

'What we learn with pleasure we never forget'

# **EDUCATIONAL VISITS POLICY**

**Date Written: May 2017**

**Date of Review: March 2019**

**Headteacher.....**

**Date.....**

**Chair of Governors.....**

**Date.....**

# Carlton Colville Primary School

## Policy for Educational Visits

Carlton Colville Primary School has formally adopted, through its Governing Body, the Suffolk 'Guidance for Educational Visits'. [www.oeapng.info](http://www.oeapng.info) and as outlined on EVOLVE [Suffolkvisits.org.uk](http://Suffolkvisits.org.uk) Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### **Aims and purposes of Educational Visits**

The school/centre has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

### **Approval Procedure**

The Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Head teacher has nominated Mrs Hughes as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA.

Before a visit is advertised to parents the Head teacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure.

This will be undertaken using EVOLVE as the planning and approval system for all visits involving transport.

The School has agreed a policy for categorising its visits in line with SCC guidance i.e.:

**Type 2 = Overseas, Residential or Adventurous visits**

- to be recorded on Evolve and approval gained from the EVC/Head and SCC

**Type 1 = Visits involving transport**

- to be recorded on Evolve and approval gained from the Head to the EVC

**Local visits not involving transport**

- We will use in-house systems not requiring Evolve, but will be monitored by the EVC.

The Governing Body will receive information on Type 1 visits in the termly Headteachers Report and does not require notification in advance.

**Staffing**

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

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for Educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with Educational activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. During a Type 1 visit, if a Volunteer Helper is supervised for the majority of the time a DBS check would not be needed. All Volunteer Helpers supporting the Type 2 visits would be considered unsupervised, therefore a DBS check would be needed.

The appointed Visit 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/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

## **Staff/Pupil Ratios**

The Governing Body determines the following minimum staff/pupil ratio for visits:

Age 7 - 11 (Years 3 - 6)	:	1 to 15
Age 5 - 6 (Years 1 & 2)	:	1 to 10
Age 4 and under (EYFS)	:	1 to 6

Ratio for Type 1 visits will usually be higher than this and will always be higher for Type 2 visits and when necessary by risk assessment.

## **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

## **External Activity Providers**

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 school accounts.

The EVC, through EVOLVE will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

## **Parental Consents**

Written consent for Type 1 visits not requiring transport will be covered by a single consent form on admission to the school. However, parents will be informed where their child will be at all times and any extra information or measures required. Written consent will be requested for all Type 1 visits requiring transport and Type 2 visits.

As part of the parent consent they will be fully informed of the activities and arrangements for 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.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

## **The expectations of Pupils and Parents**

The school has a clear code of conduct procedures for 'transport' and 'walking groups of children alongside roads' based on the school 'Behaviour Policy'. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early.

## **Emergency Procedures**

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

Our school 'Critical Incident Policy' contains all the emergency contact information for the Senior Management Team.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

An 'Emergency Card' containing all the relevant contact information including numbers to ring in the event of a serious injury/fatality which would involve media attention, are laminated and kept in all the First Aid kits. These will always be taken on Type 1 & 2 trips.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

## **Charging for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it and we do not receive sufficient voluntary contributions to make a trip viable.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

The school has a policy on remission of charges which states all charging procedures.

Reviewed: May 2017

Next review date: May 2019

### Appendices

- Educational Visits Protocol
- Code of Conduct 'Transport'
- Code of Conduct 'Walking groups of children alongside roads'
- Blank 'Risk Assessment' form
- Letter to cover Type 1 visits not involving transport

## Educational Visits Protocol

1. Check all dates with Mrs Hughes.
2. Check with Mrs Hughes if you're going somewhere new.
3. Do the initial research.
4. Complete the trips form and pass this on to Mrs Brown specifying the children and adult numbers, dates and times and any relevant details required. Please complete this as early as possible.
5. Mrs Brown will book trips/venues and organise transport.
6. Mrs Brown will sort costings.
7. Mrs Brown will type up trip letters to parents (with a cut-off date- so e.g. kitchen staff have appropriate time to prepare pack lunches).
8. Mrs Hodge will chase payments and consent slips.
9. Mrs Hodge will order packed lunches where necessary.
10. Please supply risk assessment including **two** reasons of the visit for EVOLVE. (curriculum area and purpose/s).
11. Please supply the names of staff, parents and pupils who are going for EVOLVE (**ensure the volunteers have been approved**).
12. Please give accurate numbers of staff, parents and pupils before leaving for each group if on different coaches (for insurance reasons).

