



St Hilary School Educational Visits Policy

1. Aim of educational visits

Our aim is that all visits from school should be:

- Safe
- Educational
- Enjoyable

2. Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of ‘real-life’ opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

3. Purpose

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

4. Planning educational visits

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils. Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

5. Implementation

5.2 Parents – information and consent.

5.21 Parents should be given information about the purpose and details of the visit in advance. Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would.

For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.

5.22 Parental consent- Routine visits in the locality of the school are covered by the parental consent on the Admissions Form. St Hilary School will seek consent for all other visits. A parental consent form must be returned for each child in the group.

If parents wish to withhold consent, they will be invited to meet with the Deputy or Head teacher to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.

If the parents give a conditional consent the Deputy or Head teacher will need to consider whether the child may be taken on the visit or not.

6. Risk Assessments

A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through “Plan B” scenarios.

Risk Assessment forms and the Educational Visits Checklist are available from **Mrs V Laity**. The Risk Assessment should be discussed with and authorised by the Educational Visits Co-ordinator, Deputy or Head teacher. It should be signed by all the adults attending the trip and in the Educational Visits Folder in the School Office.

7. First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group.

First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

8. Staffing Ratios

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children is recommended:

Day visits-

Foundation stage: 1 adult: 3 children

Years 1,2,3: 1 adult: 6 children

Years 4,5,6: 1 adult: 10-15 children

Residential visits-

1 teacher: max 10 children

1 teacher+ 1 adult: max 20 children

1 teacher+ 2 adults: max 30 children

In practice, the ratio should be determined by factors such as type of activity, any SEN or medical needs, experience of the staff, venue, transport and weather conditions.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

9. Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed.

Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Deputy or Headteacher in advance to discuss concerns and agree what action is to be taken.

10. Pupils with special educational and medical needs

The Head teacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

11. Types of Visits

11.1 Adventurous Activities

If the school is leading an adventure activity, such as canoeing, the LA (via the EV3 form) must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear.

Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

11.2 Residential Trips

Residential trips will be planned well in advance and arrangements will be overseen by the Health and Safety Manager. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.

The Visit Leader should be an experienced, senior member of staff. Residential trips must be approved by the Governing Body and by the LA. Approval will be arranged by the Health and Safety Manager.

11.3 Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance.

Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

11.4 Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the DCFS 'Group Safety at Water Margins' will be followed.

11.5 Farm visits

St Hilary School recognises that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

12. Roles and responsibilities

- The Governing Body
- The Premises, site management and safeguarding committee will approve the Educational Visits policy and will ensure it is reviewed annually.
- The above committee will approve residential visits.
- Headteacher – Mrs K Butcher
- The Headteacher will ensure a suitable Educational Visits Co-ordinator is appointed.
- The Headteacher will ensure suitable Visit Leaders are appointed.
- The Deputy or Head teacher (or Educational Visits Co-ordinator) will sign off the Risk Assessment.

12.2 Educational Visits Co-ordinator (EVC) – Miss M Brant.

The Educational Visits Co-ordinator has been trained by the LA and is responsible for ensuring visits comply with "Requirements for Educational Visits" document.

The EVC (or Deputy/ Head teacher) will sign off the Risk Assessment.

The EVC will oversee arrangements for residential visits and will ensure all approvals are received including the approval of Cornwall Outdoors using the online application system.

12.3 Visit Leader

There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head teacher. This will usually be a Senior Teacher. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator (or Head teacher) at least two weeks in advance of the visit. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment.

The Visit Leader is responsible for ensuring that a mobile phone, first aid kit and pupil medications are taken on any visit.

12.4 Parent Helpers

Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit when they will sign the Risk Assessment and be given a written list of the children in their group. All helpers must be List 99 checked. Those helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times.

13. Charging for school activities

See 'Charging and Remissions Policy'.

14. Transport:

- The school charges children if they are transported by coach. The charges that we make cover the expenses of the journey only; we do not make any profit from this. We only hire those companies whose coaches have individual seat belts.
- The school minibus meets LA guidelines and each seat has a belt. We instruct all children travelling by coach or minibus to wear a seat belt. All staff and parents who drive the minibuses have taken the relevant LA driving test and are aged between 25 and 70 inclusive.
- Drivers must have held a full UK driving license for three years, and have no endorsements.

14.2 Volunteer Driver's Form.

A volunteer driver's form must be completed by all volunteer drivers and proof of appropriate insurance must be provided. All volunteer drivers who will be alone with children must complete a DBS check.

15. Smoking

In line with the school's Non Smoking Policy, adults involved on school trips should refrain from smoking when transporting children or assisting on visits.

Reviewed by the Chair of Governors Dave Sharp Autumn 2018

To be reviewed: Autumn 2020