

NETHER GREEN JUNIOR SCHOOL

POLICY FOR
EDUCATIONAL VISITS



Nether Green Junior School

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POLICY STATEMENT FOR EDUCATIONAL VISITS

Definition

An Educational visit is any occasion in which pupils are away from the school premises and engaged in a supervised activity organised by the school either directly or indirectly. All such visits will be organised in line with school policy, which follows LA and National guidelines, and is regularly reviewed.

Philosophy

Our aim at Nether Green Junior School is to ensure that all pupils have the opportunity to participate in educational visits to support, enrich and extend their academic and social development. Educational visits will raise pupils' awareness and understanding of the environments in which they live and build upon their strengths, interests, and experiences. They will also develop children's confidence to learn and work both independently and collaboratively and enable them to respond positively to different opportunities, challenges and responsibilities.

Rationale

All pupils will derive educational benefit from taking part in visits with their school. Visits offer pupils the chance to experience a diversity of opportunities outside the classroom which supports and extends their learning in school. Residential visits in particular encourage greater independence and development of the whole child including academic, social and physical skills.

Purpose

- To support the school aims by providing children with a broadly based education which makes use of the local and wider environment
- To develop key skills and understanding about the world they live in including observation, investigation, enterprise and innovation
- To develop social skills such as independence, leadership and citizenship
- To help pupils form and maintain positive relationships
- To raise achievement by boosting self-esteem and motivation
- To develop their physical skills and encourage pupils to recognise the importance of pursuing a healthy lifestyle and keeping themselves and others safe and learning to assess risk for themselves and others
- To promote education for sustainable development
- To make learning more relevant by bringing it to life and providing 'hands on' opportunities

Planning Guidelines

- All visits will be planned with regard to outdoor education visits guidelines, (school, LA and National) and will comply with relevant legislation
- Governors will be informed in advance of residential visits that are taking place
- Risk assessments will be carried out in accordance with the LA recommendations using the Evolve visits (EVOLVE visits is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities) to ensure the health and safety of children on all visits
- Risks will be assessed and measures introduced to control and minimise identified risks. Risk assessments will be approved by the Educational Visits Co-ordinator (EVC) who is the deputy headteacher and then the headteacher; these will then be shared with all appropriate staff and volunteers
- All visits meet guidelines of Health and safety at work act
- Every effort will be made to include all pupils in a planned programme of visits, but any pupil whose behaviour is considered to be a danger to themselves, or to the group, may be prevented from going

- on the visit. The parents/carers will be informed of this decision and reasons given. The curricular aims of the visit for these pupils will be fulfilled in other ways wherever possible
- All visits will be linked with the school and national curriculum, ensuring the development of skills and progression of opportunities
 - Parents will be provided with full information about the visit and their permission will be gained for every visit. Without parental permission in writing, the child may not be able to attend the visit. Note – Parents are asked for permission for local visits on entry to school but will be informed of such visits taking place.
 - The venue for the visit will be chosen after consideration of its suitability according to the following:
 - the topic of the study
 - the age and stage of development of the children
 - the most suitable venue
 - the cost
 - the type of visit needed
 - previous staff knowledge of the venue
 - expertise provided at the venue
 - For residential visits parents will be kept fully informed about the visit and will be invited into school for an information sharing evening
 - Teaching Staff at the school will not charge for their time but will not be expected to incur any residential or transport costs

Payment/Charging

In accordance with the school charging policy, parents/carers will be asked for voluntary contributions in order to cover the costs of the visits. No child will be excluded on a day visit because of non-payment but if insufficient money is collected to cover the costs, the visit could be cancelled. School fund may be used to subsidise the cost of visits.

It is our policy to offer the children the opportunity to take part in residential visits in Year 4, Year 5 and Year 6. The venue will be chosen to give the children experiences that are both educational and social. As attendance on the residential is not compulsory (although we do encourage all children to participate) and activities are not wholly in school time, parents/carers will be asked to pay the full costs of the visit, unless the child is entitled to pupil premium funding in which case there will be no expectation of payment. The school offers the opportunity for parents/carers to pay in instalments.

