



Part of the Tibberton CE Primary School and  
St Lawrence CE Primary School Federation

# Educational Visits & Journeys Policy

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**Revised: November 2019**

**Consultation with staff and Governors**

**and adoption of policy: Autumn Term 2019**

**Review date: Autumn Term 2022**

## **Introduction**

School visits and journeys which provide opportunities for learning through direct experience have become an integral part of the curriculum but the safety of pupils must always be the first priority.

**The safety of all children and adults participating in an educational visit or journey is of paramount importance.**

**It is the duty of the party leader to lead collaborative risk assessments undertaken by all adult supervisors for any planned visits and journeys thoroughly by following the procedures and guidelines outlined below.**

**Any doubt about the safety of any member of the party should be taken seriously and if in any doubt the visit should not go ahead. We cannot risk the safety of any of our children.**

**All risk assessments MUST be written and retained for future reference.**

**St Lawrence - Visits and Visitors File  
EVC co-ordinator - Mrs Amanda Care  
Tibberton – Risk Assessment Folder  
EVC Co-ordinator - Mrs Tomkinson**

**Risk assessment documentation is a legal requirement and subject to Audit.**

**All staff planning visits should read and follow the detailed guidance in the Telford & Wrekin LA "Guidelines for Educational Visits and Journeys" which can be found on the OLE.**

“Guidelines for Educational Visits and Journeys”

(The Local Authority’s School Effectiveness and Governance Handbook is kept in the Staff Room)

Learning outside the classroom has become an integral part of the curriculum at Tibberton C of E Primary School and St Lawrence C of E Primary School. These visits provide a stimulus for learning across the curriculum and form part of our long-term plan. Pupils can derive a good deal of education benefit from taking part in visits with their school and teachers are encouraged to provide these opportunities. The visits can help to develop a pupil’s investigative skills and longer visits in particular can encourage greater independence.

The safety of pupils on these visits is our first priority. Since out of school visits occur relatively infrequently, they are to a lesser extent part of professional awareness. Therefore, the organisation and management of children and other adults needs special consideration. Teachers leading visits must give special attention to assessing the risk to children, on both day and residential visits, before the visit takes place. The degree and type of risk and danger will vary dependant on the activity, the environment, the conditions and the competence of those providing the activity.

Risk Assessment documentation is a legal requirement and is subject to audit. They must be thorough and signed by the Headteacher or the Educational Visits Co-ordinator (EVC) before the visit. Upon return complete the evaluation and leaving the hard copy with the office staff.

All Risk Assessments, whether written or electronically documented, must be retained for future reference. A copy of these can be found in the Risk Assessment folder, which is kept in the School office or the ‘Workgroup’ (T drive) Risk Assessments.

### **The Scope of School Visits and Journeys**

School visits and journeys include a wide range of activities. The range can extend from pupils walking to the local library, swimming pool, museum, or river through to pupils undertaking adventurous activities. Between these two extremes come a whole variety of activities:

- Visits entirely contained in a timetabled school day to places of educational interest in the locality;
- Visits to other schools for sporting events and fixtures and other activities;
- Visits extending beyond a timetabled day to, for example, the theatre, concerts and sporting events;
- Visits to residential centres
- A range of visits and journeys involving outdoor and adventurous activities

### **Planning and Organisation**

All visits must be planned and organised in accordance with the guidance and requirements of Telford & Wrekin 'Guidelines for Educational Visits and Journeys'. Whatever the visit or journey, whether to a local park, museum or swimming pool, or if it includes a residential stay, it is essential that the formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. If necessary, the teacher leading the visit should make a pre-visit inspection. Any questions about this process can be directed towards the EVC and Head Teacher

### **Checklist for Planning an Educational Visit or Journey**

The use of a checklist (see Appendix A) is recommended to ensure consistency and coherence of planning. Party Leaders should complete a checklist to be signed by the Head Teacher / EVC.

It is essential that there is a planned agenda for educational visits which is shared and understood by all adults planning to go on the visit.

