



Educational Visits Policy

Annually October

COTTERIDGE PRIMARY SCHOOL

Cotteridge Primary School

Educational Visits Policy

Aims

Cotteridge Primary School believes that educational visits enrich and enliven the curriculum for our pupils and contribute to the child's personal and social development and are an important part of our school life. We aim to provide all our pupils with an exciting and stimulating series of educational visits, which reflect their needs and the needs of the curriculum.

Key roles and responsibilities

The governing body has overall responsibility for the implementation of the Educational Visits and School Trips Policy of Cotteridge Primary School.

The governing body has overall responsibility for ensuring that the Educational Visits and School Trips Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The governing body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.

The headteacher and Educational Visits Coordinator (EVC) will be responsible for the day-to-day implementation and management of the Educational Visits and School Trips Policy.

Staff will be responsible for following the Educational Visits and School Trips Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all members of the party.

Pupils are responsible for following instructions from teachers while on educational visits and school trips.

Pupils are responsible for behaving in a manner which matches the ethos of Cotteridge Primary School, and for following the behaviour rules set out in the school's Behaviour Policy as they relate to the Educational Visits and School Trips Policy.

Training of staff

Teachers and support staff will receive training on the Educational Visits and School Trips Policy as part of their new starter induction.

Teachers and support staff will receive regular and ongoing training as part of their continued professional development.

Risk assessment process

Our risk assessment process is designed to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full.

The process is as follows:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate and record the risks and decide on control measures
- Implement control measures
- Review your risk assessment and update if necessary

Thorough preparation must be undertaken for any off-site visit. All risks must be considered and evaluated by completing the school risk assessment form.

The six main considerations are:

- Type of group
- Staffing (ratios and competency)
- Equipment
- Venue / activities
- Travel
- Emergency procedures

The Policy

- The visits should support the curriculum and the personal development of the children. They should be age appropriate and suitable for the abilities and aptitude of the children.
- All visits should be discussed with the Educational Visits Coordinator and their approval sought before the visit takes place. No contract should be entered into before this approval is given.
- A Visit Leader must be identified for all visits.
- The leader of the party is advised to take part in a pre-visit of the place to be visited.
- Visit leaders must hold a pre-visit meeting to inform all participants of the format of the day, expectations and procedures.
- Children should be informed about the activities they will participate in and the organisation of the day.
- Clear instruction should be given to the children about health and safety issues.
- Voluntary helpers should be chosen with care and be known and trusted by the staff. All parent volunteers must be approved by a DSL. A database of suitable parents will be kept on file. Volunteers should always be under direct supervision of a staff member. In the case of a residential visit where they may have direct unsupervised access or regular access to children a DBS check should be done.
- The Head, or Deputy or nominated Senior Leader remaining in school must always be aware of which children and adults are participating in the visit and the expected time of return. School must be informed if they know of late return or emergency.
- The leader of the visit must have a strategy for informing the emergency services should such a need arise. A visit leader emergency action checklist should be carried by all staff accompanying a visit and forms part of the risk assessment document. (See Appendix 1)
- All visits, which are essential for the National Curriculum, must be free of charge but voluntary contributions will be asked for, which will be paid in instalments. If insufficient funds are forthcoming to make the visit financially viable the visit must be cancelled for all the pupils.
- The emergency inhaler will be taken on all out of school visits, as will calpol and paracetamol.

Ratios

- Staffing ratios are a risk management issue and should be determined through the process of risk assessment. Guidance from the Outdoor Education Advisers Panel (OEAP) states there is no definitive staff/participant ratio for a particular group or activity. The EYFS Statutory Framework no longer sets out different requirements for minimum ratios from those required onsite. However, at Cotteridge School we have parameters for ratios on out of school visits for KS1 and KS2 and have set minimum ratios for Nursery and EYFS. In exceptional circumstances, more adults will be needed. All ratios will be reviewed by the EVC before each outing.
- Nursery 1:4
- EYFS 1:5
- KS1: 1:5(maximum) to 1:10(minimum)
- KS2: 1:5(maximum) to 1:15(minimum)

Ratio Policy Exception-Visits to Cotteridge Park

Due to lack of outdoor space within the school perimeter, Cotteridge Primary School views Cotteridge Park as an extension of its learning space. Parents provide consent at the start of academic year to make visits to the park whenever teachers deem it appropriate. For example,

sometimes P.E., Science, Art and Geography lessons are conducted in the park. Although we have decided on minimum ratios, as with other outings, ratios for park visits must always be reviewed before each outing and agreed by the EVC.