It is not usually possible for monies paid out for residential visits to be refunded if a child is unable to attend. However we understand that there may be exceptional circumstances, for example illness, and in these situations parents/carers should contact the school for further advice and information; this may lead to making a claim through the Local Authority insurance scheme. For further information parents/carers can ask in the school office or check on the school's website where full details of the scheme are given. Parents/carers will be made aware of this when they apply for a place on a residential visit.

Unfortunately all individual children must be asked to pay; a subsidy cannot be given for siblings in the same year group.

Guidelines for School Educational Visits

The following guidelines must be followed by everyone involved in an educational visit at Nether Green Junior School.

Responsibilities for visits

Approval for visits

The Head teacher's/Educational visits co-ordinator agreement must be obtained and the risk assessment approved by the EVC/LA before a visit takes place. The deputy head teacher will keep the governing body informed of all planned residential visits and will provide the governing body with a record of all visits taken during the previous term.

Governing body

- Ensure that the visit has a specific and stated objective
- Should satisfy themselves that the risk assessment has been carried out, that appropriate control measures are in place and training needs have been met
- Ensure the visit has plans which comply with regulations and guidelines
- Ensure that the leader reports back after the visit
- Ensure they are informed about less routine visits well in advance and proposals for all residential visits are assessed

Head teacher/ Educational visit co-ordinator

- Ensure the group leader is competent to monitor the risks throughout the visit
- Ensure adequate child protection procedures are in place
- Ensure that staff have had adequate training
- Ensure that the group leader has experience in supervising the age groups going on the visit and will organise the group effectively
- Ensure the governing body are kept informed of planned residential and less routine visits

Educational Visits co-ordinator (deputy head teacher)

- Ensure visits comply with LA and National guidelines
- Ensure all necessary actions have been completed before the visit begins
- Ensure the risk assessment has been completed and appropriate control measures are in place
- Ensure the risk assessment is submitted for LA approval (residential visits, adventurous activities and less routine visits)

Group leader role

One experienced member of staff should be nominated as group leader. This person has overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group.

The group leader should

- Inform the head teacher of the planned visit and gain agreement
- Be aware of child protection issues
- Follow the policy guidelines
- Be suitably competent to instruct pupils in an activity or have ensured that the person leading the activity is fully competent
- Be familiar with the location and have carried out a pre visit if possible
- Undertake and complete the planning and preparation of the visit including briefing of the group members and parents. Ensure that other teachers and supervisors are fully aware of what the visit involves
- Ensure the ratio of pupils to supervisors is appropriate and the EVC is informed of the names of all adults who will be supervisors on the visit
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality

- Undertake a complete risk assessment and hand in to Education Visits co-ordinator at least 2 weeks before visit – 6 weeks if it is a residential (see section on risk assessments)
- Review the visit after it has taken place and inform the educational visits co-ordinator of any adjustments which may be necessary or of any incidents which may have occurred
- Ensure parents have signed consent forms
- Ensure arrangements have been made for the medical needs and special educational needs of all the pupils
- Ensure first aid provision will be available
- Ensure the mode of transport is appropriate
- Ensure the office is informed of travel times and the names of children, staff and volunteers attending on the day of the visit
- Ensure there is a contingency plan in place for any delays etc
- Ensure group supervisors have a copy of the risk assessment and emergency procedures
- Ensure the pupils' details are taken and that all group leaders are aware of any medical/special needs of any of the pupils

Teachers/Support Staff

School staff must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- Follow the instructions of the group leader and help with control and discipline
- Prepare pupils for the visit
- Undertake any tasks to support the group leader
- Be familiar with the risk assessment and follow the control measures identified

Adult volunteers

Any volunteers on the trip should be clear about their roles and responsibilities during the visit. Current regulations regarding DBS will be adhered to. They should:

- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils for a long period of time (approximately over 1 hour) except where it has been previously agreed as part of the risk assessment or in an emergency situation
- Follow the instructions of the group leader and teacher supervisors and help with control and discipline
- Speak to a member of school staff if concerned about the health or safety of pupils at any time during the visit

The group leader will meet with adult volunteers before a visit to outline roles and responsibilities. It must always be remembered that teachers have ultimate responsibility for the safety of pupils and therefore set the rules.

