

# **Fairhouse Primary School**



## **Educational Visits and Off-Site Activities Policy**

Updated: Autumn 2016

To be reviewed: Autumn 2017

### **Authorisation - Legal Responsibilities**

- The Educational Visits Co-ordinator (EVC) must formally approve any educational visit or other off-site activity.
- The governing body must be kept informed. Residential visits and those involving adventurous activities must be individually authorised by the governing body and the Local Authority.

The governing body should ensure that:

- the visit has a specific and stated objective.
- all visits comply with this policy and therefore with relevant regulations and guidelines.
- they are informed about less routine visits well in advance.

The EVC must:

- ensure educational visits meet the employer's and school's requirements.
- Support the Head and Governors with approval and other decisions.
- Assess the competence of prospective leaders and staff.
- Ensure risk assessments meet requirements.
- Organise training and induction.
- Ensure parents are kept informed and give consent.
- Organise emergency arrangements.
- Keep records of visits, accidents or incident reports.
- Review and monitor practice.

The Visit Leader must:

- Be approved to carry out visits and be suitably competent and knowledgeable about the school and LA's policies and procedures.

All teaching staff involved in a visit are responsible for ensuring that the procedures and guidelines in this policy are adhered to.

### **Types of Visits**

All visits must comply with this policy.

Adventure activities

- Adventure activities, all residential trips and trips abroad require County authorisation by the Outdoor Education Advisory Panel (OEAP).
- The relevant Codes of Practice must be in place for such visits: i.e. COP 28, HASPEV. These and other relevant codes of practice may be viewed on the Advice, Guidance and Reference page of the educational visits website: [www.essex.gov.uk/educationalvisits](http://www.essex.gov.uk/educationalvisits)
- County approval will be made using the on-line system.

Locally approved:

- All local visits to be approved by the EVC.
- Local approval will be made using the form attached as Appendix 3.

## **Risk Assessment**

**All visits must be Risk Assessed – see Appendix 1 for proforma**

- A risk assessment must be undertaken a minimum of a week before the trip identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- Where these risks are controlled by generic control measures i.e. “codes of practice” or “operating procedures” refer to the relevant sections of these documents.
- Use of a “provider”, for example accommodation or adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit.
- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion e.g. local visits around Basildon where no transport is involved.
- All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.

## **Parental Consent**

- Signed parental consent must be obtained for all visits.
- The signed Home School Agreement covers local visits, weekly routine visits e.g. sporting activities, G&T sessions. Parents must be supplied with full information regarding the visit: Venue(s) and travel arrangements; dates and times of departure/return where visits exceed beyond the school day; the nature of activities planned; dress code.

## **Staffing – competence and training**

- There must be a qualified teacher in charge as visit leader. He or she must oversee the selection of pupils and the appointment and delegation of responsibilities to other staff.
- All staff should be assessed for competency and training provided for visit leaders.
- The staff-pupil ratio must be determined as part of the risk assessment. The minimum staff-pupil ratios for visits is usually 1-10 minimum.
- The visit leader should be a teacher or HLTA. As a general guide, if more than 30 pupils are involved there must be at least one teacher/HLTA to every 30 pupils.
- Consideration will be made of SEN/behavioural/age/activity/location/transport/ duration of visit, when considering adult-pupil ratios.
- Staff may include teachers, teaching assistants or other adult helpers.
- The visit leader must ensure that all staff understand their responsibilities and are competent to assume these.
- County policy must be followed with regard to DBS checks. If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.

## **Supervision**

Responsibility for pupils extends for the full duration of the visit, including any period of “down time” when pupils are not engaged in structured activity.

- The visit leader must determine when supervision must be “direct” and when it may be “remote”.

- Direct supervision – pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group.
- Remote supervision - pupils are allowed to operate unaccompanied in groups of 4. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of any emergency.
- A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received.

### **Financial Planning**

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

### **Pupils with medical needs**

- Additional safety measures to those already in place in school may be necessary to support pupils with medical needs e.g. additional trained adult, additional advice from medical/advisory staff.
- All teachers supervising visits should be aware of pupils' medical needs and any emergency procedures.
- Summary sheets of pupils' medical needs should be held by all teachers and can be printed from the school's pupil database.

