

Policy on Educational Visits

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Policy on Educational Visits

Marish Academy Trust and all schools within it have formally adopted, through its Strategic Board, trust wide procedures for the provision of safe practices on educational visits.

Aims and purposes of Educational Visits

The Trust has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year, each school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the Trust. The Strategic Board has given its approval to the following types of activities being arranged in support of the educational aims of the Trust:

Out of hours Clubs (music, drama, art, science, sport, homework etc)

School sporting fixtures.

Regular nearby visits (swimming pool, libraries, schools, place of worship and areas of local interest)

Day visits for particular years

Residential Visits

Adventure activities

Approval Procedure and Consent

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Executive and Associate Headteachers.

The Headteacher is advised of all trips before they take place. All risk assessments are agreed by the Academy Leadership Team (ALT). The Strategic Board receive a statement of all trips during each term.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the Academy Trust's accounts.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities. Parents will be informed [by letter/phone call/through their son/daughter] if an activity has to be cancelled.

For any visit lasting a day or more parents will be asked to sign a letter, which consents to their son/daughter taking part in the visit and any activities during the visit.

For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

Staffing

Marish Academy Trust recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged to develop their abilities in organising and managing pupils' learning in a variety of environments. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, when considered necessary, making time or finances available to conduct an exploratory-visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader might work in partnership to undertake planning and risk assessments.

The Expectations of Pupils and Parents

The Trust has a clear code of conduct for school visits based on the Trust wide 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if any behaviour is unacceptable. [The Trust should state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.]

Emergency Procedures

The Trust will appoint a member of the ALT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the school office.

All incidents and accidents occurring on a visit will be reported back through the school systems.

Marish Academy Trust will provide contingency funding to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader.

Appendix I

Expectations of the supervision on school trips

1. All trips require the consent of the head teacher. Once consent has been obtained the trip organiser may need to visit the facility to ensure it is suitable and obtain information prior to writing a risk assessment.
2. Details of all school trips are provided to the Strategic Board each term. The file of risk assessments for school trips is available in each Trust school office and can be viewed at any time.
3. For proposed trips of one day or less, the risk assessment needs to be completed one week in advance.
4. For residential visits, the risk assessment must be completed one term in advance.
5. Many facilities have their own risk assessment and the school will obtain a copy.
6. Prior to departure, all staff should be provided with a copy of the risk assessment for the visit and be given a register of children in their care.
7. Prior to the visit the trip organiser should meet with all personnel involved and explain policies and procedures.
8. The ratio of children to adults should be determined upon risk assessment. However, as a minimum, the ratio of year 4 - 6 children should be 1 adult :10 - 15 pupils, with a minimum of 2 adults if the group is over 10 pupils. This ratio, especially for younger pupils, should be increased as the level of risk dictates and should be checked with a member of core SLT. Children who cause concern should be individually supervised or if the risk of taking them out of school is too great then they should be refused the opportunity if not accompanied by parent / guardian.
9. First aiders need to accompany all visits except local swimming sessions and visits within the Academy Trust.
10. The group leader or first aider should carry a suitable first aid pack in case of injury.
11. Regular head counts of small groups, and of the whole group, should be undertaken throughout the trip whenever reasonable to do so.
12. Every adult should count the whole group at strategic times during the trip and an agreement of the party size reached.
13. Accompanying parents should not supervise their own child (unless they have specifically asked to accompany them for H & S reasons in which case it is a 1:1 responsibility).
14. Accompanying adults should be made aware of the "Guidelines for Parents on School Trips".

15. A register of children and adults on each vehicle should be left with the school office before departure.
16. A register or headcount should be taken before the coach / minibus leaves any point.
17. Children should sit in the same place on the coach / minibus for each journey throughout the trip and must wear their seatbelts. This will assist the headcount.
18. It is preferable, wherever possible, for all members of a group and their supervising adult(s) to travel on the same vehicle.
19. A mobile phone should be available and working on each vehicle.
20. All members of staff on a trip and the school office should be updated with the correct mobile phone numbers before departure.
21. All vehicles should stay within a convenient distance of each other whilst travelling to and from any venue in case of emergency. They should not take different routes.

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