The minimum ratio for park visits are as follows:

EYFS 1:8

Key stage 1 1:10.

KS2 1:20.

Two adults will always be present on park visits, even if less than the minimum ratio.

Transport in cars

Should a staff member transport children to an event, the driver properly understands their duty of care and any agreed responsibilities for supervision. Parents must be informed about the transport arrangements and consent given to travel in the car of a member of staff. The member of staff must not travel in a car with an individual child, unless there are highly exceptional circumstances agreed by the Headteacher. For a staff member to transport children there must be evidence that the vehicle is safe (valid MOT), the driver is suitable (driving insurance) and there is a valid insurance policy covering the driver and vehicle for the intended business use. The driver will be using the vehicle at their own risk.

Parents Providing Transport

There may be occasions where parents are being asked to organise transport, which may involve some parents providing lifts for children other than their own. Under these circumstances, school will make it clear that it will not be involved in making these arrangements and will not have any responsibility for them.

Where parents are being asked to organise their own transport, the teacher in charge must ensure they have considered the need for:

- Information from parents about what arrangements have been made.
- Have contact details for communication with parents, in case of delays or 'no shows'.
- Clear handover of supervision from and to parents at the venue

Documentation

- A visit planning sheet must be completed in the summer term for the following academic year. This must be agreed and signed by the EVC, who will then book the trips.
- A risk assessment form must be completed four weeks prior to the trip taking place. This must be agreed and signed by the EVC.
- A post visit evaluation form must be completed within one week of the trip date. This must be signed by the EVC.
- All parents are to complete a local educational visits consent form at the start of their child's school career.

Insurance and licensing

When planning activities of an adventurous nature in the UK, the educational visits coordinator will check that the provider of the activity holds a current licence.

Information and parental consent

Parents must, if the visit is not in the local area and within walking distance from school e.g. the local park, library, church, be given clear information in advance of the visit and their consent gained.

Prior to the visit a letter should be sent covering the following points:

- Destination, dates, times and purpose of visit including mode of transport.
- Types of activity in which the pupils will be participating
- Any special requirements e.g. clothing, free school meals, pocket money etc.
- Who will be collecting the child if the outing returns outside the school day and parent/carer contact details.

- If medicine needs to be administered whilst out on a visit the parents must make arrangements with the teacher in charge of the visit and be agreed by the Headteacher/AHT/Pastoral Manager. A medicine form must be completed before any medication is given.
- If calpol needs to be given during a trip, parental consent via telephone must be obtained first.
- If the trip is residential a full timetable of events, accommodation, meal arrangements, medical and emergency procedures should be given to the parents. This is normally an informal meeting with parents to provide additional information.

During the visit

The member of staff in charge of a visit must be prepared to make 'ongoing' professional judgements related to assessment of risks and communicate these to the Headteacher/AHT/EVC as soon as it is safe to do so.

APPENDIX 1

Visit Leader Emergency Action Checklist

Emergency Procedure

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - accounted for
 - safe
 - adequately supervised
 - briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities.
 - Remember the aims of first aid are to:
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Once the immediate situation is contained:

Inform the school/Establishment Emergency Contact or, if unavailable, your Employer (e.g. the Local Authority) Emergency Contact.

They will need the following information:

- Who you are, which Establishment you are from and what your role is within the group
- What number can you be called back on?
- What is the nature of the emergency?
- How many casualties there are and their status
- The total number of people in your party
- Your current location
- Whether you are staying where you are or moving – if you are moving where to?
- What time did the accident/incident happen?
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to your employer's press office.
- Inform the Foreign Office Consular Assistance Team if abroad.

Name	Contact details
Visit Leader's number	
School number	0121 4642865
Head teacher-Jason Willetts	07703 372427
Nominated base contact	K Darby 07513791771 V Tucker 07814060047 J Willetts 07703372427
School and Governor Support (in school hours) 8.30am-4.15pm	0121 303 2541 school.support@birmingham.gov.uk
BCC CCTV control centre-ask for Duty Resilience Officer(out of hours support) 4.15pm-8.30am	0121 303 4149
Birmingham Education support Services	0121 303 2420 Email: schoolsafety@birmingham.gov.uk
BCC Press Office (out of hours)	0121 303 3287