Formal approval for visits is given within the school. The approval and notification form is given to the Headteacher for approval. 5

## **Party Leader Responsibilities and Supervision**

The party leader should have overall responsibility for the supervision and conduct of the visit and must have regard to the health and safety of the party. The party leader should:

- Obtain the Headteacher's prior agreement before any off-site visit takes place;
- Work under the direction of the EVC in relation to the planning and organisation of the visit;
- Appoint a deputy;
- Clearly define all adult supervisors' roles and ensure that all tasks have been assigned;
- Be able to control and lead pupils of the relevant age range;
- Be aware of child protection issues;
- Ensure that adequate first-aid provision will be available;
- Undertake and complete the planning and preparation of the visit including briefing of party members and parents;
- Undertake and record a comprehensive risk assessment;
- Evaluate visits and / activities and advise Headteacher and EVC where adjustments may be necessary;
- Ensure that the ration of adult supervisors to pupils is appropriate for the needs of the group
- Ensure that any accidents, incidents and/or near misses and any other relevant reporting requirements are met

All adult volunteers, accompanying children regularly ie. on more than three occasions in 30 days, on visits, journeys or any residential visit, must have undergone an enhanced DBS check. If the adult supervisor is not regularly accompanying children, the Headteacher and EVC must ensure that the adult supervisor is not left on their own with children but are under the direction of the party leader and supervised by a teacher or TA.

### **Risk Assessment**

A risk assessment for a visit need not be complex but it should be comprehensive. A risk assessment will never eliminate risk, it is designed to identify what the risks are, and to put in place the safeguards to minimise them.

The risk assessment should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- how could they be harmed?

- what safety measures need to be in place to reduce risks to an acceptable level?
- what additional measures should the party leader put in place?
- what steps will be taken in an emergency?

The person responsible for the risk assessment should record it and give copies to all teachers / supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

Frequent visits to local venues such as swimming pools may not need a risk assessment every week, but will need an evaluation completed after every visit. A generic assessment of the risks of such visits should be made and reviewed at regular intervals, and careful monitoring should take place.

The party leader and other adult supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

### **First Aid**

First Aid should form part of the risk assessment. Before undertaking any off site activities, the Head Teacher or party leader should assess what level of first aid might be needed. On any visit, a trained first aider should have good working knowledge of first-aid and ensure that an adequate first-aid box is taken. For outdoor and adventurous activities (OAA), visits abroad or residential visits, at least one of the group's adults should be an appropriately qualified first-aider.

The minimum first-aid provision for a visit is:

- a suitably stocked first-aid box
- a person appointed to be in charge of first aid arrangements

Other considerations when considering first-aid needs should include:

- wherever practicable, a suitably qualified first aider
- specialist items (e.g Epipens, Inhalers) needed by individual members of the group (see children with medical needs lis).
- School emergency inhaler.

Any up to date list of staff who are trained First Aiders is located around the school and available from the office.

### **Financial Planning**

The party leader should ensure that parents have early written information about the costs of the visit, and how much each parent will be charged or asked to contribute. Parents should be given enough time to prepare financially for the visit.

The Head Teacher should ensure that banking arrangements are in place to separate the visit's receipts from other school funds and from private accounts.

Parents must be told that any voluntary contribution is not compulsory, and the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to voluntarily contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed. The School Governors, as part of the school budget setting arrangements, allocate an amount of money each year to support the shortfall costs. This ensures that all planned visits go ahead.

For residential visits to the Arthog Outdoor Education Centre, parents in receipt of Working Tax Credit with an annual income, as assessed by the Inland Revenue, that does not exceed an agreed amount, will also qualify for remission of board and lodging charges. This cost will be met by the school through the Pupil Premium Grant.

### **Teachers leading visits must note:**

- A letter should be drafted to parents outlining the details of the event,
- The parental consent form will be included with the detailed information for individual visits sent to parents.
- The parental consent form for swimming or activities that require children to be able to swim does not remove the need for party leaders to ascertain for themselves the level of the pupil's swimming ability.
- Consent for swimming activities **does not** apply to swimming in the sea or open inland water.