Pupils

Appropriate staff should make it clear to pupils that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit
- Dress and behave sensibly and responsibly
- Be informed before the visit about expectations – by either group leader or headteacher

Parents/Carers

Parents should be able to make an informed decision on whether their child should go on the visit. The group leader should ensure that parents are given sufficient information in writing and are invited to any briefing sessions. Support will be given for parents who have English as an additional language if necessary. Parents will need to ensure that the permission slips are returned to school on time. They should also ensure that the group leader is given information about their child's emotional, psychological and physical health and provide any medical information which might be relevant to the visit.

Parent helpers cannot bring along a younger child as this will impact on their ability to fully supervise junior pupils.

Parent helpers must be available to help for the duration of the visit or time previously agreed with the group leader.

Liaison with Parents/Carers

The more complex the visit or activity, the more information the parents will require. A standard letter is provided (see appendix) which will be suitable to adapt for most visits, apart from residential visits where more information maybe required.

Essential information should be passed on in writing.

The following checklist should be used to ensure parents are kept fully informed.

CHECKLIST – INFORMATION TO PARENTS

- ◆ The educational aims and objectives of the visit
- ◆ A list of all potential activities which may be undertaken during the visit
- ◆ Name and address of the destination and any other centres to be visited
- ◆ Method or travel /Name of travel or coach company
- ◆ An emergency contact point for parents
- ◆ Time and place of departure and return, arrangements for supervision generally and during the designated activities
- ◆ Meal arrangements (including those on the journey – packed meals, drinks etc.)
- ◆ Details of staff accompanying the children
- ◆ Details of other adults accompanying the party – (not named)
- ◆ Advice concerning inoculations e.g. tetanus in the case of visits within this country.
- ◆ Total cost of visit (including date of final and stage payments and the effects of late payment)
- ◆ Amount of spending money to be taken
- ◆ Method of payment
- ◆ A checklist of clothing and other equipment needed.

In the case of a residential visit, the letter should invite parents into school to discuss the visit in detail and to alert them to the relevant forms which must be completed. It is recommended that this meeting takes place before pupils are fully committed financially to the visit.

CHECKLIST – INFORMATION REQUIRED FROM PARENTS (residential visits)

- ◆ Consent for their child to attend the visit – in writing
- ◆ How to contact parents or another member of the family in case of an emergency
- ◆ Name and address of the child's GP
- ◆ Details of the child's health and fitness
- ◆ Details of any medication being taken, dosage and frequency
- ◆ Details of any known allergy
- ◆ Details of dietary requirements
- ◆ Permission for medication to be administered (e.g. prescribed medications, routine pain relief and emergency medication by emergency services)

Planning Visits

Whether the visit is to a local park, museum or swimming pool or is a residential visit, it is essential that formal planning takes place before setting off. Planning for the visit should take account of school policy, LA guidelines – including the group leader being familiar with the **Health and Safety Code of Practice – 14 FOR STAFF ORGANISING EDUCATIONAL VISITS** and the **DfES document – 'HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS – a good practice guide'**

The group leader should ensure that the following tasks are completed as part of the planning process.

1. Gain the Head teacher's agreement for the visit – wherever possible this should be done at least a term in advance
2. The group leader should undertake an exploratory visit and ensure the venue is suitable. If this is not feasible, the group leader will have to consider how to undertake an adequate assessment
3. The group leader should carry out a risk assessment every time the children work away from the school premises. (see appendix for event specific and generic risk assessments)
4. A risk assessment of the premises and facilities of any venue to be used for a visit will be undertaken. If the visit involves activities that are to be supervised or taught by any other staff or instructors, then evidence of their suitability and qualifications held will be established via the establishment's AALA and LoCT badge. Risk assessments for low risk activities will be given to the educational visits co-ordinator at least 2 weeks before the visits. For adventurous activities and residential visits, risk assessments should be given 6 weeks in advance. The educational visits co-ordinator will forward a copy to the LA to seek their approval before the visit can take place.

