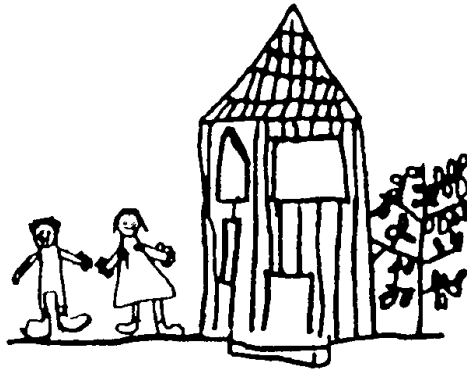


Broomhill Infant School



EDUCATIONAL VISITS

Revised by Jo Jones

Reviewed date: 18th May 2023
Next Review date: 18th May 2025

POLICY STATEMENT FOR EDUCATIONAL VISITS

Aim

It is our aim at Broomhill Infant School to ensure all pupils have the opportunity to participate in educational visits which support, enrich and extend their academic and social development. All visits will be organised in line with school policy and guidelines which will be regularly reviewed in line with LEA and National advice.

Definition.

For the purpose of our school policy an Educational visit is considered to be any occasion in which pupils are off the school premises engaged in any supervised activity organised by the school either directly or indirectly.

- Where visits are within the Broomhill area the permission slip parents sign for local visits when a child starts school is considered appropriate to indicate parental consent has been received. However, all other areas such as planning, risk assessment contained within this policy still apply.

(This statement re local visits does not apply when the visit is to a religious establishment where permission will need to be obtained each time.)

- All other educational visits require parental permission.

Rationale

Pupils can derive a good deal of educational benefit from taking part in visits with their school. Visits offer the pupils opportunities to undergo experiences not available in the classroom. Visits help to develop pupil's investigative skills and independence. Visits support the development of the whole child - academic, social and physical whilst linking the children's learning to the school and national curriculum.

Purpose and Value

- To support the school aims
- Raise achievement by boosting self-esteem and motivation
- Develop key skills
- Develop social education and citizenship
- Promote education for sustainable development
- Promote health and fitness
- Bringing education to life
- To offer children a broader education

Broad guidelines

- All visits will be planned with regard to outdoor education visits guidelines, (school, LEA and National) and will comply with relevant legislation
- Every effort will be made to include all pupils in a planned programme of visits and in accordance with the Disability Discrimination Act. Where deemed necessary a risk assessment will be undertaken for individual pupils who have special educational needs or significant behavioural needs, with management strategies outlined. Occasionally in line with this risk assessment the proposed visit will not be deemed suitable and the parents/carers will be informed of the conclusions and the reasons. The curricular aims of the visit for these pupils will be fulfilled in other ways wherever possible
- All visits meet guidelines of Health and Safety at work act
- Teaching Staff at the school will not be expected to incur any transport costs
- Risk assessments will be carried out in accordance with the LEA recommendations to ensure the health and safety of children on the visits
- Risks will be assessed, and measures introduced to control risks and all kept informed
- The designated educational visits Governor will be informed in advance of trips taking place.
- All visits will be linked with the school and national curriculum
- Parents will be provided with full information about the visit and their permission will be gained for every visit. Without parental permission the child will not be able to attend the visit.
- The venue for the visit will be chosen after consideration of its suitability according to the following points
 - ⇒ The topic of the study
 - ⇒ The age and stage of development of the children
 - ⇒ The closest point to home which is suitable
 - ⇒ The cost
 - ⇒ The type of visit needed its aims etc.

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 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. Any surplus money collected for a visit will be used to fund future visits, although the aims of any charges will be only to cover costs.

Conclusion

Visits will be an important part of the children's experience at Broomhill Infant School. They will be well planned and comply with health and safety guidelines.

Guidelines for School Educational Visits

The following guidelines must be followed by anyone involved in an educational visit at Broomhill Infant School

Responsibilities for visits

Approval for visits

The head teacher's agreement must be obtained before a visit takes place. The Head teacher will keep the governing body informed of all planned educational visit.

Head teacher

- 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 visits

Educational Visits co-ordinator (currently the Head teacher)

- Ensure visits comply with LEA guidelines
- Ensure all necessary actions have been completed before the visit begins
- Ensure the risk assessment has been completed and appropriate safety measures are in place
- Review systems and monitor practice.
- Identify and meet training needs.

