

Date Written	Date Ratified	Date Implemented	Date for Review
July 2016		September 2016	September 2019

Marlborough St Mary's CE VC Primary School Juniors



MARLBOROUGH
ST MARY'S
PRIMARY SCHOOL

Educational Visits Policy

Marlborough St Mary's CE VC School Juniors

Educational Visits Policy

Reviewed & approved by Finance Committee 7th May 2015

This Policy is due to be reviewed every 3 years unless a need arises sooner.

Introduction

As a school we value the role of educational visits and regard them as an important part of school life.

To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to:

The range of activities covered by this document includes:

Residential activities

Day visits using transport

Day or part day visits on foot

After school sporting activities

Swimming pool visits

These guidelines are to be read in conjunction with the school's Health and Safety Policy.

Aims

School visits benefit young people in many ways, including:

- being able to apply a different range of skills than those used in the classroom
- enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable Learning
- assessing and managing risks (safety)
- associating the work of schools and teachers directly with the work outside school
- developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

Teachers, Governors, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating.

Head teacher should ensure that:

- visits comply with regulations and guidelines provided by the LA, schools governing body and the schools own health and safety policy
- the group leader is competent to monitor risks throughout the visit
- they are aware of their role on any visit they take part in
- adequate child protection procedures are in place
- all necessary action have been completed before the visit takes place
- the risk assessment has been completed and appropriate safety measures are in place
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered
- the group Leader has experience in supervising the age groups on the visit and will organise the group effectively
- the group Leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place.
- group Leaders are allowed sufficient time to organise visits properly
- non teacher helpers on the visit are appropriate to supervise children
- ratios of staff to pupils are appropriate

- the LA or governing body has approved the visit
- parents have signed consent forms
- arrangements have been made for the medical and special educational needs of the pupils
- adequate first aid provision will be in place
- the mode of transport is appropriate
- travel times out and back are known in school
- there is adequate and relevant insurance cover
- they have the address and phone number of the visits venue and have a contact name
- a school contact has been nominated and the group Leader has the details
- the group Leader and nominated contact have a copy of the agreed emergency procedures
- the group Leader and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers and other helpers next of kin.
- there is a contingency plan for any delays including a late return home.
- all details have been entered onto the Evolve website and where necessary permission has been given by County for the visit to go ahead.

Risk Assessment:

Risk assessments for school visits have three levels:

1. generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. visit/site specific risk assessments, which will differ from place to place and group to group.
3. ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

Pre-Visits

In order to undertake a full and comprehensive assessment of risks, it will be essential in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account.

- the number of pupils involved
- the age of the pupils, their sex, ability and general behaviour
- the previous experience of the group undertaking off-site visits
- the time of day and time of year
- the travel arrangements
- the hazards at the environment being visited
- the numbers, experience and quality of accompanying staff and volunteers
- the nature of the activities
- the special educational or medical needs of the pupils
- the quality and suitability of available equipment
- seasonal weather conditions
- emergency procedures
- how to cope when a pupil becomes unable or unwilling to carry on
- the need to monitor the risks throughout the visit
- risk assessments of the establishments visited

Duties and Responsibilities

All staff should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the pupils and other staff.

All staff must:

- conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils.
- inform the visit Leader if they are unsure of their ability to perform any supervisory function requested of them

- recognise the limits of their responsibilities and act within those at all times.
- report to the visit Leader any concerns they may have regarding pupil behaviour and well being during the visit.

Greater levels of responsibilities will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

Responsibilities of Nominated Group Leader

Group Leaders, whether teachers or adult helpers, have a common law duty of care towards the pupils in their charge. Group Leaders must recognise their responsibilities:

- Obtain the Head teacher's prior agreement before any off-site visit
- Follow LA and governing body guidelines
- Appoint a deputy
- Clearly define each helper's role and ensure all tasks have been assigned
- Be able to control and lead pupils of the relevant age group
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place
- Be aware of child protection issues
- Ensure adequate first aid provision is in place. The Group Leader should carry a mobile phone at all times in case of an emergency.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Review regularly undertaken visits/activities and advise Head teacher where adjustments may be necessary
- Ensure that teachers and helpers are fully aware of what the proposed visit entails
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- Ensure staff pupil ratio is appropriate for the group
- Stop the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency
- Observe the guidance set out for teachers

Teachers

Teachers on school visits act as employees of the LA whether the visit is during normal school hours or outside the school day.

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances.

They should

- Follow the instructions of the group leader and help with control and discipline
- Consider stopping the visit or the activity notifying the group leader if they think the risk to the health and safety of the pupils in their charge is too great

Adult Volunteers

The trip leader will be responsible for appropriate debriefings of non-teacher adults on the visit who should be clear about their roles and responsibilities during the visit.

