

**'Every Child, Every Chance, Every Day'**

<b>Reviewed By</b>	Annette Hlxon	Policy Owner	November 2018
<b>Approved By</b>	Sue Prince	Educational Visits co-ordinator	November 2018
<b>Ratified by</b>	Stuart Curtis	Governor	November 2018
<b>NEXT REVIEW</b>			November 2020

*"You can't teach young people about risk from a text book – they need some practical experience. That's why cosseting children and seeking to remove all risk from their experiences ultimately leaves them ill equipped for adult and working life."* **Judith Hackett, Chair of Health & Safety Executive.**

As part of the broad balance of curriculum in every year group, opportunities are frequently taken to enrich and enhance this through outdoor learning, outdoor education and educational visits and ventures. Children's learning and development is enriched and extended by learning outside of the classroom within our school grounds, our local community and further afield. Such educational visits can provide an enjoyable and motivating experience from which further learning in school can be developed. Educational visits

The school's policy and procedures are formulated in conjunction with the **advice, guidance and training** provided by Hampshire County Council Outdoor Education.

**Aims**

At Shirley Junior School we are committed to providing outdoor learning opportunities to enable pupils to:

- Broaden their educational experience and extend their learning through activities on and off site, appropriate to their age and ability
- Develop their awareness of interesting opportunities beyond school
- Experience out of school activities within a supervised peer group

It is the school's aim that all pupils will take part in educational visits and outdoor learning. Appropriate adaptations will be made wherever possible to accommodate pupils with special needs or disabilities, whilst ensuring the safety of the child, the rest of the group and the staff. Alternative venues will be

considered if a venue is unable to cater for a pupil with a disability. Adjustments made will not impinge unduly on the purpose of the education visit or outdoor learning.

### **Safety**

The safety of pupils and staff is the most important consideration. Our aim is to introduce our children to some element of well-managed risk, rather than to remove all risks involved. It is vital to maintain safety consciousness and safe working practices. Good planning and thorough risk assessments lessen the likelihood of accidents.

### **Before the educational visit/outdoor learning – Planning and Risk Assessment**

Sites or activities selected should be appropriate for the age and abilities of the class/group. Activities should be educational and lead to pupils developing new skills or knowledge. A Learning Experience form must be completed prior to booking the trip. The EVC Lead must give permission for the visit. See

#### **Appendix 2.**

Before any visit is arranged, an EVOLVE form and a risk assessment must be completed, detailing actions to be taken to reduce any significant or medium risks. For some organised venues the venue will also be asked to produce their own risk assessment. Even when regular visits are made a new risk assessment sheet should be completed taking into account any new factors such as particular pupils with challenging behaviour who may need special arrangements, or a change to the itinerary.

Examples of previous risk assessments are available on EVOLVE.

For reasons of safety and educational planning, at least one of the accompanying members of staff should have made a recent pre-visit to the venue or attended a previous trip to the location. The centre or activity provider must be known and vetted (if unsure check with the Outdoor Education Team).

The risk assessment sheet must be completed and submitted to the EVC Lead through EVOLVE at least two weeks prior to the date of the educational visit. In the case of a Hazardous Pursuit such as a river study or pond walk, the Lead of the visit must have Outdoor Leader Training. The risk assessment must be reviewed on the day of the visit, any amendments made and signed by all adults attending and resubmitted to the EVC Lead prior to commencement.

The EVOLVE form and risk assessment should take account of the following:

- Numbers and ages of pupils involved
- Behaviour of pupils
- Pupils with medical conditions
- Previous experiences of the group in undertaking the activity
- Time of day and the time of year – clothing
- Travel arrangements
- Hazards of the environment being visited
- Numbers, experience and quality of accompanying staff and volunteers
- Nature of the activity
- Ratio of adults to pupils (KS2 1:12, lower school we aim for 1:10 pupils, local trips 1:20)

Risk assessments may be required for individual pupils, for example, for pupils with challenging behaviour or for pupils with special needs, medical conditions or disabilities.

### **Residential Trips**

The school will ensure that all residential trips planned have been authorised by Hampshire Outdoor Education. The school will ensure that the children are provided with safe, secure, comfortable accommodation. The residential trip will link to the schools aims and values and provide the pupils with experiences that cannot be achieved in school or on a day trip.

### **Responsibilities**

The Head Teacher has overall responsibility for ensuring that the management of educational visits and outdoor learning meets the regulations and guidance offered by the LA and DfE, as well as conforming to the school's own Health & Safety Policy. No trip will go ahead without the trip organiser ensuring all EVOLVE forms and risk assessments are in place prior to leaving site.

