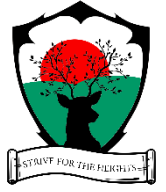




# MARISH

## Academy Trust



# Educational Visits Policy

## **Policy on Educational Visits**

Marish Academy Trust and all schools within it have formally adopted, through its Governing Body, the Slough Policy and Guidance for Educational Visits. Further trust wide procedures have been agreed with the Governing Body to ensure that this policy is adhered to. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

### **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.

The aims of our off-site educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone and
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

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 Governing Body 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 year groups

Residential Visits (in the UK and abroad)

Adventure Activities

### **Responsibilities**

#### **Governing Body (GB)**

Members of the Governing Body will receive advice on planned Educational Visits from the Executive Headteacher. They should ensure this policy is reviewed regularly and is in line with and government/Health and Safety Executive (HSE) and Trust guidance. They will formally approve residential trips and trips abroad.

- Ensure a policy is in place with regard to off-site activities
- Be satisfied that risk assessments are carried out
- Formally approve residential trips and trips abroad
- Ensure that funding and costs do not exclude any pupil from taking part

#### **The Executive Headteacher (ExH) & Deputy Headteachers (DHT)**

- The ExH and DHTs will ensure that off-site activities comply with the procedures in this policy.
- They will sign for approval for visits (residential trips & trips abroad will be signed off by the GB).
- Deliver training in how to complete risk assessments
- Review risk assessments and ensure risks have been appropriately assessed and safety measure are in place.
- Review systems and, on occasion, monitor practice

#### **The Trip Leader**

- The Trip Leader has overall responsibility for the supervision and conduct of the visit or activity. This is usually an experienced teacher.

- Ensure approval has been sought from the ExH or DHT before and off-site visit or activity takes place
- Work out the costing of the trip using the Trust's guidance (see Appendix II)
- Ensure a pre-visit has been completed
- Assess the reasonably foreseeable risks involved and draw up an appropriate risk assessment using the Trust's guidance (see Appendix III)
- Ensure that all other members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles
- Refer to the planning checklist to ensure all procedures have been followed
- Inform parents about the visit and gain their consent where needed
- Meet with all supervising adults, including parent volunteers, prior to the trip date to share the risk assessments and brief them on the details

### **Additional Members of Staff and Volunteers**

- Assist the Trip Leader to ensure the health, safety and welfare of all young people on the visit
- Be clear about their roles and responsibilities whilst taking part in the visit or activity
- Ensure they have read and signed the risk assessment
- If a member of staff, ensure all duties/lessons are covered internally

### **Pupils**

Whilst taking part in off-site activities pupils also have responsibilities for their own health and safety about which they should be made aware of by the Trip Leader or other members of staff. Pupils should:

- not take unnecessary risks;
- follow instructions of the Trip Leader and other members of staff;
- behave sensibly in line with the Trust's behaviour policy and code of conduct;
- inform members of staff of any significant hazards

### **Parents**

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Parents should:

- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide emergency contact numbers;
- provide the party leader with arrangements to resume care of their child should this be necessary;
- sign the consent form if in agreement.

### **Approval Procedure and Parental Consent for Educational Visits**

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

The Headteacher is advised of all trips before they take place. All risk assessments are agreed by the Headteacher and Deputy Headteachers. The Governing Body 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.

Parents and carers should be informed of any educational visit in advance. Parental consent must be obtained each time a pupil takes part in a visit beyond a walking locality. If no consent has been received, the child may not go on the visit. Children who do not go on a visit should still attend school that day and be placed in another class.

For all residential trips 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 and Ratios**

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

As a minimum the ratios are as follows:

- KS2 pupils 1:10
- KS1 pupils 1:8
- Reception pupils 1:6
- Nursery pupils – follow statutory guidance on ratios
- 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 a parent/guardian

The ratio should be increased as the level of risk dictates and should be checked by a member of core SLT.

## **Risk Assessments & First Aid Responsibilities**

The Trip Leader is responsible for completing a thorough risk assessment prior to the visit (minimum of one month in advance). For residential visits the risk assessment should be completed a term in advance. If the facility provide their own risk assessment, a copy should be obtained and should be included in the final risk assessment.

Named first aiders need to accompany all visits except local swimming sessions and visits within the Academy Trust. All named first aiders should carry a suitable first aid pack in case of injury. In the event of a major medical incident, the Trip Leader should be informed immediately.

## **Behaviour Expectations**

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 SLT 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 Trip Leader will take full details of all pupils and accompanying adults on the visit with the emergency school contact. The best way to do this will be to include a space for an emergency contact number on the permission slip that parents complete prior to a trip.

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 Trip Leader.

The Trip Leader is responsible for presenting a financial account for the visit that will be audited as part of the Trust's procedures.