They must

- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisor and help with the control and discipline
- Speak to the group leader or teachers if concerned about the health and safety of the pupils at any time.

Pupils

The group leader must make it clear to pupils that they must

- Not take unnecessary risks
- Follow the instructions of the leader and other helpers including those at the venue
- Dress and behave sensibly and responsibly
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

Any pupil whose behaviour may be considered to be a danger to themselves or to the group will be stopped from going on the visit.

Parents/Carers

Parents/carers should be able to make an informed decision on whether their child should go on a visit.

The group Leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions.

The group Leader should also tell parents how they could help prepare their child for the visit, e.g. reinforcing the visit's code of conduct.

Parents should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost.

Parents will need to:

- Provide the group Leader with emergency contact numbers
- Sign the consent form
- Give the group Leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.
- Pupils will not attend off-site visits unless permission is obtained from parents.

Friends of Marlborough St Mary's CE VE Primary School Juniors

Friends of Marlborough St Mary's CE VE Primary School Juniors are covered by their own Public Liability Insurance, National Confederation of parent Teacher Associations. The Chair of the Friends of Marlborough St Mary's CE VE Primary School Juniors must ensure that any events have been checked by the Headteacher for a Risk Assessment and to ensure highest standards of safety.

Sports Festivals

At Marlborough St Mary's CE VE Primary School Juniors there are regular Sports Festivals arranged as class or year group events. A specific checklist must be completed by the PE Coordinator to ensure clear accountability and following of procedures (See Appendix 1).

Records and Communications

Parents/carers should always be made aware when their children are leaving the school premises. Parents/carers may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to ensure that the National Curriculum work that was being developed during the visit is made available to the pupil in school. The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.

First Aid

Where possible there will be a qualified first aider on every visit
A first aid kit should be taken on every visit.

Staff/Pupil Ratios

Wiltshire guidelines on staff pupil ratio should be adhered to on all school visits. Minimum ratio is 1 adult to every 10 pupils.

Ratios will increase dependent upon:

- Age and ability of group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off site supervision
- Duration and nature of the journey
- Competence of staff, both general and on specific activities
- Requirements of the organisation/location to be visited
- Competence and behaviour of pupils
- First aid cover

Where there is more than one teacher on the visit a group Leader should be appointed who has the authority over the whole group.

When parents are taken on visits they should be carefully selected and where possible not have one of their own children in their group.

The Head teacher must assess the suitability of potential helpers and Leaders at a very early stage of the planning.

Parents/volunteers must have DBS clearance if they are left in sole charge of a group.

It should also be noted that for the protection of both adults and pupils, all adults should ensure that they are not alone with a pupil whenever possible.

All adults on a visit should clearly understand their roles and responsibilities at all times.

It should always be clear which teacher is responsible for the group at all times.

Head counts

Whatever the length of the visit regular head counts should be taken of the children, particularly before leaving any venue.

All adults should carry a list of all the pupils and adults involved in the visit.

The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

Insurance

The County Council's Public Liability arrangements provide protection for the County Council in respect of its legal liabilities to third parties. These include the County Councils vicarious liabilities for the acts, omissions, etc., of its employees, paid or voluntary. There is no cover for the acts, omissions, etc., of individual youth group members unless it is proved that the County Council or its employees are legally liable for such acts.

Employer's Liability Insurance

These insurance arrangements protect the County Council in respect of its legal liabilities towards employees, paid or voluntary. Hence, if an employee is injured during the course of, and arising out of his employment by the County Council, any sums which the County Council shall be liable to pay as compensation would be covered by the insurance arrangements.

Personal Accident Insurance

The County Council holds a personal accident insurance policy, which provides cover for full and part time employees and volunteers and includes:

1. Assault, including bomb searches
2. Teachers, educational staff and youth and community workers whilst engaged in voluntary activities approved by the County Council
3. Cover is also provided for employees whilst driving one of the County Councils vehicles.

Benefits are payable under this policy in respect of death or permanent total or partial disablement and are based on a lump sum or five times the annual gross remuneration at the date of the accident whichever is the greater.

NB It should be noted that the County Council does not insure any child against personal accident. This is the responsibility of the parent unless the school or the authority notifies the parents that they have taken out a special insurance policy.

Schools are advised to notify insurance agent/broker /company direct.

If as a school an insurance policy is taken out the scope of that cover must be clarified and communicated to the parents.

The County Council does not provide insurance cover for any property belonging to children, staff, instructors, or voluntary helpers.