## **Planning Transport**

Local coach companies are used to transport children, the best tender is accepted.

All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years (inclusive) must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.

Children aged between 3 and 14 years must use an adult seat belt, or, if available for those under 135cms in height, a child seat, booster seat, booster cushion

Children will not be transported in private cars, either staff or parents.

The party leader is responsible for the group at all times including maintaining good discipline.

In the event of an accident

1. Attempt to park in a safe place
2. Keep the passengers in the vehicle unless they are at risk by doing so. On a motorway children should be taken away from the road.
3. Note the precise location.
4. Assess the situation and report the details to school as soon as possible.
5. An adult must stay with the children at all times.

## **Delays**

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

School numbers:

St Lawrence CE Primary School	01952 387780
Tibberton CE Primary School	01952 387790

## Supervision Care and Responsibility

Teachers and other adult supervisors must act towards the pupils as a careful parent would towards his or her children in similar circumstances.

**In practice this means that all party supervisors will need to undertake greater care than that expected of the most careful parent.**

The party leader is responsible for ensuring that all preliminary arrangements for the visit are properly completed and should complete a checklist and submit to the EV Coordinator prior to the visit.

Adult supervisors should be chosen with care. Their capabilities, experience, talents and qualifications should be given proper consideration. All adult supervisors to hold a current DBS.

Minimum Adult to child ratios are as follows:

1 : 6 in Year 1 – Year 3 ( 2 adults accompany most visits)

1 : 10-15 in Year 4 - Year 6 (as a school, we generally have 1:8)

1 : 8 on residential visits.

(Prior arrangement with Arthog may need to be taken to ensure this ratio is maintained.)

The party leader must provide the EV Coordinator with full details of the proposed visit and have the Head teacher's approval.

Before giving approval for a visit the Head teacher must be satisfied that all necessary arrangements have been made and guidelines followed (through discussion with EVC Coordinator)

For Outdoor adventurous activities a HRA form must be submitted to Jo Barnett, Jo.Barnett@telford.gov.uk at Telford & Wrekin Council, at least six weeks prior to the date of departure.

## Levels of Supervision

Levels of supervision should be decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, fitness, previous experience of supervising staff and pupils, nature of activities, location, physical hazards - roads or other crossings etc.). Failure to make adequate provision for variables could place party leaders of school journeys at professional risk. Foundation Stage, Key Stage 1 and year

three should have a minimum of one to six and Key Stage two a minimum of one to eight. Party Leaders should take individual children's circumstances into account and adjust the supervision as necessary to ensure safety of children at all times. A qualified teacher MUST accompany children on visits. It is not appropriate for AOTTs (Adults Other Than Teachers) to be responsible for leading visits or journeys in school time. For sporting fixtures out of school a qualified teacher will accompany the group whenever possible. On the rare occasions when a qualified teacher is not available, parents will be informed that they must accompany their child and take full responsibility for them.

### **Equipment and Personnel for Visits.**

The following items should be taken on all visits,

- A qualified First Aider if cover can be arranged.
- First Aid Equipment
- Asthma inhalers
- Prescribed medication
- Sick bucket
- Mobile phone
- Contact list for emergencies
- Contact list for all children and adults in the party
- For younger children it may be advisable to take spare clothes.
- A copy of the Critical Incident Policy
- For residential visits, Calpol for children with permission slips. (Parental consent required before administering)

## **Information to Parents**

Parents should be informed in writing of any off-site activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter. Seeking annual consent for such routine visits is strongly recommended.

Parents need to be aware that the teachers and other adults on the visit will be exercising the same care that a prudent parent would.