The group leader should:

- Discuss the pupil's needs with the parents
- Enquire at an early stage about access arrangements and facilities at the visit site and en route.

### **Insurance**

Essex County Council Insurance covers all pupils on Education and Off-site visits.

### **Emergency Planning**

Group leaders must have a means of making emergency contact with the Visit Leader at all times.

- Group leaders must have a means of making contact with the emergency services if required, plus access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally by members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
- For residential visits, or visits extending beyond school office hours (8.30am-5.00pm), lists of pupils with parental contact and medical information, must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.

### **Summary Checks**

- Seek approval in principle from EVC/Line Manager.

- Plan and prepare for visit.
- Complete submission form.
- Assess risks.
- Define roles and responsibilities of other staff and pupils.
- Ensure effective supervision of pupils and what they do.

### **Related Policies**

- Child protection
- Inclusion
- Emergency planning
- Health and Safety
- Charging and remissions

### **Documents required**

- Parental Consent forms.
- Incident/Accident Report forms.
- Educational visits register – Pupils/Staff lists
- School Emergency Plan

### **For Residential Visits**

- Emergency Contacts at Essex County Council.

### **Before the Trip**

Visit Leader	Aims and Objectives – Where? Approval to proceed LA notification or approval - Category of visit	EVC/Head/Governors  OEAP or EVC – for local visits
Complete Submission form/ EVC website	Parental prior warning programme Provider information Kit List Behaviour expectations Finance – money strategy Parental consent forms – Medical/ Special Needs/Allergies/Diets Emergency contacts packs School/LA	Consent forms etc.
	Preliminary Visit required? Transport Risk Assessment Inclusion Policy Behaviour	Check out Provider Check out Provider COP & Guidance SEN Policy Pupil Code of Conduct

## **Appendix 2**

### **Checklist for teaching staff organising school visits**

Any trips or in house visits must be identified in the Year group medium term plans

**For each visit:**

- Ascertain cost of all fees and request transport quotes from the school office.
- Establish cost per pupil – calculated by the office team. This cost may allow for a small amount of hidden costs, but not more than 3% of anticipated total cost.
- Seek approval for the trip from the headteacher.
- Proceed to next step once approval has been given.
- If the cost is high and a deposit is required, contact parents and establish consent before firm bookings are made. If there are several parents who are not willing to pay, discuss with headteacher.
- Make provisional bookings. Be aware of a possible change in pupil numbers. Note date in diary, arrange for office to confirm booking of transport and venue. Inform kitchens and any out of school clubs that the visit may impact on.

### **At least one month before the trip**

- Send a letter out to parents detailing curriculum links, costs, to whom cheques could be made payable, clothing and food requirements, date and times, a consent form – with space for pupils' name, any medical issues and emergency numbers.
- Use the class receipt books for consent forms and recording payment.
- Ensure all classes involved in the trip are vigilant in reminding pupils to return money and signed consent forms. Permission slips and money should be logged on the class list and sent DAILY to the office.
- If parents are unable to contribute to the cost of the trip, it will be subsidised by the school.
- Ensure that you have sufficient adult helpers for the visit and they have confirmed their attendance.
- Complete a risk assessment for the visit and return to the office.
- If the visit involves a local visit on foot, please refer to the generic risk assessments and amend where necessary. The risk assessment must be signed before the trip takes place.

### **One week before the trip**

- Inform the office of any pupils who have not returned forms and/or money. Request chasing phone calls or letters as appropriate.
- It is recommended that parent helpers are invited into school for a briefing about the visit and their roles and responsibilities before the visit.
- If payment by cheque on day is required, please notify the office a week in advance.

### **On the day of the trip**

Please ensure that you have left with the office:

- Emergency contact numbers for staff and the number of the visit centre if possible.
- A complete list of all pupils attending the trip – this must be completed just before departure to indicate pupils who are not attending through illness etc.
- A list of accompanying adults.
- Departure and arrival time.
- Ensure you have a receptacle for travel sick pupils and first aid kit on each vehicle.
- On arrival, adjust numbers of pupils and adults (for payment) as required.