### **Education Visits Co-ordinator (EVC)**

The key functions are to support the Head Teacher in the management of educational visits and outdoor learning, ensuring that guidance and regulations are followed. To support the EVC, the office will keep an updated list of staff and their qualifications, as well as a record of educational visits.

### **The Governing Body**

The governing body must ensure that effective arrangements are in place and LA guidance and regulations are adhered to for all education outside the classroom. The governing body will assign a named governor responsible for outdoor learning and educational visits.

### **Visit Leader**

One qualified teacher accompanying the visit will be designated as the Visit Leader and will have overall authority for the visit. This is normally the Year Leader. The Visit Leader is responsible for the administration, itinerary, supervision and conduct of the visit. They will manage the roles and responsibilities of all other adults and make all decisions whilst on the visit. The Visit Leader must provide the office with information of staff, volunteers and pupils, emergency contact numbers for all adults, first aid qualified staff and DBS confirmation. A copy of the Visit Leader Form must be provided to a member of staff on each coach and to the school office. Visit leaders must always carry a mobile phone. Consent forms are obtained at the start of each academic year and parents are made aware that they may withdraw their child from an activity at any point. Detailed information is provided to parents on paper, e-mail and via the school website at least 4 weeks prior to the trip. All adult helpers accompanying the visit should be given an EV Group Form, detailing a list of pupils and adults on the visit in a given class.

### **Volunteers**

Class teachers will decide which volunteer helpers to take on an off-site visit. Only those volunteers deemed to have the skills required to be responsible for children should accompany a visit. Not all volunteers are suitable. If there is any doubt, teachers should discuss their concerns with the EVC, EVC

Lead or Head Teacher. In the interest of safeguarding, priority will be given to those volunteers that are DBS checked.

The Visit Leader needs to ensure that all volunteers are fully briefed with the requirements of the visit, including the following:

- Their exact role and responsibilities, understanding their duty of care
- A guide to the supervision strategies used
- Who to report to, work with and communicate with
- A guide to behaviour management as appropriate
- Particular guidance relating to pupil safety including direction regarding taking pupils to public places and arrangements for toileting
- Read and signed a copy of the risk assessment

Parents supervising an off-site activity must not bring other children with them.

### **Information to Parents and Parental Consent**

Year leaders should ensure that parents/carers are kept fully informed regarding any educational visit. This information should always be given in writing and the mode of transport made clear where appropriate. Parents may be asked to provide a voluntary contribution towards the cost of the visit, however children should still participate in a school visit even when a parental contribution has not been received. The parent must have given permission for the child to attend the visit which will be asked for by the school at the start of each term. In circumstances where insufficient monies have been contributed collectively to cover the cost of the visit, it may be necessary to cancel the visit and contributions will be refunded.

### **Transport**

The transport arrangement forms a vital part of educational visits and the risk assessment considerations. All coaches are required to be fitted with seat belts. Buses and coaches should only be booked from reputable companies.

- The Visit Leader must record the coach registration numbers and the names of children and adults on respective coaches, using the Visit Leader Form.
- Children should not sit on the front seats, next to an emergency exit or on the centre seat at the rear of a coach/bus for safety reasons.
- Children must sit down, wear seat belts and stay in their seats at all times for the duration of the journey.
- A head count **must** be undertaken as children **enter** and **leave** the vehicle.
- If transport is being provided by parents an agreement to drive record must be completed.

### **Behaviour**

Expectations of pupil behaviour off-site are the same as in school. If a child's behaviour in school could cause risk to that child or others in the group, staff may choose, with the Head of School's agreement, either that the child's parent/carer must accompany the child on the visit, or not to take the child off-site at all. A separate risk assessment should be written for these pupils and a written document of

expectations provided to the parent accompanying the child. Any decision not to take a pupil on an educational visit must be documented in the risk assessment.

### **First Aid and Medical**

All staff have a basic level of First Aid training. In addition, most venues provide a qualified First Aid trained person. A travelling First Aid kit must also be taken on the visit.

If a pupil has specific medical needs, protocols must be established between the school, parents and the GP as necessary. Appropriate medical equipment should be taken on the visit. Any foreseeable problems must be referred to in the risk assessment.

All medicines must be carried by teachers and teaching assistants. Inhalers can be carried by parent helpers.

### **Accident, incident and emergency procedures**

A serious accident or incident is defined as:

- An accident leading to a serious or multiple fracture, amputation or other serious injury or fatality or
- Circumstances in which a group member might be at serious risk or have a serious illness or
- Any situation in which the press of media might be involved

Emergency procedures (Appendix 1) are detailed on a laminated sheet which should be taken by teachers on each trip.

