



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Educational Visits Policy – November 2022

Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

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|------------------------|-----------------------|----------------------------|-------------------------------|
| Author | Deb Williams | Date reviewed | November 2022 |
| Position | Headteacher | Date ratified | 9 th November 2022 |
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| EIA approved by | Teaching and Learning | Reviewing committee | Teaching and Learning |

EIA = due consideration of potential adverse impacts on the following groups: age; disability; gender and gender reassignment; marriage and civil partnership; pregnancy and maternity; racial groups; religion or belief; sexual orientation.

Introduction

This document is a statement of the aims, principles and strategies for educational visits at Alexander Hosea Primary School.

This policy is supplemental to South Gloucestershire's policy for School Trips and School Health and Safety Policies, including Health and Safety: Advice on Legal Duties and Powers (December 2012). The LA has adopted the Outdoor Education Advisers Panel 'National Guidance' www.oeapng.info

The Health and Safety at Work Act 1974 places overall responsibility for health and safety on educational visits with the governing body.

Rationale

The school regards educational visits as a valuable part of a pupil's education and acknowledges the voluntary contribution which teachers and other adults make, in enabling pupils to experience a wide range of activities not available in the classroom and a rich variety of visits off the school site. These visits support the effective teaching of our project based curriculum and the annual curriculum focus which forms part of the School Improvement Plan. The school will actively support pupils with medical conditions and other specific needs, including special educational needs and disability, to participate in school trips and visits, as well as in sporting and other activities.

Definitions

School Trip - This is any activity which involves pupils leaving the school site.

Sporting Events at other schools and venues

Outdoor Pursuit Activities - These are the activities either covered by the list of Outdoor Pursuits, contained in South Gloucestershire's H&S Manual, or by the Adventurous Activities Licensing requirements.

Residential Visit - This is any trip whereby pupils will be away from their homes for at least one night. This will include any stay in a hotel or similar and also includes camping.

Visits Abroad - For the purposes of these arrangements, this is any visit which involves the group leaving mainland Britain.

Purpose

The purpose of this policy is to clarify details and give further guidance to staff who may propose or participate in an educational visit, and to governors and volunteers.

Context

The School will undertake a range of school trips relating to the curriculum and extra-curricular activities.

Our priority is to ensure that all visits will be:

SAFE

EDUCATIONAL

ENJOYABLE

It is essential that all visits have sound and clearly stated educational aims.

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Alexander Hosea Primary School a supportive and effective learning environment.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to be adaptable and cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the personal, social and emotional aspects of learning.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.

Types of educational visit

There are three types of educational visit:-

- Trips abroad and/or involving adventurous activities
- Other residential trips
- Short duration trips in the local vicinity or regular trips, including visits to the local high street, woods etc.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for completing the school's 'Visit Arrangements' form (Appendix 1). They should obtain outline permission for a visit from the Head Teacher prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the Headteacher where necessary.

It is the trip organiser's / class teacher's responsibility to:

- To liaise with the school office to ensure that all parental consent forms have been returned for their class
- To organise the correct adult to pupil ratio for their class.
- To check that their helpers have read the relevant risk assessments.
- To organise their class into manageable groups.

- To brief any parents helping about what they are required to do on the trip.
- To speak to all the children in their care about expected behaviour, risks and safety.
- To maintain good discipline during the trip.
- To carry out on-going risk assessment throughout the visit.
- At all times be aware of the children's safety.
- Ensure that any appropriate medication is taken on the trip.
- Ensure that pupils are supervised at all times during the visit.
- Carry a register of children's names and ensure all staff and volunteers conduct frequent head counts of the pupils in their groups. The party will not set off on a new stage of the journey until all numbers have been checked and confirmed.

The Head Teacher has responsibility for authorising all visits and ensuring that those that are overseas, residential or adventurous are submitted to the LA for approval.

The Governing Body's role is to agree residential visits and monitor policies and procedures and promote inclusion in relation to educational visits off site. They should have an understanding of how outdoor learning, off-site activities and visits support a wide range of outcomes for children and young people.

The Local Authority is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

Competence to lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed by the Headteacher before approval for the visit is given.

