

# John Perry Primary School



## Educational Visits Policy

Date: October 2017

Policy to be reviewed: October: 2019

## **Educational Visits and Off-Site Activities**

### **Rationale**

Educational Visits and off site activities provide opportunities for all pupils to use stimulating and exciting environments and experience to promote learning, personal development and understanding of the world in which they live. The large majority of off-site visits take place without incident. No amount of planning can guarantee that a visit will be totally incident free but good planning, careful consideration of potential hazards, the risk they present and attention to safety measures can greatly reduce the likelihood of an accident occurring and lessen the seriousness of those that do happen.

The school has formally adopted, through the Governing Body, the Barking and Dagenham Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits which are available to view at <https://www.lbbd.gov.uk/wp-content/uploads/2015/02/Educational-visits-revised-policy-2017.pdf>

### **Purposes**

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.

The aims, purposes and learning intentions of any visits and off-site activities should be clear when planning any such visits. Careful consideration should be given to the health, safety and well - being of all participating in the visit.

### **Guidelines**

The following procedures have been drawn up with reference to the borough guidelines detailed in 'School Off-site Visits' and 'Venturing Safety' documents and must be followed in organising any off-site visit. An educational visit request form must be completed and the visit authorised by the Strategic Leadership Team as far in advance as possible but at least 4 weeks before the visit or 6 months if the visit involves overnight stays or hazardous activities. The Governing Body should be informed of all off-site activities and their approval sought.

- All visits must have clear and appropriate aims and learning intentions and must be appropriate to the age and ability and previous experience of the group

- The location must be checked for suitability and facilities i.e. (safety, educational value, travelling time, cost, toilets, refreshments and shelter in case of inclement weather)
- The visit should be costed to ensure that it provides value for money and that any voluntary contribution by parents adequately covers the cost of the visit. Time should be given for parents to pay by installments if they need to.

## **Roles and Responsibilities:**

An experienced member of staff must be designated as the Group Leader. NQTs cannot take this responsibility, although the most experienced member of staff need not necessarily lead. The Head teacher must ensure that the visit leader is competent to fulfil this role and understands the nature of the responsibilities related to that role.

The Group Leader (GL) should:

- Complete the Educational Visit Request Form (see Appendix 1) for the proposed visit and discuss it with a member of SLT. Careful consideration should be given at this stage to children for whom special arrangements need to be made e.g. those with SEN, medical needs, behaviour difficulties.
- Complete the EVA1 prior to making any bookings in consultation with the Office Manager
- Make a preliminary visit to the venue in order to assess risk and gain information
- Complete Risk Assessment Form (see Appendix 2) and where available obtain a copy of the venue's own Risk Assessment. The Risk Assessment must be discussed and agreed by the Head teacher or a member of SLT. Even when a visit is made regularly, risk should be re-assessed from time to time and at least annually. Where appropriate the specific needs and provision for individual children should be considered as part of the risk assessment. If it is not possible to ensure adequate risk protection for the pupil concerned, carefully consideration will be given to the pupil being involved in the activity.
- Complete a checklist (see Appendix 3)
- Send out a letter providing parents/ carers with the necessary information about the visit with a return section giving consent for the child's participation and additional information (Note: All letters to parents must be approved by a member of SLT)
- Ensure children-to-adult ratio is complied with. Seek advice from LSAs Line Manager if additional adults are required
- Send letter to parent volunteers to confirm whether their help will be needed
- Discuss visit and give clear guidelines to other helpers;
- Ensure high visibility jackets, first aid kit, medication, and mobile phone are available
- A list of all pupil and adult participants on the trip should be given to the school office and emergency contact numbers should be available for all (see Appendix 4)

## Key Considerations

- If not using public transport, coaches need to be booked well in advance preferably at the beginning of the school year to ensure availability. Each coach booked should have sufficient seats with seat belts for each pupil and adult travelling.
- Voluntary contributions may be requested but no child should be prohibited from taking part in a trip if parents are unable to contribute.
- Visits involving overnight stays and/or hazardous activities must be arranged according to the LEA guidelines in the London Borough of Barking & Dagenham Children's Services Policy and guidance governing Educational Visits, Off-site activities, Adventure Activities and Learning Outside the Classroom (<https://www.lbbd.gov.uk/wp-content/uploads/2015/02/Educational-visits-revised-policy-2017.pdf>)
- Each party should have a minimum of one first aider plus first aid kit with them.
- Essential medication e.g. inhalers must be taken on the trip. Where appropriate, a member of staff trained to administer specific medication according to health protocols should be available.
- Visit Leaders must ensure that other members of staff have been fully briefed on the aims and purpose of the visit, the completed risk assessment and the practical arrangements.
- Adult voluntary helpers must be made fully aware of the purpose of the visit, the agreed procedures and arrangements and their responsibilities. Volunteers must understand they have a responsibility to follow instructions of the group leader. Adult helpers should not take sole responsibility for groups of children.
- Pupils should be made aware of practical arrangements, expectations and safety procedures (e.g. coach safety, crossing roads, what to do if separated from group, etc) relevant to the visit before leaving and reminded of these as appropriate throughout the visit. Pupils should be encouraged to develop awareness of safety issues.
- Adult helpers should not take their children unconnected with the trip (i.e. other siblings).
- A list of all pupil and adult participants on the trip should be given to the school office and emergency contact numbers should be available for all. For out of hours trips, one or more senior members of staff should be named as emergency contact(s) and telephone numbers for contact be made to the visit leader available. Emergency contacts should be available for the duration of the trip and Visit Leaders and Senior Staff should have a list of all participants and emergency contact numbers. This information should be notified to the local authority communication centre.
- Any accidents, incidents or near misses should be reported to Head Teacher as a matter of urgency and the appropriate accident report form completed where necessary.
- Private cars used to transport pupils to off-site activities must have comprehensive insurance, a valid MOT and to be driven by a qualified and appropriate driver. Members of staff transporting pupils must ensure that their insurance covers them to do so. The use of private cars must be approved by the Head Teacher
- Smoking and the consumption of alcohol is not allowed during the school trip.

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