## APPENDIX I

### Checklist for Organising an Educational Visit

	TICK
1. Gain consent from the Headteacher/DHT	
2. Use the 'Planning an Educational Visit' checklist (Appendix II) to work out potential costings/dates/adult and ratios etc	
3. Put the date in the school diary and on the google calendar.	
4. Once approved, complete a risk assessment (see the risk assessment checklist for support – Appendix III). Ensure you visit the venue in advance ideally with a partner. Obtain a copy of the venue's own risk assessment too. NOTE: The risk assessment should be completed and signed off by the Head/ DHT a month in advance. See example of a completed risk assessment	
5. Inform the Finance Team and ask for the trip to be set up on ParentPay.	
6. Send a letter home to parents gaining consent (minimum of 3 weeks in advance)	
7. Confirm the adults on the trip – ensure the Carol/Shelley know re cover purposes	
8. A week before the visit organise a meeting with all adults/parent helpers. During this meeting you need to share the risk assessment ensuring all adults read and sign it. Use this meeting to discuss the finer points of the trip/needs of specific pupils etc	
9. Prior to the visit ensure all consent forms have been received.	

## APPENDIX II

### Planning an Educational Visit

Proposed date of trip:	Year Group:	MARISH/WILLOW/TRUSTWIDE
Destination:		
Coach Companies telephoned for cost:		
Name:	Date Phoned:	Cost:
Coach Company Confirmed:		
Name:	Date Confirmed:	Finance Team Informed? Date:
Number of Free Lunches Needed:	Kitchen Informed?	Confirm Ratio:

	Date:	
<b>COSTING:</b>		
Number of Children:		
Number of Adults:		
Entrance fees: Per child:		
Per adult:		
Total:		
Coach fee:		
TOTAL COST TO BE SHARED:		
TOTAL COST PER CHILD:		
SIGNED: Trip Organiser: .....	Finance Dept: .....	Headteacher/DHT: .....

### Notes on the Approval Form

For regular educational and recreational visits, for example to school playing fields, church, the swimming pool, simply complete one form for each academic year. Supporting paperwork, for example the risk assessment for the activity should still be on file, as should any paperwork with providers. An opportunity to regularly review educational and recreational events should be made at least annually.

## APPENDIX III

### Risk Assessments: A Checklist Points to go through when writing a risk assessment

- Named teacher-in-charge
- Named lead first aider
- Names of adults accompanying
- Teacher-in-charge needs to write / be involved in the writing of the risk assessment. It should be dated and show the date of the forthcoming event
- The Teacher-in-charge is responsible for meeting with all accompanying adults to go through the risk assessment
- The Risk Assessment needs to include (amongst other points):
  - *Messages so pupils are safe from strangers. There needs to be a clear time set aside for when pupils are spoken to prior to the event*
  - *Instructions for walking in public and how roads will be crossed*

- *Instructions for children when on other modes of transport*
- *Expectation that children stay with their group leader – how will the children know who their group leader is?*
- *Signals to be used in case of an emergency exit*
- *Names of pupils whose behaviour is of concern and how this will be managed i.e. named adult*
- *How children who hurt themselves etc will be able to get the needed assistance from an adult e.g. their partner should alert the group leader*
- *Instructions to give to children so they stay with their partner and do not get lost etc*
- *Medical needs of the children*
- *Phone numbers of all adults participating*
- Permission slips for participation in off-site activities must ask for up-to-date medical needs and emergency contact numbers
- Medical needs on slips must be checked by welfare so they know it matches their own records and they will query any discrepancies
- Emergency contact numbers need to be taken with you but given into office on return for shredding
- The office need to know of all children out of school – this is especially important if it is a small group going out of school. In the case of a whole class going out, the office need to know if there are children from your class who are staying on-site
- Once a date of a trip is confirmed i.e. letters given out to children, the teacher-in charge needs to confirm adults going as soon as possible and this list needs to be given to Carol/Shelley for the diary
- As adults are decided, a risk assessment must be written and sent electronically to [dht@marishandwillow.co.uk](mailto:dht@marishandwillow.co.uk)

## **APPENDIX IV**

### **School Trips Incidents**

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure all other group members are safe and looked after.
- Establish the names of any casualties and get immediate medical attention.



- Ensure that a member of staff and another appropriate adult goes with casualties to hospital with any relevant medical information, and that the rest of the group are adequately supervised at all times and kept together.
- Notify the police if necessary.
- Ensure that all group members are following the emergency procedures and roles are allocated as necessary.
- Inform the school contact and provider/tour operator (as appropriate). The school contact name and number should be accessible at all times during the visit.

Details of the incident to pass on to the school should include:

- Nature.
- Date and time of incident.
- Location of incident.
- Names of casualties.
- Details of their injuries.
- Names of others involved so that parents can be reassured.
- Action taken so far.
- Action yet to be taken (and by whom).

The school contact should:

- Notify parents providing a full factual account of the incident as possible.
- Notify insurers especially if medical assistance is required (this may be done by the school contact).
- If the emergency happens abroad notify the British Embassy/Consulate.
- Ascertain phone numbers for future calls, try not to rely only on mobile phones.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
- Keep an incident log of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible and contact the council's Health and Safety Advisor and HSE if appropriate.
- No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause further distress to their families.
- All media inquiries must go through the authority's Press Office.
- No-one in the group should discuss legal liability with other parties, nothing should be signed relating to the accident liability without clear advice from the Trust insurers.
- Keep receipts for any expenses incurred as insurers will require these.