Every visit should have a nominated group leader; this may not be the most senior member of staff but the person who is most familiar with the visit venue.

Wherever possible pre-visits should be made by the class teacher to ensure smooth planning and organisation and identify any risks and mitigate. If this is not possible, teachers should liaise with anyone on the staff who has visited the venue before and take their advice, or speak directly to the venue concerning details such as, lunch provision, toilets, adult supervision needed.

The role of supervising parents

Supervising parents must be carefully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be informed of which pupils will be in their immediate care and be provided with a completed risk assessment. It is at the class teacher's professional discretion whether they put a parent helper in charge of a group containing their child; this will depend on individual circumstances.

Specific risk assessment process

School trips often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. Some risk is accepted but good planning, attention to safety measures and following the procedures included within this policy will minimise the degree of risk. For any proposed school trip, a risk assessment will also be completed.

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which leaders should be mindful:

- **Generic risks** – normal risks attached to any activity out of school.
- **Event specific risk assessment (ESRA)** – any significant hazard or risk relating to the specific activity and outside the scope of generic risk.

- **Ongoing risk** – the monitoring of risk throughout the actual visit as circumstances change.

The 'Educational Visits Risk Assessment' form (Appendix 2) is to be completed by the school trip organiser/relevant admin staff. This will include, or have attached, all relevant information about the trip.

This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the trip but the higher the risk rating the more complex the arrangements are likely to be.

Ratios

The minimum levels of supervision are to be worked out by the following:

- A competent leader must be in charge of the group
- For Foundation there must be a minimum of 1 competent adult for every 4 pupils, including at least one person who has a current paediatric first aid certificate.
- For Years 1 to 3 there must be a minimum of 1 competent adult for every 6 pupils.
- For years 4 to 6 there must be a minimum of 1 competent adult for every 15 pupils.
- For adventure activity trips the recommendation is 2 adults per 20 pupils.

In practice, the ratio will be determined by factors relevant to the visit such as:

- type, duration and level of activity
- needs of individuals within the group (SEND)
- experience and competence of staff and accompanying adult
- nature of venue
- weather conditions at the time of year
- nature of transport involved.

A professional judgement must be made by the visit leader Headteacher as to the appropriate ratio for each visit.

Dismissal of pupils after evening activities

Where a visit or activity finishes outside of the schools usual opening hours, and the school has arranged or provided transport back to the premises, pupils will be dismissed by staff into the care of their parents / carers.

Pupil behaviour

The school's Behaviour Policy applies in full on all school trips. A copy of this policy can be found on the school website.

'Water Margins' activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in the OEAP's 'Group Safety at Water Margins' is relevant. All staff, including parent helpers, should be provided with a copy of this guidance prior to the visit. A latest edition of this guidance can be found on the OEAP's website.

Emergency procedure, including threat of terrorism

Organisation of emergency arrangements – The group leader will take charge in an emergency.

Despite the most detailed and thorough pre-visit planning, things can go wrong on the day e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking etc. To avoid having to make decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

Prior to the visit the name and the school and home numbers of a school contact will be identified.

Details relating to emergency provision will be finalised and an emergency contact number provided for each visit.

A trained first aider will accompany the children as part of the staffing ratio and will be responsible for ensuring a fully stocked first aid kit and any medication is taken on the visit. They will have attended the 'Administration of Medication' course or liaised with a member of staff who has, to ensure all procedures are followed.

Travel times out and back will be known - Parents will be informed via a text message of any delays, including a late return home.

Depending on the nature of the incident, the school will implement a communications plan for informing as swiftly as possible both the families of the injured, and the families of those who are unhurt. We recognise that in an era of instant communications, it may not be possible for us to be the first to break the news. Nevertheless, we firmly believe that we have an important duty to speak personally to the parents of any pupil who has suffered some injury or mishap. We will use mass communication methods (e.g. telephone/text) for communicating with those whose children are not affected.

In the event of an incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the group leader will telephone the school immediately to speak to the Headteacher (on land-line or mobile). If the Headteacher is unavailable, the Deputy Headteacher should be contacted for advice. The school must be kept informed at all times. If the leader is unable to contact the school, they should telephone South Gloucestershire LA on **Tel: 01454 868009**. This line is open on a 24-hour basis and the number should be taken on every visit.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention the group leader should adopt the following protocol:

- a) Assess the situation;
- b) Safeguard uninjured members of the group (including self);
- c) Attend to the casualty/ies (if applicable);
- d) Call emergency services (999 or appropriate local number if abroad), if appropriate.