The following information on matters that might affect pupil health and safety should be given to parents in writing:

- dates of the visit;
- visit's objectives;
- times of departure and return – parents must have agreed to meet their children on return. Arrangements for any delay are outlined on the Risk Assessment.
- the location where the pupils will be collected and returned;
- the itinerary for the visit;
- names of the party leader, of other staff and of other accompanying adults.
- Arrangements for lunch
- school number and information

## **Parents Meetings**

- It is recommended that for most residential visits or visits of an unusual nature a parents' meeting should be arranged at an early stage to provide an opportunity to enlarge on the information given in writing and to answer questions. The meeting should precede the request for consent.
- Parent Consent Forms should be sent out prior to the visit.

### **Preparing Pupils**

The party leader should decide how information is provided, but must ensure that the pupils understand key safety information. Pupils should understand:

- The aims and objectives of the visit/activity;
- How to avoid specific dangers and why they should follow rules;
- What standard of behaviour is expected from pupils;
- Who is responsible for the group;
- What to do if approached by anyone from outside the group;
- What to do if separated from the group
- Emergency procedures

### **Pupils with Disabilities / Special Educational Needs**

Schools EVCs and party leaders should check that all reasonably practicable efforts have been made during the course of risk assessment to include disabled pupils in educational visits; and to include those disabled pupils who wish to take part in educational visits out of school hours. This will usually entail discussion with the pupil, parents, party leader and other supervisors.

The Disability Rights Commission 'Code of Practice for Schools' is a useful source of guidance for dealing with disability issues with examples. It is available from the school SENDCo.

### **Free Time**

Down time or recreational time, for example during the evenings on longer residential visits, may involve close or remote supervision, but should never be unsupervised. The supervisors continue to be in charge and need to establish the limits and framework that need to be applied to such "free time". Arrangements for any such "free time" should be included in the planning and programme for the visit and also within the detailed information given to parents upon which their consent is based. Planning needs to consider how to achieve "downtime" for staff. On overnight stays where a staff member has to be got up in the night and has significant sleep disruption they should be able to be taken off duty the next day.

## Open Water

Activities at water margins must have a clear purpose and plan to maximise benefits and control risks. Whenever activities are planned to take place near open water a “plan B” must always be available and pre checked for feasibility. Swimming and paddling or otherwise entering the waters of river, canal, sea or lake should never be allowed as an impromptu activity. In-water activities should take place only when a proper risk assessment has been completed and proper measures put in to control the risks. The activities should be formal and supervised. Parental consent is required.

## Swimming

Tibberton C of E Primary and St Lawrence C of E Primary school have a nominated member of staff to undertake the role of swimming co-ordinator. This role will include ensuring the proper operation of a third party pool. This will involve monitoring and recording for the pool and sessions, including the following:

- Risk assessments
- Pool safety operation procedures and emergency plan
- Monitoring of staff training and maintaining records of qualifications
- All swimming related communications to staff
- Conditions of pool hire

Two adults should accompany each school party to the pool (this is in walking distance), one of the adults is a teacher. Pupils attending swimming lessons must be supported by adults in the following ratios: Pupils	Recommended Pupil: Adult Ratio	School Ratios Pupil: Adult Ratio
Under 7's	12:1	10:1
Beginners and Non-Swimmers i.e. unable to swim 10m unaided on back and front	12:1	10:1
Swimmers with disabilities	1:1 or up to a maximum of 8:1	1:1 or up to a maximum of 8:1
Improving swimmers: over 7 years old. Swimmers of a similar ability to each other who can swim at least 10m competently and unaided on their back and on their front.	20:1	10:1
Mixed ability groups: pupils with a range of ability where the least able and least confident are working well within their depth.	20:1	10:1
Competent swimmers: Those swimmers who can swim at least 25m competently and unaided on from and back, and can tread water for 2mins	20:1	10:1

### **Residential Visits**

Overnight stays of any kind involve additional levels of care and supervision. There should be a minimum of one teacher and one adult supervisor per group, with both sexes represented in the case of mixed parties.

A minimum ratio of teachers/adult supervisors of 1:8 for primary groups.

