

Educational Visits Policy



Towngate Primary Academy Educational Visits Policy

Date	Review Date	Coordinator	Nominated Governor
January 2018	January 2020	Headteacher	Mrs Joanne Crook

The Academy's policy for EDUCATIONAL VISITS complies with the "Health and Safety of pupils on Educational Visits" (DfEE 1998) document and with LEA guidelines.

Definitions

Following the Local Authority's guidelines the following definitions have been adopted:

VISITS - lasting not more than one day;

JOURNEY - involving an overnight absence.

Although not exhaustive, the following list gives some indication of the range of out-of-Academy activities which may be undertaken:-

- short visits close to the Academy to carry out urban and or other field work;
- visits to places of educational interest some distance from the Academy;
- visits to theatres, concerts or films. A visit of this kind during Academy session time will only be sanctioned by the Head of School if the activity is deemed necessary or desirable to the delivery and enhancement of a specified area or subject of the curriculum. A visit for "pleasure" only should not be considered during the working Academy day.

Equal Opportunities and Race Equality

We ensure that all pupils, regardless of any disability, gender, race, religion, ethnic or national origin, have equal access to the full range of educational opportunities, including educational visits and journeys, provided by the Academy.

Legal Responsibilities

The Governors have delegated responsibility for the organisation and approval of educational visits to the Head of School but they will need to satisfy themselves that the necessary risk assessments have been carried out and that appropriate safety measures are in place.

A teacher stands in loco parentis to the children in his/her care. A teacher in charge of an Academy party must act towards the children in his/her charge as a reasonably, careful parent would towards his/her own children, taking into account their age, educational development and physical competence.

A teacher's duty is to take all reasonable measures to ensure that every child under his/her control and supervision is safe and protected from unacceptable risks.

The mere fact of an accident happening does not imply negligence on the teacher's part; if any legal action were brought against a teacher, negligence on the part of that teacher would have to be proved. Negligence can arise either from a failure to do something which a reasonably prudent person would have done, or from doing something which a reasonably prudent person would not have done.

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Teachers who are acting as Party Leaders (Teacher in Charge) should ensure that their role is clearly defined and understood by other adults in the party. It may be desirable for the Party Leader not to be included in the adult:child ratio, this may depend on e.g. the age of the children or nature of the visit.

IT IS THE TEACHER IN CHARGE WHO ACCEPTS THE RESPONSIBILITY OF ENSURING THAT OTHER SUPERVISORS ARE FULLY BRIEFED ON THEIR RESPONSIBILITIES AND OF ANY HAZARDS WHICH MAY BE ENCOUNTERED.

Headteacher

The Headteacher, whether accompanying the party or not, is responsible for ensuring that the visit or journey has been properly planned and will be appropriately supervised.

If the Head of School does accompany the party, but is not the Party Leader, this must be made clear to all concerned. There must be no confusion or ambiguity about who is in charge.

Non-teacher supervisors

Parents, Academy Assistants, etc. who help on visits have a similar Duty of Care to the children in their charge as teachers, i.e. they must act as a reasonable person would in the circumstances. Adult supervisors **MUST** be fully briefed on their responsibilities. They should be made aware of what is expected of them and to whom they are responsible.

Educational objectives

It is widely recognised that many of the most rewarding educational activities take place outside the classroom.

Most of the activities which take place out of the classroom will be directly related to the requirements of the National Curriculum and/or specific areas of learning, but all will be intended to broaden the range of opportunities for personal achievement available to young people. They will enhance children's self-confidence and personal development and will improve their ability to form social relationships with peers and adults.

In planning out of Academy activities, their educational nature should be borne firmly in mind, and teachers should be careful to define the educational objectives. These may include:

- a) the simple acquisition of information;
- b) the experience of processes which will enable children to enhance their understanding of concepts of varying complexity;
- c) the development of physical skills;
- d) the development of social skills and independence.

The importance of out of Academy activities for the social development of children cannot be over emphasized and this should be taken into account when setting objectives for educational visits.

Behaviour

In cases of persistent bad behaviour by a child or children on an Academy Journey the Party Leader must determine that the well-being of the majority of pupils must not be endangered for the sake of the few or individual.