In the event of illness or accident, parents have given consent to any necessary medical treatment which might include the use of anaesthetics. In all circumstances, school staff will attempt to contact parents or carers prior to taking this action. **See Appendix 1**

### **Lost Child Procedure**

In the unlikely event of a child going missing on a visit, the following procedure will apply:

- All staff present will be informed and an immediate and thorough search of the area will be conducted, ensuring that all other children remain supervised throughout
- If appropriate, on-site security will also be informed and a description of the child/children given
- The designated person in charge will then inform the Head of School, who will contact the parent/carers, giving details of what has happened
- At least one member of staff will remain on the scene
- The member of staff remaining at the scene will meet the police and parents/carers when they arrive at the designated meeting point
- After the situation has been resolved, staff will review the reasons for it happening and ensure measures are taken to minimise the risks of a similar incident re-occurring

## **Insurance**

When an off-site education visit is undertaken as part of the normal school curriculum, insurance arrangements for the school prevail. A full copy of the school's insurance is available from the school.

## **Evaluation & Monitoring**

To ensure that all trips remain age/activity appropriate and that they satisfy their educational purpose, the Visit Leader will complete an Educational Visit Evaluation Form (Appendix 2). Any staff with feedback regarding a trip may also complete this form. Completed forms will be reviewed by the EVC, EVC Lead and Head of School to ensure the purpose of the trip has been met and that the visit is embedded in the curriculum.

In addition to evaluation of all educational visits, sample monitoring of visit leaders in action whilst leading a visit will take place. Practical observations will be conducted by the EVC Lead, leading to documented constructive feedback and informing future training as necessary.

Whilst planning and going on an Educational visit the following school policies must be regarded:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Charging and Remissions Policy

SJS Educational Visits Co-ordinator	Sue Prince
SJS EVC Lead	Annette Hixon
Educational Visits Governor	Stuart Curtis

## **APPENDIX 1**

### **Emergency Procedures**

#### **ACTION TO BE TAKEN BY THE VISIT LEADER (or by other group staff) IN THE EVENT OF A SERIOUS ACCIDENT/INCIDENT**

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury

OR

- Circumstances in which a group member might be at serious risk or have a serious illness

OR

- Any situation in which the press or media are or might be involved

#### **Guidance for responding to a serious incident:**

1. Take charge of events (Year Group Leader if present – if your group has separated from the rest of the party, the adult responsible for their group should take the lead)
2. Agree on and verbalise an action plan for the specific incident
3. Delegate responsibilities and give tasks/clear instructions to specific people
4. Establish a crisis team meeting place, close to the incident control point – rendezvous points already detailed in pack

Be prepared to give the following information to relevant emergency services:

- Emergency Service(s) required
- Exact location of the incident
- Number of casualties
- Nature of injuries
- Location and telephone number where call is being made from
- Hazards which may be encountered by the Emergency Services at the site

Responsibility of each group leader:

1. Remain in current location if safe/ follow main party to nearest rendezvous point
2. Check all children present from your group and inform Year Group Leader immediately if any children are missing
3. Report immediately to the Year Group Leader to inform of your location if separated from main party
4. Respond to advice of emergency services/ Group Leader
5. Regular updates will be given by Year Group Leader

6. Do not liaise directly with the media
7. Do not share any information on social media sites
8. Do not contact any parents/ teachers/ school if with main party – Year Group Leader to take lead on all calls. Only make contact with Leader/ School if separated from main party
9. Maintain a calm atmosphere

\*Ensure all adults have a mobile phone which they are happy to use in an emergency and a list of contact numbers for everyone on the trip (which is printed and given as a hard copy).

## **APPENDIX 2**

### **Trips Protocol at Shirley Junior School**

#### **Stage 1 (July)**

Create an overview of likely trips, experiences, visitors for the year. Budget each one considering the overall cost for parents.

#### **Stage 2 (before the start of a new term)**

Planning – Complete a Learning Experience form at least a term before the planned date. Authorisation is required by SLT before booking anything. If possible forms for all trips to be completed at the start of the year.

#### **Stage 3 (Once form is completed by SLT)**

Sue to book event, visitor and/or coach if required & send one letter to parents for the year or at least the term informing parents of cost.

#### **Stage 4**

Letter sent home to parents with information and permission slip, if required, at the start of a half term.

#### **Stage 5**

Person in charge of trip to complete offsite activity form and risk assessment on EVOLVE – to be handed in at least 2 weeks prior to the trip.

Book a meeting with SLT to discuss the trip 2 weeks before the trip.

#### **Stage 6**

Collate medical forms and medicine required for trip. Provide pupil information sheets for every coach.

**If any of this protocol is not followed, the senior leader may be forced to cancel the trip at short notice. These procedures are in place to ensure the safety of all our pupils and that staff follow policies that protect them.**