Then:

- e) Contact the Emergency Contact (see below) and seek further advice.
- f) Contact the British Consulate / Embassy if abroad;
- g) If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- h) Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- i) Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- j) Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- k) Refer all press, media, parental, or other enquiries to South Gloucestershire LA.

If an accident occurs and a child has to be taken to hospital during a visit, the Headteacher should be contacted before any medical decision is taken. The child must be accompanied by an adult if they are taken to hospital. Every effort will be made by the school to contact the child's parents; however in an emergency situation the school has a duty of care over the child and can make medical decisions. In such a case the safety of the rest of the children must not be compromised through a reduced number of supervising adults. Therefore the group leader, after discussion with the school, needs to make the decision whether to terminate the visit.

Insurance

In addition to the standard public liability cover provided by the Local Authority, the Council has taken out annual 'blanket' personal accident cover / travel insurance for all school trips/visits at home or abroad.

Parental consent

At Alexander Hosea School general consent for local visits/walks (excluding transport) is established as each child joins the school. For longer trips a separate consent form is necessary.

A letter will be sent to parents/carers explaining in detail what the aims of the trip are and asking them to consent or refuse consent on a fully informed basis for their child/ward to attend. It must also indicate whether they will need to contribute towards the funding of the trip and the cost.

Parents can order a packed lunch from the school kitchen which will be provided free of charge for children in Years R-2 and children eligible for Free School Meals.

Parents will also be asked to notify the school of any particular needs of pupils, including diet, medication, plus use of non-prescribed medication. The management of any dietary or medical needs is covered by the school's Management of Medical Needs Policy and appropriate risk assessments. A draft template is at Appendix 3.

A follow up letter may be sent to parents explaining what their child needs to wear or bring on the day/s of the visit e.g. amount of pocket money, clothing.

Parents will:

- Be informed of all educational visits by the school and will be given full detailed information of the visit.
- Complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered.
- Submit current emergency contact details before an educational visit takes place.
- Inform Wickwar Out of School Club (WOOSC) of any changes to their normal booking.
- Attend all planning and information meetings held by the school before any residential or overseas visit takes place.
- Be subjected to a Disclosure and Barring Service (DBS) check before they take on the role as a volunteer helpers/supervisors on an educational visit if left alone with pupils.
- Undertake training in the above role.
- Be allocated named pupils during the visit.
- Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- The name of the group leader.
- The names of the deputy leader and other staff.
- The names of parents accompanying the visit.
- The ratio of pupils to adults
- The dates and time of departure and return.
- The full contact details of the destination.
- The methods of travel.
- The name of the coach firm/travel company.
- The itinerary of the educational visits and of the activities planned.
- The total cost.
- The date when the deposit needs to be paid and when the final travel cost has to be paid.

- Insurance arrangements.
- Pupil medical and dietary information.
- Checklist of clothing and other essentials.
- Checklist of equipment.
- Details and advice of pupil pocket money.
- Ground rule for the visit.

Inclusion

Alexander Hosea Primary School is governed by The Equality Act 2010. As such we do not discriminate against, harass or victimise pupils or young people because of one of the protected characteristics (disability; race; religion or belief; sex; sexual orientation) in the way that we provide (or not) a benefit, facility or service.

Activities and visits should be available and accessible to all, irrespective of special educational or medical needs or protected characteristics. When a visit or activity is being planned, all reasonably practicable measures will be taken to include all young people. Every reasonable effort will be made to find venues and activities that are both suitable and accessible and that enable all pupils to participate fully and be actively involved. However, where it is not possible to balance the best outcomes for all pupils with the particular needs of individuals, the impact of this will be given due consideration and suitable alternative provision will be sought.

If a child has any special educational needs or other specific needs, e.g. medical, physical, the child's parent or legal guardian may be asked to accompany him/her on the visit/residential trip.

