



Court de Wyck Church of England Primary School

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## FORMAL DOCUMENT

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2				

# Educational Visits and School Journeys Policy

# **COURT DE WYCK CofE PRIMARY SCHOOL**

## **EDUCATIONAL VISITS AND SCHOOL JOURNEYS**

We believe that children benefit most from first hand experiences which enhance and enrich their learning. They can benefit enormously from taking part in visits with the school and linked to the requirements of the National Curriculum. They are given the opportunity to undergo experiences that they might not otherwise have had. Visits help to increase a child's investigative skills and can develop greater independence.

Good preparation and organisation are essential and create the right environment for a safe and meaningful visit. School trips undertaken Court de Wyck are category A (Low risk), B (Medium risk) and C (High risk i.e. residential activities) activities.

### **RESPONSIBILITIES**

#### **Governors:**

- Appoint a Health and Safety Governor and ensure the School has a Educational Visits coordinator
- Ensure visit has a specific objective
- Ensure visit complies with the school's Health and Safety Policy
- Ensure that they have read two documents, "Safety in School Trips and Adventurous Outdoor Activities" ('Orange Book' Headteacher's Office) and DfES Guide "Health and Safety of Pupils on Educational Visits" (Headteacher's Office) plus current advice on school trips from Jo Crickson, LA Health and Safety Officer.
- Approve any Category C activities

#### **Headteacher/Educational Visits Coordinator:**

##### **Ensure that:**

- A suitable group leader is appointed
- All necessary actions have been completed by the Group Leader before visit
- The risk assessments are complete and that it is safe to make the visit
- Ensure First Aid provisions are adequate
- There is adequate and relevant insurance cover
- Ensure relevant procedures are in place for the vetting of adult helpers
- They make available school policy and LA booklet "Safety on School Trips, off site visits and Adventurous Outdoor Activities" and DfES Guide "Health and Safety of Pupils on Educational Visits".

#### **Group Leader:**

One teacher appointed by the Headteacher/Educational Visits Coordinator has overall responsibility for the visit.

##### **They should:**

- Appoint a deputy.
- Undertake a risk assessment.
- Have regard for the health and safety of the group at all times (Appendix 1).
- Complete a trip check list (Appendix 2).
- Ensure parents are given sufficient information about the purpose and details of the visit. (Appendix 3) and that all parent consent forms are signed
- Ensure that minimum supervision ratios for category A and B trips must be at least:
  - 1 : 3 for reception pupils
  - 1 : 6 for Year 1,2 and 3 pupils
- 1 : 10 for Year 4, 5 and 6 pupils
- Ensure that adults on visit and the school have the address and phone number of the visit venue and have a contact name
- Children put into small groups which are then allocated an adult for organisation and supervision purposes. However, this does not transfer overall responsibility for the health, safety and learning of the children from the Group Leader.

- Adults on visit have the names of all adults and pupils and the group leaders contact number
- Ensure emergency procedures are in place, including Emergency contact numbers and LA emergency contact number (01934 833070)

**Other teachers and adults:**

- Ensure health, safety and welfare of everyone
- Care for each pupil as any reasonable parent would
- Follow the instruction of the leader and help implement control and discipline
- Consider stopping the visit if they think the risk to the health and safety of the pupils is unacceptable
- Take a register at beginning and end of the trip or when leaving different sites. Take a head count at regular intervals.
- Wear high visibility jackets when appropriate

**Pupils:**

The group leader and each teacher should make it clear that the pupils must:

- Not take any unnecessary risks
- Follow instructions of the leader and any other supervising adults
- Behave sensibly and responsibly. Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curriculum aims should be fulfilled in other ways
- Wear a school address badge
- Understand aims and objectives of visit
- Be provided with background information about place to be visited
- Know how to avoid specific dangers
- Be aware of who is responsible for their group
- Know what to do if they become separated from the group
- Be aware of basic emergency procedures.
- Wear a seat belt and stay seated at all times.
- Use Green Cross Code to cross road under adult supervision and instructions.
- Walk in pairs
- Tell an adult if you feel unwell whilst travelling
- Wear high visibility jackets if available

**Pupils with Special Educational and Medical Needs:**

Headteachers must not exclude any pupils with SEN or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit.

All staff supervising excursions should be aware of pupils medical needs and a trained key supervisor will be responsible for carrying medical requirements.

In line with the administration of medicines policy, pupils whose parents so wish should carry their own medicines for asthma. The group leader is responsible for completing a risk assessment for any individual pupils with additional needs if

appropriate.

**Parents:**

- Are expected to complete a 'Permission to take your child out of school' form giving permission for the school to take their child out of school for local (walking) visits at the beginning of each year and return this to school
- Are expected to complete a 'Medical Information' form at the beginning of each year and return this to school. They are also expected to keep this updated when changes may occur
- Are expected to follow guidelines set out in the 'Administration of Medicines' policy
- Attend any meetings/read any information given by the school pertaining to the visit
- Parents must sign the consent form and give the group leader relevant information about their child's health which might be relevant for the visit. They must ensure that their child wears appropriate clothing and footwear requested by the group leader.