### **Sports fixtures**

The organisation of sports fixtures that take place regularly does not alter the responsibilities or duty of care to ensure that arrangements are planned /organised in a proper manner in accordance with the principles set out. It is school policy that children are not transported in staff or parents cars. Should teachers', parents or other vehicles be used, the school is responsible for ensuring tax; insurance, MOT etc. are all in order. (Standard letter can be obtained from EV Coordinator/ office).

### **Planning and Organisation Initial Approval**

The germ of an idea should be translated into a feasible outline plan, which should then be submitted to the Head teacher.

- At this stage consideration should be given to:
- Curriculum need
- Purpose
- Nature of activity (e.g. environmental/field study, outdoor pursuit, social)
- Duration
- Possible accommodation (e.g. hotel, YHA, Field Centre, Camp)
- Transport options
- Approximate cost
- Staffing requirements

### **Information Gathering**

If approval is given to proceed, the next stage is to gather detailed information about the planning areas identified above.

It is important that the party Leader to have firsthand knowledge of the area to be visited, either from previous experience or from a preliminary visit.

### **Inclusion**

The party leader will make every effort to ensure that all children are included on visits and journeys, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc. The party leader will take all reasonable steps to ensure inclusion for all.

### **Forest Schools**

It is necessary to complete a form 16A if you are taking groups to a Forest School session off-site.

The forest school leader must have a certificate confirming their qualification of either an OCN or BTEC Forest School Leadership. They must have a current outdoor First Aid certificate and a current DBS and child protection training. Both the Forest School Leader and the site that they are delivering sessions on must be insured. A risk assessment must be in place and signed by the Forest School Leader delivering the sessions.

### **Residential Visits**

For residential visits a summary sheet of information about pupils and adults participating in a visit must be completed and a copy given to the home/school based contact. Emergency contact information should also be completed and copied for the school / home base contact.

Party Leaders need to be fully aware of procedures in case of serious incidents and ensure that LA emergency contact numbers are taken with the paper work and consent forms on the visit.

The party leader will ensure that parents have the school mobile phone number for emergency contact should the need arise during or after the visit. (E.g. Allergy occurring during the weekend after a visit with parent requiring information from school regarding likely cause)

On return an evaluation of the visit should be carried out and given to the EV Coordinator to be kept in the Visits and Visitors File for future reference. (See LA Guidance for further guidance on evaluation of visits)

<p>If a member of staff has any doubts about the safety of children on a planned visit speak to the EV Coordinator/ Head teacher who can then contact Jo Barnett at the LA for clarification and further advice.</p>
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## **Injuries**

Assess the injured without injury to yourself.

Only attempt First Aid if qualified.

Reassure and protect the casualty from further harm.

Send for help - dial 999 and give the following information

- The location
- Details of casualties, age, condition
- Phone number

## **In the case of a fatality (see School Emergency Plan)**

Party leaders or other supervisory adults may speak to the press or other media only in circumstances where this course of action has been agreed by and with the advice of Telford & Wrekin and Headteacher. No one else in the party should speak to the media. Names of those involved in the incident should not be given to the press or media as this could cause distress to their families.

## **Insurance**

### **What Insurance Cover is provided by the LA – Third Party Policy?**

Telford & Wrekin Council insures against its own legal liability for injury, damage or loss that might arise as a result of negligence. The policy carried is known as a "third party liability policy". Staff organising visits should clarify with T&W Risk and Insurance manager on 01952 383738, the insurance provision that already exists and what additional cover may be required for a particular visit.

The policy covers the Council, teachers, adult supervisors, pupils and students. Adult supervisors (voluntary helpers) are covered by the third party policy for activities.

The school has bought into the Telford & Wrekin Annual Travel Insurance Scheme, which provides Off-Site Insurance.

Teachers on out of school activities are provided with personal accident cover under their conditions of service. Certificates for this are on display in the Main Office (AIG Liability Insurance). 13

## Appendix A

### Tibberton & St Lawrence C of E Primary School

#### Educational Visit Checklist

The safety of pupils is the first priority of any trip. The following checklist is an essential part of any planning.