Alexander Hosea Primary School may choose to exclude a young person from a visit or activity where their behaviour presents a significant, unmanageable and unacceptable risk to the health, safety and welfare of either themselves, other members of the group, or the leaders. If this decision is made it will be communicated to parents / carers at the earliest possible opportunity and consideration given to alternative ways of achieving the same learning outcomes.

Charging/funding for visits

Alexander Hosea Primary School does not charge parents / carers for educational visits which take place during the school day or form part of the school's curriculum, or for the transport to such visits.

The cost of the visit will be calculated taking account of transport, entrance fees and any other related costs. Where a trip or activity does incur a cost to the school a voluntary contribution may be sought. In these cases parents / carers will be informed of the nature of the proposed activity or visit, the likely value in educational terms and the financial contribution per pupil which would be required if the activity were to take place. The information will emphasise that there is no obligation to contribute and that no pupil will be excluded because parents are unwilling or unable to contribute. It will also be made equally clear whether the activity or visit is likely to be cancelled if there are insufficient contributions.

Where an activity falls outside of school time and does not form part of the school's curriculum, parents will be charged for the full cost of the visit including allowable charges for board and lodgings. Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity or visit, divided equally by the number of pupils participating. A school trip income and expenditure form is completed and checked for accuracy. Please refer to the school charging & remissions policy for further information.

Transport

Travelling by coach/minibus, including to sports fixtures

Travel arrangements should be included in the risk assessment.

If using coaches for transport, a reputable company will be used where the drivers are vetted. In most cases the school will seek to use Applegates or Eurocoaches.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. If a minibus is being borrowed or hired, the driver must have passed the LBWF test for the driving of council vehicles or the equivalent community transport test.

Car

If any pupils are to travel by car, the driver must complete a form and have the appropriate insurance cover. Parents must also give written permission for their child to be transported in a private vehicle using the 'Private Transport Permission Form'.

Pupils under 135cm in height must use a booster seat, unless they are using the lap-strap (in the middle of the back seat of the car) when the regulation cannot apply.

Use of staff cars to transport pupils

If using staff cars to transport pupils, staff will have completed and handed in a 'Driving on School Business' form which confirms that they hold a current valid driving licence, business class insurance and that their vehicle is legal and roadworthy in all respects. Seatbelts will be worn at all times when travelling in cars. Staff will never travel 1:1 with a pupil in a car. A list of the children in each car with the driver's name and car number plate must be retained in the school office.

Public transport

If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

Checklist

A member of the school's administration team uses a checklist to ensure all procedures are followed.

Briefing of pupils

This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen on each day, which must include where they are to meet, clothing etc. required, what papers they need to bring with them

Debrief & evaluation

Staff and pupils involved will be asked to comment on the trip to highlight positive outcomes and to identify any concerns so that these can be used to inform future visits. Records of individual visits will be kept, including reports of accidents and near misses.

Conclusion - Policy review

This policy is a working policy and will be subject to regular review in practice. The school will periodically review the process to ensure that it continues to work effectively.

Visit Arrangements Form

Please complete this form and discuss with the Headteacher before booking the trip.

Destination of Trip: _____

Learning Intention of Trip: _____

Leader of trip:

Class on trip:

Date of visit:

PPA – Is this trip on your PPA day? YES/NO

Will a staff meeting or whole school activity be affected? YES/NO

If YES please give activity and names involved:

Music Tuition – will any of your pupils be missing music tuition and if so which group?
Please provide list of names of pupils missing lesson:

Does your class have swimming lessons on this day YES/NO

Will any of the staff accompanying you require cover in their normal class? YES/NO

If yes give details: Name of member of staff:

Class: _____

Approximate number of children: _____

Ratio of adults to children required for this trip: _____

Number of adults - Teachers: _____

Other adults: _____

Please give names of teaching assistant support –

Please confirm that TAs have been advised of the details of this visit. YES/NO

List of volunteer helpers coming on the trip

Departure Time: _____

Return time: _____

Please confirm that the trip Risk Assessment has been completed:

Please list the medical needs of the children and adults who are coming on the trip:

Who is responsible for ensuring all required medication is taken on the trip:

Cost of Transport:

Admission costs:

