



Educational Visits Policy

This policy will be approved at the Health and Safety Committee meeting in October 2023 and will be reviewed annually

Signed *P. Lyall* Head Teacher

Signed *S Freeman* Chair of Governors

Review: October 2024

Hodnet Primary School

Hodnet is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Introduction

School visits, which provide valuable opportunities for learning through first-hand experience, are an integral part of the curriculum at Hodnet but the safety of children is always our first priority.

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

It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Education Visit Co-ordinator (EVC).

If in any doubt about the safety of any member of the party the visit should not go ahead.

All risk assessments must be given to the EVC and retained for future reference.

A Risk Assessment document is a legal requirement and subject to audit.

All staff planning visits should read and follow the detailed guidance in the Shropshire LA file "Regulations and Guidelines for Educational Visits and Journeys".

Planning a Visit

The following questions must be addressed:

- What are the educational benefits likely to arise from the visit?
- What does the place to be visited have to offer?
- Is there sufficient time for planning?
- Is the travelling distance suitable?
- Is enough known about the location?

Types of Visits

There are 4 types which each have different requirements which must be met by visit organiser:

Those activities which are considered an integral part of the school routine.

Permission for these is obtained when the child starts school.

Swimming lessons: Parental consent is required before the first session; this will cover all subsequent sessions.

Educational Day Visits: The school proforma including a risk assessment must be completed for each of these.

Residential Visits: These visits require careful planning, the process of risk assessment should be undertaken by the Visit Organiser according to the "Regulations and Guidelines for Educational Visits and Journeys" using the school proformas.

The Organiser of the Visit will:

- **Liaise with the EVC throughout the process;**
- Ensure the Checklist for Planning an Educational Visit is followed (**Appendix 1**);
- Fill in a detailed Risk Assessment (**Appendix 2 & 3**);
- Discuss the risk assessment with the EVC who will make a decision as to whether the visit can go ahead;
- Create and submit the visit via eVisits
- Send a letter to parents outlining the event and requesting parental consent;
- Choose adult supervision with care:
- The capabilities, experience, talents and qualifications of all accompanying adults should be given appropriate consideration;
- Every person accompanying children on a school visit must have an enhanced DBS from Shropshire LA;
- A Paediatric First Aider must accompany every visit.
- Complete an Emergency Contact List (**Appendix 4**);
- Collate the children's emergency numbers and medical records (**Appendix 5**);
- Brief all adults, before the visits r/e their roles and responsibilities and what to do in case of a critical incident;
- On return complete a Report and Evaluation sheet (**Appendix 6**) and fill in any additional accident / incident forms as appropriate.

Levels of Supervision

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

As a guide:

- Reception children should have a minimum adult to pupil ratio of 1:4 (under the age of 5)
- Reception (5 and over) and KS1 adult : pupil ratio – a minimum of 1:6
- Lower KS2 (Y3) adult : pupil ratio -a minimum of 1:8
- Upper KS2 (Y4-6) adult : pupil ratio - a minimum of 1:10

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times.

A qualified teacher must accompany children on all visits. It is not appropriate for AOTTs (Adults Other than Teachers) to be responsible for leading visits 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. Failure to make adequate provision could place visit organisers at professional risk.

Sports Fixtures

The arrangements of all sports fixtures must be planned and organised accordingly. If teachers', parents' or other vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, Class 1 insurance, etc are all in place. Appropriate child restraints must be used in line with Government legislation. All parents transporting children, on behalf of the school, must have an enhanced DBS check.

Residential Visits:

Overnight stays of any kind involve additional levels of care and the minimum ratio of teachers/adult supervisors is 1:8, which may include qualified centre staff where appropriate. At least one teacher and one adult supervisor are assigned to each group, with both sexes represented in the case of mixed parties if at all possible. A summary sheet of information about children and adults participating in a residential visit is completed along with emergency contact information and a copy given to the home/school based contact.

Visit organisers 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 visit organiser will ensure that parents have the school mobile phone number for emergency contact should the need arise during or after the visit. On return an evaluation of the visit will be carried out and given to the EVC to be kept in the Visits and Visitors File for future reference.

Farm Visits

Farms can be dangerous places so taking children to a farm should be carefully planned. The risks to be assessed should include those arising from misuse of farm machinery and the hazards associated with E Coli 0157 and other infections. Those who are pregnant are at particular risk.

Check that the farm maintains good washing facilities, clean grounds and public areas.

Never let children:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from taps
- Ride on tractors or other machines
- Play in the farm area

Inclusion

The visit organiser will make every effort to ensure that all children are included on visits, 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 visit organiser will take all reasonable steps to ensure inclusion for all.

Equipment

The following items should be taken on all visits:

- First Aid Equipment
- One emergency asthma inhaler and paperwork relating to each child in the group with asthma. (Children should also carry their own inhaler unless too young to do so.)
- Prescribed medication

- Sick bucket
- Mobile phones
- Contact list for emergencies for all children and adults in the party

Transport

Local coach companies are used to transport children, the best tender is accepted.
In the event of an accident:

- Attempt to park in a safe place
- 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.
- Note the precise location.
- Assess the situation and report the details to school as soon as possible.
- 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.

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.

Critical Incident Plan

- Trip organiser to inform the Head teacher to inform EVC
- Head teacher to inform Chair of Governors – Chair of Governors
- Head teacher to inform parents of child/ren involved in the accident
- Trip organiser to know that no parents are to be contacted from the accident scene
- Headteacher/EVC to keep in contact with trip organiser

What Insurance Cover is provided by the LA - Third Party Policy?

Shropshire 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".

The policy covers teachers, teaching assistants and children.

Voluntary helpers are covered by the third party policy for activities both in and out of school as long as they work under the supervision of or within limits set by full time qualified staff.