### **Category C Activities:**

These are activities and off site visits that are potentially high risk. All residentials are classed as Category C.

In addition to the measures above Headteacher/Educational Visits Coordinator (HT/EVC) and Group Leader (GL) must put into place the following actions:

- The HT/EVC must meet exclusively with the GL to ensure paperwork is thoroughly completed and countersigned including:
  - ü Form OE01 Residential and Category C Notification (Orange Book, p107-8)
  - ü Form OE02 External Providers Declaration Form (Orange Book, p109)
  - ü Relevant and appropriate risk assessment including specific ones for travel, accommodation and recreational activities and site specific risk assessment for school led activities
  - ü Itinerary for the trip
- The LA Health and Safety/School Visits Officer must be notified at least 6 weeks prior to the visit including copies of the above paperwork

On satisfactory completion of the above the LA will provide written authorisation.

### **Charging for Educational Visits**

For information on Charging for Educational Visits, please refer to our Charging Policy

## **RISK ASSESSMENT**

The group leader should agree all plans for the visit with the Headteacher or Educational Visits Coordinator.

A risk assessment should always be carried out before a visit takes place by the group leader. The findings should be recorded and submitted to the Headteacher/EVC and Health and Safety Governor (see Appendix 1). Wherever possible the group leader should undertake an exploratory visit.

### **Questions to ask:**

- Have the booklets and information referred to in the policy been read by all staff involved in visit?
- What are the risks at the destination?
- Whom do they affect?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Are there any pupils intending to come on the visit that have special/medical needs? If yes, have these needs been considered?
- What will be the ratio of adult: pupils?
- Are there specific hazards involved, eg sunburn, dehydration, change in weather conditions?
- Are there adequate toileting facilities? Who will accompany children to the toilets? Procedure for boys.
- What are the risks travelling to and from the destination?
- If walking to and from the destination, how is this going to happen and what control measures are in place, eg as a minimum, one leader at front and one at back with 1:5 ratio of adults to children, pupils walk in pairs.
- If using hired transport has secretary checked their health and safety record?
- Have you a means to summon help in an emergency?
- Have you a trained first aider?
- Have you got contact numbers of all people within the group and a main point of contact at the school in and out of hours?
- Have you got all consent forms?
- Do you know if pupils have any specific needs/allergies?
- Who will these children be with and who will carry their medication?
- Have all adult volunteers undergone the appropriate checks?

If you cannot maintain safety levels for the visit it should not go ahead.

Model Risk Assessments are available in North Somerset's 'Safety on School Trips, Off-Site Visits and Adventurous Activities' manual (Orange Book).

### **Governor Monitoring of this Policy**

In order to ensure compliance with the policy, the school visits coordinator is subject to an annual spot-check audit by the H&S Governor and the outcome is reported to the Performance Committee and then the FGB prior to the policy review.



**APPENDIX 2  
SCHOOL VISITS**

**Year Groups:**

**Number of Pupils:**

**Teachers:**

**Visit To:**

**Educational Reason for Visit:**

**Date of Visit:**

**Time Leaving School:**

**Time Returning to School:**

**Cost of Coach:**

**Admission Cost:**

**Admission Cost per Child:**

**Insurance:**

**Incidental Expenses:**

**Total Expenses:**

**Cost per Child:**

<b>Risk Assessment</b>	
<b>HT/EVC's Permission</b>	
<b>Letter to Parents</b>	
<b>Governors Informed</b>	
<b>Leader/Deputy Appointed</b>	
<b>Venue Booked</b>	
<b>Venue Confirmed</b>	
<b>Coach Booked</b>	
<b>Coach Confirmed</b>	
<b>Number of Adults</b>	
<b>Ratio of Adults: Children</b>	
<b>Children Groups and Adult Allocated</b>	
<b>Insurance</b>	
<b>Kitchen Informed</b>	
<b>Emergency Arrangements</b>	
<b>Register and group list</b>	
<b>ALL Permission Slips Returned</b>	
<b>Identified Special/Medical Needs</b>	
<b>Background and Health and Safety Information Available for ALL Adults</b>	

## APPENDIX 3

### GUIDANCE ON LETTER OF CONSENT

- Date of visit
- Time of departure and return
- Mode of travel
- Visits objective
- Clothing and equipment – red school sweatshirt
- Money to be taken
- Lunch arrangements – packed lunch in disposable bag
- Insurance arrangements
- Ratio of adults to children
- Identify any health and safety risk
- Behaviour expectations
- Any medical needs
- Swimming ability (if appropriate)

### GUIDANCE ON RESOURCES FOR THE VISIT

- School address labels
- Sick bucket, wipes, towels, newspaper
- Inhalers or other medical supplies
- First aid kit:       main  
                          individual for groups
- Individual pupil information
- Class list
- Mobile phone
- Emergency contact numbers
- Emergency procedures for ALL adults

Signed .....

Date .....

**Reviewed on    19<sup>th</sup> March 2008**

**Approved by Nicola Watkins - School Visits Coordinator, North Somerset Schools Health and Safety**