All information for EVOLVE needs to be processed at least **2 days** prior to trip.

Residential trips need to be submitted for County approval **4 weeks** prior to a trip.

Where possible please email risk assessments/letters/booking information to [mrs.brown@carltoncolvilleprimary.co.uk](mailto:mrs.brown@carltoncolvilleprimary.co.uk) to enable direct uploading to EVOLVE.

## CARLTON COLVILLE PRIMARY SCHOOL

### EDUCATIONAL VISITS - CODE OF CONDUCT

#### TRANSPORT

##### Coaches

- All passengers must wear the seatbelts provided.
- Prior to departure the teacher in charge of the coach must check that all children are wearing their seatbelts.
- Expectations for behaviour whilst on the coach should be established prior to departure.
- Adults should not get out of their seats without good reason and where practicable the coach should be stationary before this happens.
- The teacher in charge should check that all children are on the coach before departure.
- Adults should be seated throughout the coach to ensure that children are adequately supervised at all times.
- The seating of children should take into account behaviour, travel sickness needs, etc.
- Food and drink should not be consumed on the coach without the permission of the driver (usually only on longer journeys).
- The teacher in charge should ensure that any children requiring travel sickness medication are given this at the appropriate interval before travelling commences.
- A sick kit (bucket, bags, powder, tissues and plastic gloves) should be carried on long journeys.
- Children must be supervised by an adult as they get on and off the coach.



## Carlton Colville Primary School

### Educational Visits - Code of Conduct

#### WALKING GROUPS OF CHILDREN ALONGSIDE ROADS

Check on the required ratio of adults to children before taking the children out.

##### 1) **Pre-visit and Plan (Risk Assessment)**

It is good practice to do a pre-visit and walk the intended route before taking a group along it.

Assess the size and nature of the pavements and footpaths.

Plan your route choosing the safest crossing places:

- use footbridges and subways where possible;
- look for gathering places for the group when getting ready to cross and after they have crossed (know where the exits are!)

Consider your likely group; age, behaviour, skill, size/numbers.

##### 2) **Before setting out - Children**

Talk to the children about the dangers of the road before starting off.

Agree a communication/signal system - hand, verbal (can you be heard over the traffic noise?)

Agree how you are going to move across the road - one group or in waves?

\*Rope Run/Walk exercise\*

Practise in a safe area.

##### 3) **Before setting out - Adults/Supervisors**

Ensure all staff and helpers understand the route - give them a sketch map or plan of route with intended crossings marked.

Organise the group so they can be seen and effectively controlled at all times - "crocodile", in pairs, positions of adults, etc.

Adults to hold hands with children under 7 years old?

Giving responsibility to older children to look after younger children?

Rope to hold? (as for 'Walking Bus')

##### 4) **Awareness:-**

Walk on the pavement in an orderly manner allowing other pedestrians to pass.

Make sure the children are aware of driveways, entrances/exits etc. and their dangers.

Remember children are small and are not always seen by drivers.

### 5) **Ready to cross?**

When you are ready to cross the road choose a safe place away from parked cars, corners, junctions etc.

Identify and indicate a safe exit/gathering point on far side of road.

Adult/supervisor to cross first to ensure staff are on both sides of road, especially where there is a traffic island and the group is to split up when crossing.

Agree a signals/communication system.

### 6) **Crossing the road:-**

When crossing gather the children around you away from the kerb until you have decided it is safe to cross.