Parents should be told at the information meeting that they will be required to collect any child whose behaviour interferes with the well-being of the rest of the party; they will be required to collect their child or make arrangements for the child to be received at home. 3

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The Head of School, Deputy Head of School or designated member of staff will be available to collect the child/children in the event of the parents being unwilling to comply with the request for the child's/children/s return home.

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Preparation 1

Proposals for any visit or journey should be discussed initially with the Headteacher. The Headteacher will want to be satisfied on the following points:-

- a) the Party Leader (Teacher in Charge) is competent to undertake the type of visit proposed;
- b) educational objectives are realistic and appropriate;
- c) Party Leader has assessed risks of activities and has introduced measures to control those risks. The Head of School and Office Manager must be informed about these;
- d) adequate arrangements have been made to notify colleagues and the Academy kitchen;
- e) appropriate supervision has been arranged;
- f) travel arrangements have been made and insurance cover effected;

Preparation 2

The following specific matters need careful consideration:-

a) TRANSPORT

1. Choose the most appropriate mode of transport and obtain estimate. Clerical staff should be responsible for costings, bookings and keeping records.

2. Arrival and departure times should be known (these will then be conveyed to parents by letter).

3. On long journeys, suitable stopping and refreshment points should be identified.

4. The responsible teacher must ensure the children are wearing seat belts before the journey begins and emphasise the importance of keeping these fastened throughout the journey.

Hired Transport. Only reputable companies should be used. Seat belts should be provided on all seats, and worn at all times. Children are not allowed to sit on the front seat of a minibus. A member of staff must accompany children on the minibus. The risk assessment should consider the number of adults to supervise the children dependent on the age of the children. If a minibus is not feasible then a coach may be more suitable. Once the minibus arrives at the destination the stated ratio of adults to children will apply – see Supervision.

Public Transport. When public transport is to be used, close supervision of the pupils must be ensured. Pupils should be prepared in advance concerning expectations of their behaviour. Where it is considered inappropriate to include a particular pupil because there is serious doubt about their ability to behave, it is appropriate to find a suitable alternative occupation for that pupil on the occasion of the visit.

Private use of cars. Extreme caution should be exercised over the use of private cars, both of parents and staff. Where such transport is to be used members should be confident that vehicles and drivers are legal. The following details need to be current:

- valid driving licence;
- vehicle road fund licence and MOT certificate;
- vehicle insurance valid for carrying passengers on an Academy off-site visit.

Volunteer drivers should be asked to sign a declaration indicating that all these requirements are in place. This declaration needs to be kept up to date. Where staff offer their services, they must ensure that they have appropriate insurance cover for conveying pupils during the course of their 4

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professional duties. All details must be checked online by office staff on the DVLA website to ensure staff meet the requirements for driving pupils and other staff members/volunteers.

Academies should not reimburse parents or teachers for the use of their vehicles as this will invalidate insurance cover unless the vehicle is specifically insured as a taxi.

Parents must always be informed that it is intended to use private transport to convey their children. If an objection is raised, suitable alternative transport should be provided where it is reasonably practicable to do so. In extreme cases, a pupil may have to be found a suitable alternative activity in the Academy if a parent does not wish their child to be conveyed in a private vehicle.

All names of children and adults on each specified coach, car or minibus must be handed to reception.

b) SUPERVISION

Pupil to staff ratio for school trips are not prescribed in law, Those planning trips on the basis of risk assessment should decide the ratios, taking into account the activity to be undertaken and the age and maturity of the pupils, including those with Special Educational Needs.

The following ratios are set as guidance.

It is desirable that mixed parties of older junior aged children have at least one adult of each sex.

A minimum of 2 adults is required for all journeys and visits regardless of age or size of the class or group.

Nursery: 1 adult to 2 children for local visits.

It is recommended that parents/carers accompany their child on journeys involving transport.

Reception: 1 adult to 5 children.

Years 1 & 2: 1 adult to 6 children.

Years 3 & 4: 1 adult to 10 children.

Years 5 & 6: 1 adult to 15 children.

Residential Visits

1 adult to 10 children.

It is important that children who are unwell at the time of departure should not take part in the visit or journey.

Where the Party Leader or the Head of School is concerned regarding particular children or groups of children in which case the ratios are likely to be reduced.

Children should always be counted on/off transport and at regular times throughout the visit.