Emergency Procedures

Teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency. Marlborough St Mary's Juniors will follow all procedures outlined by the Local Authority.

In an emergency the group Leader would usually take control of the situation. The home contact's main responsibility is to link the group with the school and to provide assistance as necessary. This named person should have all the information about the visit.

Medication

Teachers must ensure that pupils and parents/carers hand in any medication to the trip leader. The only exceptions are inhalers and epipens which pupils must carry themselves.

Travel tablets must be administered prior to travel or given to the responsible leader.

Use of cars

Cars are only used when the Headteacher has completed the appropriate paperwork and checks. The school does not authorise parents to drive pupils on trips.

Swimming pools

The following checks should be made

- is there constant pool supervision by a sufficient number of qualified staff (as dictated by the Leisure Centre or other pool organisation)
- is the water temperature appropriate
- where there is no lifeguard the leader should stay on the pool side at a raised location and the group leader should have the relevant life saving award
- is the water clear
- are there signs indicating depth of water
- does the pool cater for children with disabilities
- does the deep end allow for safe diving
- are there a resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them
- is there a changing room for each sex
- are the changing and showering facilities safe and hygienic
- can clothes be stored safely
- have the pupils been instructed how to behave around water.

Residential visits

Staff ratio must be at least 1 member of staff for every 10 pupils.

- The group should ideally have adjoining rooms with teachers' quarters next to the pupils rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance;
- Where possible there will be at least one teacher from each sex for mixed groups
- There must be separate male and female sleeping/bathroom facilities for pupils and adults
- The immediate accommodation should be exclusively for the groups use or an approved additional group
- There should be appropriate and safe heating and ventilation
- The whole group should be aware of the lay out of the accommodation, its fire precautions/exits, its regulations and routines, and everyone can identify key personnel
- Security arrangements where the reception is not staffed 24 hours a day, security should be in force to stop unauthorised visitors
- All staff employed at the centre should be checked on their suitability for working with young people
- Locks on doors should work in the groups rooms but appropriate access should be available to teachers at all times
- There should be adequate space for storing clothes, luggage, equipment
- There should be adequate lighting
- There should be provision for children with special needs and for those who fall sick
- Balconies should be stable, windows secure, electrical connections safe
- As soon as possible after arrival a fire drill should take place
- The fire alarm must be audible throughout the whole accommodation
- There should be recreational facilities for the group
- There should be an appropriate number of supervisors on duty during the night

Monitoring and Evaluation

It is role of the Headteacher to oversee the implementation of this policy. Educational Visits are an integral part of the school's self evaluation programme and are audited three yearly.

Policy Links

Please refer to the following linked policies: Equal Opportunities, Health and Safety, PHSCE, Special Educational Needs.

Sports Festival Check List

Task	To be completed by	Completed
Festival dates & participation confirmed with HT and details entered into school online diary	PE Leader	
Advise class teachers of event and dates a term in advance.	PE Leader	
Is supply cover needed? Ask Sue Kent to book if necessary	PE Leader and Class Teacher	
Lunch sittings and orders – will they be affected, change sittings if necessary and advise Kitchen staff.	Class Teacher	
Letter home to advise parents of festival	PE Leader	
Risk assessment completed once adult teacher ratio is met (details of parent helpers needed to complete this)	PE Leader	
Checklist in register for return slips (Ensure all vulnerable pupils can attend)	Class Teacher	
Chase up and contact parent helpers. Ratio 1:10 minimum	Class Teacher	
Sporting equipment	PE Leader	
Check P.E. kit suitable for all children & get bibs and tracksuits	PE Leader	
First Aid Kit	Class Teacher	
Children's medical needs – inhalers/epipens/allergies	Class Teacher	
Team lists and Festival	PE Leader	
Mobile Phone	Class Teacher and PE Leader	
High Visibility jackets for all adults	Class Teacher	
Brief parents on their role: introduce to children and their team, first aid options at venue, medical requirements of any children in their care, toileting rules at Festival Walking Safely – children in pairs, no children behind last adult; exchange mobile numbers Meeting points at festival – emergency or at end of day	Class Teacher	
Brief to children: Children's role in the festival Walking in pairs Introduce to adult Toilets Fair Play and Sportsmanship	Class Teacher	
Is Duty cover required on the playground at Break or Lunchtime	Class Teacher	
Inform staff of any missing TA's that are at the Festival with you	Class Teacher	
Camera	Class Teacher	
Do any children not going need to be allocated a class for the morning/afternoon?	Class Teacher	
Do we need to return a trophy won in the previous year?	PE Leader	
Results to Deputy Headteacher for newsletter	PE Leader	