- The group leader should take the following factors into consideration when assessing the risks
- The type of visit/activity and the level at which it is being undertaken
 - The location, routes and modes of transport
 - The competence, experience and qualifications of supervisory staff
 - The ratios of teachers and supervisory staff to pupils
 - The group members age, competence, fitness and temperament and the suitability of the activity
 - The special educational or medical needs of pupils
 - The quality and suitability of available equipment
 - Seasonal conditions weather and timing
 - Emergency procedures
 - How to cope when a pupil becomes unable or unwilling to continue
 - The need to monitor the risks throughout the visit
5. Check school staff have the necessary training/skills
 6. Inform school office if out over lunch time - at least 3 weeks in advance and advise of lunch arrangements School clerical staff should inform kitchen at least 3 weeks in advance and order free school lunches for all those eligible
 7. Ensure all necessary equipment is available
 8. Organise transport – if booking a coach, check it is on the LA approved list through the Evolve website
 9. Any members of staff using their cars should give a copy of their insurance documents to the office to ensure they have appropriate insurance
 10. Prepare and send out letter to parents – see check list. A standard format is available
 11. Send any information needed to provider
 12. For residential visits, organise a briefing for parents
 13. Liaise with all adults attending the visit
 14. Ensure a contingency plan is in place and emergency arrangements are considered
 15. Ensure financial arrangements are in place and monies are collected in on time so if necessary the visit can be cancelled
 16. Ensure first aid provision is in place
 17. Ensure pupils' individual details are taken on the visit
 18. Ensure the school mobile is fully charged and taken on the visit
 19. All check lists should be filled in and the list of children and adults attending on the day and given to the staff in the office
 20. Ensure the visit is evaluated after it has taken place and report any incidents and necessary adjustments to the educational visits co-ordinator
 21. Planning checklists should be used in the planning process and on the day as an aide memoir. (see appendix)

Organisation

All activities should be pre planned and a risk assessment produced. This should be given to the Education visits co-ordinator at least 2 weeks in advance for low level visits and 6 weeks in advance for residential visits or medium risk visits.

Parents should be given as much notice as possible. For residential visits, the opportunity to pay in instalments must be given.

A general cover letter will be obtained giving parents permission for short local visits which may happen on a more spontaneous basis.

On residential visits any supervising adult should only drink alcohol in strict moderation. No alcohol should be consumed or cigarettes smoked in the presence of pupils.

Resources

For further information group leaders can refer to

- The educational visits co-ordinator in school (deputy head teacher)
- Sheffield LA Educational Visits Guidelines Health and Safety Code of Practice 14 (link on desk top of school computers)
- The LA outdoor education specialist at Thornbridge Outdoors (EVOLVE)
- The Head teacher

Equal Opportunities

It is the aim of the school to ensure as many eligible children as possible have the opportunity to attend all school visits. All visits should be organised with the needs of all children in mind. Assessments relating to accessibility and children with special needs need to be taken into account by the visit organiser. If necessary and where possible, adaptations should be made. If it is thought that a child's behaviour may be a health and safety risk for themselves or others on the visit, it may be necessary to exclude the child from the visit.

Visits at Nether Green Junior School will follow the national guidelines for the ratio of supervisors to children. If this level is not to be met, the head teacher must be informed and make an informed decision as to whether the visit can safely take place.

Ratios

- Y3 1 to 10
- Y4-Y6 1 to 10 (for some local visits 1 to 15)
- Residential 1 to 10
- Whole school events e.g. Easter bonnet parade – at least two adults per class
- IRU 1 to 2

Level of risk

All visits will be assessed to determine which level of risk they fall into and appropriate responses taken.

Low risk activities – anything that a normally qualified teacher/leader would be able to lead without having to undergo any other specialist training i.e. trips to the theatre, theme parks etc. Leader qualifications are not required.

