executive Headteacher. Completed Form 4s will be returned to the Authority for Type B visits.

Parent/Carer Consent

It is a requirement that a signed parental consent form is obtained from the parents/ carers of all pupils participating in Educational Visits (Form 3A/3B). Proposed activities/aims of the educational visit should be outlined to parents/carers. Details of departure/arrival should be explained to parents. Medical information and emergency contacts must also be obtained.

Payment for Visits

Please refer to the school's 'Charging and Remissions Policy'

Duties and Responsibilities

- All staff have a duty of care for the welfare and safety of all children taking part in an educational visit.
- Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.
- Every adult accompanying the visit must have a role.
- The Visit Leader should brief all adults as to their roles and responsibilities
- during the educational visit. **By signing the Risk Assessment, the Visit Leader confirms that all adults on the visit have read, understood and adopted the written Risk Assessment.**

Ratios

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.

- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

The following are regarded as the minimum ratio acceptable on any visit:

- 1 adult for every 6 pupils in Years 1 – 3. (Under fives in the Early Years Foundation Stage should have a higher ratio).
- 1 adult for every 10 pupils in Years 4 – 6.

If any of the supervising adults are parents of a child participating in the visit, then one additional adult, who does not have a child on the visit, must be added to the total number required in line with the Authority's Policy.

Bus/Coach Hire

Visit Leaders must liaise with the School Office to book an operator who holds a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken. Every passenger must have their own seat. All coach seats must be fitted with seat belts.

Please refer to the Lincolnshire County Council Policy and Guidelines document for Staff, Parent/Carers vehicles.

Emergency Procedures

Procedure in the event of an incident, accident or emergency – **this is the responsibility of the Visit Leader.**

- Form 10 should be taken on every visit.
- Following the procedures on the checklist, as appropriate, in the circumstances.
- For all incidents, the Authority's Accident reporting procedure must be followed.

The Visit Leader should have the school telephone number (01529 240367) and telephone numbers of a Base Contact, i.e. Designated senior member of staff. They should leave their own mobile telephone number with the school office and with the Base Contact. They should also have a full list of names, addresses and telephone numbers of parents/carers of all pupils involved in the visit.

Further Information

Brown's C of E Primary School's current EVC's are Mr George Trafford and Mrs Laura Maddick. For any further information regarding Educational Visits please consult the EVC or the Lincolnshire County Council Education/Off Site visits Policy and Guidelines document. Copies of forms are available online from the Lincolnshire County Council website.