Supply cover for additional teachers: £ _____

Total Cost of trip per child: £ _____

Arrangements for any child left behind:

Inform kitchen

Agreed by Headteacher:

DAY TRIP CHECK LIST

| | COMPLETED |
|---|-----------|
| <ul style="list-style-type: none"> ▪ ARRANGE VISIT, GUIDES, TALKS, WORKSHEETS, LUNCH PLACE ▪ TRAVEL ARRANGEMENTS – Times of departure & return: ▪ COSTS: Income & Expenditure ▪ PERMISSION SLIPS ▪ HELPERS ▪ LUNCHESES INCLUDE FREE SCHOOL MEALS ENTITLEMENT: List pupils: ▪ INSURANCE ▪ HEALTH & SAFETY ADVICE CHECK ▪ PPA COVER ▪ ARRANGEMENTS FOR PUPILS MISSING MUSIC TUITION: ▪ SUPPLY COVER ▪ SWIMMING ROTA ▪ KITCHEN ADVISED ▪ RISK ASSESSMENT ▪ MEDICATION ▪ REGISTER <p>RESIDENTIAL TRIPS</p> <ul style="list-style-type: none"> ▪ ARRANGE PARENT MEETING ▪ KIT LIST & ITINEARY ▪ CONSENT FORM WITH CONTACT NUMBERS & MEDICAL INFORMATION, PLUS ADMINISTRATION OF MEDICATION FORM. ▪ CONTACT LIST FOR HEAD AND CHAIR <p>TO TAKE:</p> <ul style="list-style-type: none"> ♦ LIST OF GROUPS ♦ LIST OF PARTY FOR EACH LEADER ♦ PAYMENT/DOCUMENTATION ♦ IDENTIFICATION WITH EACH CHILD ♦ SCHOOL TELEPHONE NUMBER/Mobiles ♦ WHISTLE ♦ LUNCHESES AND DRINKS ♦ WORK-CLIPBOARD PENCILS ETC ♦ BUCKET, AIR FRESHENER, TISSUES, PLASTIC BAGS, FIRST AID <p>LEAVE IN SCHOOL:</p> <ul style="list-style-type: none"> ♦ ITINERARY ♦ LIST OF PARTY INCLUDING HELPERS | |

Educational Visits - Risk Assessment

| | |
|--|------------------------|
| Place to be visited: | |
| Date of visit: | |
| Preliminary Visit (if applicable) | |
| Date of preliminary visit: | Staff Involved: |
| Please Outline any Hazards/Dangers on the Journey or at the location and state action taken to minimize / avoid risk and attach risk assessments that may have been provided by the venue | |
| Hazard | Action |
| Risk assessment prepared by | |
| Date the risk assessment was prepared | |
| Risk assessment reviewed and approved by | |
| Date the risk assessment was reviewed and approved | |

ALEXANDER HOSEA PRIMARY SCHOOL

Date:

Dear Parents/Carers

SCHOOL VISIT

A visit has been arranged for your child, details below:-

| | |
|----------------------------|--|
| TRIP VENUE: | |
| LEARNING INTENTION: | |
| CLASSES: | |
| DATE OF TRIP: | |
| TIMES: | |
| COST: | |

A packed lunch will/will not be required. Children receiving free school meals may order a packed lunch from school. Sensible shoes and weatherproof clothing are needed.

The cost of the trip is £.....which covers If you are in receipt of income support, please contact the office. Payments can be made via Pay360. Please let the office know if you require any further assistance with this. Details of school journey insurance cover are available from the office. Children may / may not bring money to the limit of £.....

Helpers are needed on this visit, could you fill in the slip below if you are able to assist.

Please return the attached signed permission slip indicating any medical needs/medication your child needs to bring on the trip slip by:

Yours sincerely

Class Teacher

A reminder to parents using After School Club – Please advise them of changes to your normal booking.

✂.....

SCHOOL VISIT TO:**CLASS:**

I give permission for to go on the school trip on

I have paid £.....online on(date)

I am able to help with this visit: Yes/No

My child will require a school packed lunch: Yes/No

Medical information the school should be aware of:

Parent's medical needs if helping on trip

Emergency Contact Numbers

SIGNED: **(Parent/Carer)** **DATE:**