*A teacher has no legal right to stop traffic*

- beware of overtaking vehicles if a driver does stop for you.

Walk across looking and listening as you go.

Cross as a wave (line abreast) or waves if possible - takes less time in/on road than as a "crocodile".

Use staff/mobile cones/bollards/crossing posts as markers to be rounded by the group when turning along the side of the road to prevent cutting corners or straying

When you have crossed safely, reform your group and continue your journey.

A) Pelican Crossing: Make sure all the group is at the crossing before the wait button is pressed. Check that the green figure shows and all the traffic has stopped before attempting to cross. Do not start to cross when the green figure is flashing. (Staff/responsible person on both sides)

B) Zebra Crossing: Wait until all the traffic has stopped from both directions before crossing the road. Keep looking and listening all the time you are crossing.

C) Puffin Crossing: Similar to a pelican crossing; make sure your group arrives at the crossing together before the button is pressed.

D) School Crossing Patrol: If there is a patrol on your route, use them.

***It is always advisable to make eye contact with the vehicle drivers before stepping off the pavement.***

**7) Reduced visibility:-**

As many children/adults as possible to wear hi-viz reflective tabards available from the school office.

Consider "spotting" where it is difficult to see approaching traffic e.g. brow of a hill, after a bend, etc.

Remember in bad weather it will take drivers longer to stop and it is more difficult for you to be seen.

Extra care should be taken when wearing a hooded coat or using an umbrella as they can obscure hearing and vision.

**8) When there is no pavement or footpath:-**

Walk on the right-hand side of the road so that you can see on-coming traffic;

Keep close to the side of the road;

Take care at sharp right-hand bends

- it may be safer to cross the road well before you reach one so that on-coming traffic has a better chance of seeing you
- at the bend cross back to face the on-coming traffic as you continue

Walk in single file, if possible.

How effective might it be to use an escort vehicle?

***STAY ALERT; STAY ALIVE***

# Suffolk County Council Educational Visits

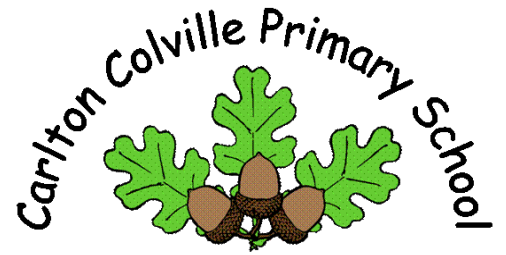
# Risk Assessment Record

School/Group:	Destination:	
Purpose:	Visit Leader:	Date:

<b>Risk</b> List here the significant risks you have identified. Consider the venue (and transport to and from if appropriate), the group (including any special needs or challenging behaviour), and the activity.	<b>Precautions</b> State here the precautions that reduce the risk to an acceptable level. Include precautions already in place, and those that need to be put in place before the activity. If the precautions are already listed in a separate set of procedures, just confirm that these will be followed.	<b>Responsibility</b> State who is responsible for checking that the precautions are in place. Note any specific action required (e.g. informing staff and participants).
1.		
2.		
3.		
4.		
5.		

6.		
7.		
8.		
9.		
10.		

**Review:** Record here any additional safety issues that arise during the activity and any safety concerns raised by staff or participants.



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## Outings Consent

From time to time as part of our educational programme, we hope to take the children off the premises, for example, for a walk around the village, a visit to the church and using the community centre/field.

We need consent from all parents/carers to do so. If you do not give consent, then unfortunately your child will have to remain in school.

These outings will not include those where the children have to travel by coach or other means of transport - we will send out letters to parents on these occasions.

When we take the children out of school, we can assure you that all safety procedures are taken into account following Suffolk County Council's guidance for Educational School Visits.

Please complete the consent form below and return it to your child's classteacher. Thank you.

Name of child .....

I give consent/permission for my child to attend outings and visits during the school day throughout their time at Carlton Colville Primary School.

Signature of parent/carer .....

Child's Name ..... Class .....

Date .....