Medium risk activities – activities that require skills over and above the normal skills of a teacher i.e. mountaineering, sailing etc. Leader qualifications are required by leaders before the children can undertake these activities. These will routinely be led by a registered provider which must meet recognised standards and will hold AALA or LoCTA badge.

High risk activities – activities which do not assure a safe outcome regardless of the leader's competence i.e. solo caving, solo climbing etc. **Activities in this category must not be undertaken**

APPENDIX

- ◆ Risk assessment
- ◆ Standard example letter for parents
- ◆ Check list planning visit
- ◆ Check list day of visit
- ◆ Check list of information to parents
- ◆ Check list of information from parents

PLANNING CHECKLIST FOR EDUCATIONAL VISITS use the update

Date of visit _____ Reason/type of visit _____

Venue _____ Group leader _____

ITEM	CHECKED	INFORMATION/NOTES Addresses/who/how many
Agreed with Head		
Accompanying staff		
Any necessary training		
Visited previously		
Transport organised		
Costs Transport Venue Insurance Other Subsidy		
Cost to child		
Copy of letter to Deputy Head to check before it goes out		
Letters sent to parents		
Insurance		
Risk assessment		
Information needed by provider/sent off		
Accompanying parents		
Equipment/Work sheets		
First Aid		
Time of departure		
Time of return		
Individual needs		
Toilet		
Lunch arrangements		
Returned consent letters		
Inform any staff who will be affected		For example music staff or colleagues if you are borrowing support staff etc
Inform office		Remember to ask them to book free school meals to be made List to office staff who will provide personal details list contacts/ medical etc

Notes		
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DAY OF VISIT CHECKLIST

ITEM	CHECKED
Register of children and adults sent to office	
Equipment	
Lunches	
Drinks	
2 copies of class/Group lists - including contact and medical details	
First aid kit	
Sick bags/buckets/paper towels	
Inhalers/medicines	
Cheques/money	
Mobile phone - have you given number to office	
Information about venue - e.g. booking slip address telephone number	

GUIDELINE ONLY

Date.....

Dear Parent/Carer,

As part of our *topic work, purpose of visit* this term, *state class/ year group* will be going on a visit to The visit will take place on The visit has been organised by, the group leader is The visit will be supported by *staff/parents*

The children will (Include mode of transport, route and brief outline of activity
.....

The children will leave school at and return to school for

The children will need to take with them a packed lunch (if your child is entitled to free school meals, sandwiches will be provided), and a non-fizzy drink in an unbreakable, resealable container (please do not send cans). Please do not let your child bring sweets.

Please make sure your child has a waterproof coat and is wearing sensible shoes and warm clothes. Please provide a change of clothes and towel. If the weather is likely to be hot please provide them with a sun hat and sun-cream. Also if your child needs medication, e.g. an inhaler, please make sure they take this on the visit with them. Please note medication other than inhalers should be given to the teacher with written instructions before the visit. Without this your child will not be able to attend. It is also important that if there are any medical/individual needs your child has that we don't know about already that you inform us.

In order to cover the cost of travel and we are asking for a voluntary contribution of If enough contributions are not received we will be unable to go on the visit. Parents will be welcome to attend, if you are able to come please indicate on the slip below. It would cost Your child may bring up to ??? for spending money/your child should not bring any other money with them.

The emergency contact for the visit will be Mrs Kerry Jow in the school office. If the visit is unable to go ahead we will *state contingency plan*.

Please fill in and return the permission slip below by _____ at the latest. If it is not returned by this day your child will not be able to attend.

Yours sincerely,
Teachers names

Reply slip for bottom of letter

Please fill in and return the slip below it is important that you give us all the requested information.

Name of child Class

I give permission for my child to attend the visit to

My child will be collected / Go home alone

I enclose a contribution of YES / NO

I would like to attend YES / NO

My child has had an up to date tetanus injection YES/NO

Is there any medical information you would like to inform the school about, which is in addition to the information we already hold. YES/NO (If yes please state on reverse)

My emergency contact number for the day of the trip is

SignedParent/ Carer

Note – on standard letter for Residential trips, we MUST request permission to administer Calpol.