Tick each task as you complete it, referring to the notes as indicated.

PL - Party Leader EVC - Educational Visits Co-ordinator

H - Head SA - School Who Complete

Administrator Action

1	Obtain Head Teacher's Approval	PL/H
2	Carry out the document Risk Assessment and pass to EVC or H at least 3 working days before the visit.	PL / EVC
3	Make a preliminary visit where possible.	PL
4	Plan travel arrangements, and confirm with the coach company route if possible (leave a copy with School Administrator in School).	PL/SA
5	Calculate cost to children.	PL/SA
6	Make staffing and First Aid arrangements	PL/H
7	Include telephone numbers on Risk Assessment	PL/SA/H
8	Write to parents giving full information of the visit and requesting consent. Show Head letter before visit.	PL
9	Make arrangements for the collection of funds/consent forms.	PL/SA
10	Request packed lunches for FSM in consultation with School	SA/PL

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	Administrator for whole day visits.	
11	Brief staff on roles and responsibilities.	PL
12	Prepare and brief pupils.	PL/T
13	Compile emergency numbers for children involved in the visit (Residential Visit).	PL
14	Check and pack First Aid requirements.	PL/SA
15	Check 'office for children who are not allowed to be photographed	PL
16	Complete evaluation on Risk assessment	PL

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Date of Trip –

	<b>Risk Assessment of</b> (task/ area)                      DATE: <b>Service Area:</b> <b>Service delivery unit/ School:</b>			
What are the hazards	Who might be harmed and how?	What are we already doing?	Risk rating* L,M or H	What further action is necessary?

Staff agreement: "I have read and understood this risk assessment, and I agree to adopt as standard the control measures and procedures stated above."

Staff Name	Job title	Signed	Date

- \_ staff members

Signed: .....EVC Co-ordinator

Signed:.....Head of School

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**Evaluation of visit**

Educational visit and journey went as planned with no incident.  Signed: \_\_\_\_\_ (party leader)

If an incident took place during this visit, please complete below:

What incident took place? (Include names of children and adults involved) What treatment (if any) was required?

Were parents notified? Yes / No

If parents were contacted: Time: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (party leader) Date: \_\_\_\_\_

**All accidents should be recorded on the appropriate accident report form.**

## **Emergency Procedure framework during a visit**

If an emergency occurs the main factors to consider include:

- Establish the nature and extent of the emergency ASAP.
- Ensure all the group are safe and looked after.
- Establish the names of any casualties and get immediate medical attention.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised.
- Notify the police if necessary.
- Inform the School Home Base contact:
- Pass details on regarding the incident, names of casualties, time of incident, location of incident, location of injured, names of any others involved so that parents can be reassured, action taken so far, action yet to be taken, details of any assistance required.
- Write down accurately all relevant facts and witnesses and preserve any evidence.
- Keep a written account of events, times and contacts, even if it is just notes.
- Complete an accident form as soon as possible.
- Do not speak to the media.
- Do not discuss legal liability.
- Contact parents as appropriate in consultation with School Base

## Educational Visits & Journey Policy

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### Approval Information Governors

Position	Chair of Governors
Name	Mr Paul Evans
Signature	
Date	

Position	LA Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Foundation Governor
Name	Rev H Morby
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Alison Moore
Signature	
Date	

Position	Executive Head Teacher
Name	Miss Helen Osterfield
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Sarah North
Signature	
Date	

Position	Parent Governor
Name	Mrs Rachel Baugh
Signature	
Date	

Position	Mrs Rachel Wright
Name	Staff Governor
Signature	
Date	

Position	Co-Opted Governor
Name	Mr Nick Eyles
Signature	
Date	

Position	Parent Governor
Name	
Signature	
Date	

Position	Foundation Governor
Name	
Signature	
Date	

Position	Co-opted Governor
Name	Mr Jack Pierce
Signature	
Date	