Children should be accompanied to public toilets / shops.

c) EQUIPMENT

The Party Leader must take a mobile telephone. The Party Leader should ensure that an adult is asked to take charge of specific equipment thus minimizing the misplacement or loss of items.

The following list of equipment and apparatus to be taken on Educational Visits is by no means definitive. 5

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First Aid Box - A suitable first aid box is prepared for all visits as recommended by St. John Ambulance Association. Special medical needs for individual children must comply with Academy policy on medication and asthma / Anaphalaxic protocol.

1. bucket, paper towels, plastic rubbish bag;
2. games equipment (as required);
3. bottles of water and plastic cups;
4. vital medication (e.g. inhalers, epipens);
5. aerosol sprays (e.g. deodorant, body sprays) are NOT allowed.

d) FUNDING

Parents should be made aware of their financial responsibility for the Visit or Journey in sufficient time for them to budget for the expenditure

All children are asked for a voluntary share of the cost of the educational visit. If sufficient funds are not collected then the visit may have to be cancelled. For children going on residential visits, parents are made aware of the Governor Policy for children on free school meals as they will not be expected to meet their share of the visit. This may also apply to other children where special circumstances exist.

All accounts must be kept accurately and where money is collected for an activity (e.g. residential visit) the accounts are available for inspection by the parents who have contributed.

e) INFORMATION FOR PARENTS

Check list

Information should be given to parents, in writing. Written consent should be obtained.

- a) dates;
- b) times of departure and expected return;
- c) method of travel;
- d) destination with full address and telephone number for emergency use only (Journeys);
- e) emergency contact arrangements at home (Journeys);
- f) aim of visit and activities planned;
- g) advice on spending money;
- h) clothing, footwear and other items;
- i) code of conduct; details relating to standards of behaviour;
- j) parents should complete medical forms for all except day visits and give their written consent for emergency medical treatment.

The following code of conduct should be observed on all Educational Visits and Journeys:

- a) eating on the moving vehicle will not be allowed (accompanying parents should be informed of this and must comply);
- b) children should not be allowed to move about the moving vehicle and must be seated;
- c) staff must ensure that the vehicle is cleared of Party's belongings and refuse.

Parents should always be made aware when their children are leaving the Academy premises on local visits, e.g. shops, church, etc. See Annual Permission Slip – Appendix 1. The refusal of the parent to allow the child to take part does not offer the opportunity for a day off. 6

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EMERGENCY PROCEDURES to be carried out, when appropriate, during an Academy visit or journey.

All actions taken must be logged with dates, times, action taken and by whom. Log notes should be signed by the person making the entry details. Appendix 2

Deal only with facts, avoid rumour, speculation and hearsay.

Do not speak to anyone associated with the media, refer press to LEA Public Relations Officer.

The chain of communication will be as follows:-

Designated person to contact the Head of School or person with delegated powers at the Academy. After initial contact all other communications at the Academy-base should be continued through that person.

Be helpful and compassionate to pupil and parents involved.

Deal with other parents and pupils kindly but firmly.

Do not allow anyone to see any person involved without an independent witness being present.

Do not admit liability of any sort.

Ensure that accident report forms are completed as soon as possible.

Risk Assessment Including Risk Benefit

It is essential that a risk assessment is carried out before any educational visit and given initially to the Office Manager to review and then to the Head of School prior to departure. The risk assessment must be signed by all adults taking part in the visit.

All names of adults and children on the visit must be handed to reception before leaving.

Pupils with Special Medical Needs

The Association has already offered clear guidance to members with regard to the administration of medicines in the Academy. If a pupil requiring specific medical needs is to take part in an off-site activity, the Academy should ensure that any protocol established between the Academy, the parent's GP extends to the differing circumstances of that activity. For example, it may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the pupil concerned. The Academy must give careful and serious consideration to the pupil being included in the activity.

When the Academy is undertaking a residential visit, parents should be asked to give their authorisation to the leader of the party to act for their child should the need arise for emergency medical treatment during the course of the visit. If parents are unable to give this authorisation, head teachers may decide that the resultant risk to that child precludes them from taking part. If the pupil is included in the party where parents have not given authorisation, a clear unequivocal protocol should be supplied by the parent including appropriate enforceable notification to any medical practitioner that may find themselves looking after the pupil's medical or surgical needs..