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
- Follow the policy guidelines
- Be suitably competent to instruct pupils in an activity
- Be familiar with the location and have carried out a pre visit if possible
- Be aware of child protection issues. 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
- 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 (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
- Ensure parents have signed consent forms

- Ensure arrangements have been made for pupils with medical needs and special educational needs.
- Ensure first aid provision will be available
- Ensure the mode of transport is appropriate
- Ensure the office is informed of travel times
- 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 members are aware of any 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

Adult volunteers

All must be either DBS checked or at the very least have undergone a risk assessment. Volunteers on the visit should be clear about their roles and responsibilities during the visit. Adults acting as supervisors must:

- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- 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 of safety of pupils at any time during the visit.

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

Parents

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 that might be relevant to the visit.

Liaison with Parents/Carers

The more complex the visit or activity, the more information the parents will require. A standard letter is provided which will be suitable for adaptation for many visits but it alone will not be sufficient for some visits.

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

- ◆ A list of all potential activities which may be undertaken during the visit
- ◆ The educational aims and objectives of the visit
- ◆ Name and address of the destination and any other centres to be visited
- ◆ 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 leading the visit
- ◆ Total cost of visit.
- ◆ Amount of spending money to be taken
- ◆ Method of payment
- ◆ A checklist of clothing and other equipment needed.

CHECKLIST - INFORMATION REQUIRED FROM PARENTS

- ◆ Consent for their child to attend the visit
- ◆ 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, if necessary

Planning Visits.

Whether the visit is to a local park, museum or swimming pool it is essential that formal planning takes place before setting off. Planning for the visit should take account of school policy, LEA Guidance. The group leader should ensure that the following tasks are completed as part of the planning process.

1. Gain the Head teachers agreement for the visit - wherever possible this should be done at least half 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. Complete an outings form
4. The group leader should carry out a risk assessment. 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. Risk assessments for activities will be given to the educational visits co-ordinator at least 2 weeks before the visits. Every time the children work off the school premises a risk assessment should be carried out by the group leader

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, fitness 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 any necessary training has taken place
 6. Inform school kitchen if our over lunch time - at least 3 weeks in advance and advise of arrangements
 7. Ensure all necessary equipment is available
 8. Send any information needed to provider
 9. Ensure contingency plan in place and emergency arrangements
 10. Ensure first aid provision is in place
 11. Ensure pupils individual details are taken on the visit
 12. Ensure at least one group leader have a working mobile phone
 13. All check lists should be filled in and list of children and adults attending on the day and given to the EV co-ordinator
 14. Ensure the visit is evaluated after it has taken place and report any necessary adjustments to the educational visits co-ordinator
 15. Planning checklists should be used in the planning process and on the day as an aide memoir. (See appendix)

Office

- Organise transport - if booking a coach check it is on the LEA approved list
- Prepare and send out letter to parents
- Ensure financial arrangements are in place and monies are collected in on time so if necessary the visit can be cancelled. Parents should be given as long as possible to pay for more expensive trips and should be able to pay in instalments

Special Needs/ 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. No child will be excluded on the grounds of race or gender. In the event of behaviour difficulties, school may invite parent/carer to accompany for safeguarding reasons.

Visits at Broomhill Infant School will wherever possible 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

- Reception, two members of staff and at least two other responsible adults per 30 children
- Y1 and Y2, two members of staff and at least one other responsible adult per 30 children

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

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

Risks assessments for educational visits can be considered as having three levels:

1. Generic activity risk assessments which are likely to the activity wherever and whenever it takes place.
2. Visit/site risk assessments which will differ from place to place and group to group.
3. Ongoing risk assessments that take account of, for example illness of staff or pupils, changes of weather, availability of preferred activity. Changing circumstances can radically alter the safety of an activity and staff should always err on the side of caution.

APPENDIX

- ◆ Check list planning visit
- ◆ Check list day of visit

OUTING FORM

Please complete at least three weeks in advance of visit and pass to Admin

Name and address of destination.....

Class Teacher/s

ITEM	INFORMATION	CHECKED
Agreed with Head		
Which Years and Bases		
Accompanying staff- Numbers		
Parent helpers- Numbers?		
Date of visit		
Transport organised - Coach, Minibus, Bus		
Costs:- Transport		
Cost of Zoo, farm etc		
Cost to child for all- Voluntary payment?		
Time of departure		
Time of return		
Packed lunch required?		
Letter details - incl purpose of visit and any extra details for parents - attach separate sheet.		
Letter to parents-date issued		
Risk Assessment - YES/NO		
Kitchen informed and free dinners ordered		
Signature - (Member of staff organising visit.)		

DAY OF VISIT CHECKLIST

ITEM	CHECKED
Register of children and adults sent to office	
Equipment	
Lunches	
Drinks	
2 copies of class lists	
Childrens individual information sheets	
First aid kit	
Sick bags/buckets/paper towels	
Inhalers/medicines	
Cheques/money	
Mobile phone	
Information about venue - eg booking slip address telephone number	