

Medlock Primary School



Educational Trips and Visits Policy

Ratified: October 2022

Review: October 2025

Introduction

Educational visits are activities arranged by or on behalf of the school and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose by enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site 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. The visits usually take place within the school day but on occasions can take place after school. Our school adopts the LA guidance and uses their proforma when planning Educational Visits.

Aims

The aims of our off-site 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;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Curriculum links

All visits link to the curriculum and offer children the chance to apply or experience elements of their learning as well as providing hooks to draw them into a subject

Residential activities

We always seek opportunities for children to take part in residential visits. The residential visits should enable children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography.

How visits may be authorised

The group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

All EV forms must be completed at least 4 weeks in advance of trips and sent to the Headteacher, nominated governor and the school's educational visits coordinator.

The school's educational visits coordinator, (a member of the leadership team) will monitor the planning and management of off-site visits. S/he will:

- ensure that risk assessments are completed;
- support the headteacher and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- safeguard by ensuring all accompanying adults, including private car drivers, have had satisfactory police checks or are monitored so as to never be alone with children;
- make sure that all necessary permissions and medical forms are obtained;

- keep records of visits and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA.

Where staff are proposing to arrange an off-site activity they must seek and obtain the approval before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made. This is done through the completion of the EVC forms. Paperwork is also available on the School Server.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a SEND is eligible for a trip we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

All medication that needs to be taken by a child to be supervised by an adult responsible for first aid or trip group leader. Additional parental consent is needed to administer any medication on the trip.

All medication to be taken on trips be held centrally by an adult responsible for first aid or with the group leader.

All medication is to be included on the Risk Assessment which includes the child's name, what is needed, how it should be administered, where it will be located.

Risk assessment

A comprehensive risk assessment is carried out by the group leader or a member from the team before the proposed visit. Some venues will have their own risk assessments which can be adapted. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip and the group leader should take careful account of the facilities available with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LA will not

have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the correct ratios (see Appendix 1). Any trip will require a minimum of two adults. However, these are minimum requirements and may not provide adequate supervision in all cases.

The risk assessment must also cover transport to and from the venue. This should include;

- the provision and required use of seat belts and booster seats (if required);
- details of first aid and emergency equipment;

EV1 should be completed and approved before the trip goes ahead (see Appendix 2). A copy of the completed risk assessment and EV2 forms will be given to the EVC, nominated governor and to the Headteacher 3 weeks before the planned event. All adults supervising the trip must have access and read the documents.

Transport

The costing of off-site activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts and to insist that they be worn by all those participating in the visit.

Private cars are not used for school trips.

Where taxis and private hire firms are used, risk assessments should stipulate how children are safeguarded with particular reference to ensure drivers are never allowed to have unsupervised contact with the children they are driving.

Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit.

Where a trip involves transportation, written permission must be sought.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

Further health and safety considerations

All adults accompanying the children on a trip must be made aware, by the group leader, of the emergency procedures in place. Each adult should be provided with an emergency telephone number. This will normally be the school number but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party.

The safety of the party (especially the children) is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure safety. This involves taking note of any information provided by medical questionnaire returns and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the headteacher the possibility of making additional arrangements for that child.

More detailed guidance on procedures and requirements can be obtained from the LA's Off-Site & Hazardous Activities File.

Group Leaders' planning

Group Leaders must read thoroughly the appropriate guidance for off-site activities as outlined in the EVC guidance documents.

Visit plan

The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns;
- first-aid boxes;
- first-aider.

Monitoring and review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) school's leadership team regarding the outcome of the visit.

Appendix 1:

STAFFING AND STAFF RATIOS

Nursery	1:2 (minimum 2 staff)
Reception	1:3 (minimum 2 staff)
Years 1-2 (KS1)	1:6 (minimum 2 staff)
Years 3-6 (KS2)	1:10 when travelling by coach (minimum 2 staff) 1:8 when walking (minimum 2 staff)
All years	1:10 (minimum 2 staff)

Children with additional needs will impact on ratios. This should be addressed in the risk assessment and planning. Where a child needs closer support, the adult providing the support should not be included in the general ratios.

Appendix 2:

Checklist for local trips

The following checklist provides a useful starting point:

The Group Leader or a party member to complete a preliminary visit and informal risk assessment, if needed;

The proposed EV1 to be sent to EVC and Headteacher for approval, at the start of the term;

The EV2 and Risk Assessment to be completed at least 3 weeks before the trip with additional volunteers confirmed;

Parent consent letters to be sent out at least 3 weeks before the trip.

