



**Kidmore End CE Primary School**

**Educational Visits Policy**

**2021-2024**

<b>Owner:</b>	<b>Educational Visits Policy</b>
<b>Type:</b>	<b>Level 4</b>
<b>Type:</b>	<b>Non-Statutory</b>
<b>Ratified by</b>	<b>Curriculum and Standards</b>
<b>Date Ratified:</b>	<b>13<sup>th</sup> December 2021</b>
<b>Date Policy to be reviewed:</b>	<b>Autumn 2 2024</b>

All children at Kidmore End have access to educational visits which are organised to enhance and enrich the curriculum. When planning visits, staff will take account of educational issues, special needs and the participation of the children as well as promoting enjoyment and independence. Educational visits may be brief, less than a day, or may be longer residential visits.

### **Legal Framework.**

This is laid down in the Health and Safety at Work Act and Regulations 1992. As an ODST School we continue to follow the *Oxfordshire Guidance for Managing Off-Site Visits and Learning Outside the Classroom Activities* which is available in the Staff Shared area or at <http://www.oxfordshireoutdoorlearningservice.co.uk/>. Employers are responsible for the health, safety and welfare of participants in the off-site visits (in the case of Kidmore End School the employers are Oxford Diocesan Schools Trust).

### **Employers must:**

- Assess the risk of activities
- Introduce measures to control those risks
- Inform employees about the measures they have introduced
- Have written procedures for arranging visits (decisions about visits are designated to the Headteacher or Educational Visits Co-ordinator (EVC)
- Ensure that there is a designated and trained Educational Visits Co-ordinator(EVC)

### **Employees must:**

- Take reasonable care of their own and others' health and safety.
- Co-operate with their employers over safety matters.
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks
- Act in accordance with the teachers' common law duty (act as a reasonable parent would do in the circumstances)
- Follow the written procedures for arranging visits, including obtaining the permission of the EVC

### **The local governing body should:**

- Ensure that the Headteacher or EVC shows that his/her plans comply with regulations and guidelines and reports back after the visit.
- Ensure that they are informed about school visits

### **The Headteacher or designated Educational Visits Coordinator should ensure that:**

- Visits comply with regulations and guidelines.
- The group leader is competent to monitor risks throughout the visit
- They are clear about their own role if taking part in the visit as a group member/supervisor.

### **They should also ensure that:**

- Adequate safeguarding procedures are in place
- All necessary actions have been completed before the visit takes place
- The risk assessment has been completed and appropriate measures put 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 this age group
- The group leader or qualified instructor is competent to instruct the activity and is familiar with the location/centre

- Adult/pupil ratio is appropriate
- ODSST has approved the visit where they are required to do so, and the Headteacher or EVC have approved all other trips.
- Parents have signed the consent forms
- Arrangements have been made for the medical needs and SEND of pupils
- Adequate first aid is provided
- A school contact has been nominated, with details given to the group leader
- The group leader has a copy of the emergency procedures, the names of everyone in the group and contact details of next of kin (for trips taking place in school hours this information can be held by the school office as long as the group leader has the school mobile)
- There is a contingency plan for any delays, including a late return home.

**The group leader (usually the class teacher) should have overall responsibility for the supervision and conduct of the visit. They should:**

- Request permission for the trip from the Educational Visits Co-ordinator – they must provide costings, curriculum relevance and risk assessment prior to booking the trip
- Follow health and safety guidelines
- Appoint a deputy for the trip
- Clearly define the roles of accompanying adults and inform them of their roles
- Ensure adequate first aid is available
- Ensure adult/child ratio is appropriate, consult EVC if unsure
- Be familiar with the location especially if outdoor and adventurous activities are taking place
- Obtain parental permission and any relevant first aid information. Parental consent must be in written form.
- Review visits and activities and inform the headteacher where adjustments may be necessary
- Consider stopping the visit if the risk is unacceptable
- To have knowledge of insurance details
- Be well acquainted with any activities on water
- To be aware of variables in weather conditions and any dangers of surrounding environment.

**Parents should:**

- Provide the group leader of emergency contact details
- Give the group leader information about the child's emotional, psychological and physical health which may be relevant to the visit
- Complete the necessary consent form.

**Pupils must:**

- Not take any unnecessary risks
- Follow the instructions of the group leader and any other supervisors (including those at the venue)

Pupils whose behaviour is considered a danger (to themselves or the group) should not be allowed on the visit. If this occurs, the curriculum aims of the visit should be fulfilled in other ways wherever possible. Children whose behaviour is unacceptable on a residential may be sent home.

### **Risk Assessments**

A risk assessment must be carried out before the trip and given to the EVC prior to booking. Risk assessments for residential trips should be forwarded to ODST (via Smart Log).

### **Safety Procedures.**

The adult in charge should thoroughly investigate the venue being visited.

All staff must be aware of any children with SEND or medical needs and these must be prepared for, with the correct medication. At least one member of the staff must have first aid knowledge. For children participating in residential visits the group leader should meet with parents to discuss the specific details of any medical needs and any medication or treatment required during the trip. The member of staff organising the trip must obtain all relevant medical information about each child. All medication must be clearly labelled with the child's name and dosage. This applies to travel sickness medication. Medicines should be kept with the teacher with the exception of inhalers.

A mobile phone must be taken and any accompanying adults should be given the number in case of emergency. Each adult supervisor must have list of their group and guidance on their role.

### **Walking**

Children should always walk carefully in organised groups with an adult at both the front and back of the line; additional adults should be dispersed amongst the group. When crossing roads children should halt and only cross when instructed by the adult in charge. Adults at the front and back should wear high visibility vests.

Walks should be a maximum of 2-4 miles for lower juniors and 3-6 miles for upper juniors according to previous experience and confidence. Walks should be planned with easy access to shelter or a quick return to transport. Appropriate clothing should be worn, including footwear. Trainers should not be used for a long, hard walk. The group organiser should listen to the weather forecast before setting out and take a survival pack with them (first aid kit, including bandages, emergency blankets, extra high energy food and flask of hot drink) if considered appropriate. Depending on the venue they should also take a whistle, map and compass.

### **Vehicle Breakdown**

The immediate responsibility of the staff is to ensure the safety of the children. When this has been done the adult in charge should contact the school so they can keep the parents informed. It is the driver's responsibility to contact the police and organise alternative transport.

### **Adult Ratio**

The group leader must arrange for an appropriate level of adult help, depending on the activity. The following are guidelines; if in any doubt please speak to the EVC.

Class	Ratio for Busy area	Ratio for less busy area
Reception	1:4	1:4
Years 1 and 2	1:4	1:4
Years 3 and 4	1:4	1:6
Years 5 and 6	1:8	1:10

### **Residential Trips**

At present Year Six goes on a week-long residential visit and Year Five have a 1 or 2 night overnight stay in the Summer Term. The Year 6 trip offers a high quality educational experience through challenging residential outdoor courses with an emphasis on the values of working together by

concentrating on personal and social development. Knowledge and skills are also linked to the geography, art and science curriculum. Accompanying adults may take part in the activities with the children but they are under the authority of the centre's instructors.

Staff to pupil ratio must reflect the nature of the location, work to be undertaken and the age of the children. Mixed pupil groups require both male and female supervisors where possible.

### **Costing Visits**

The cost of a visit should be kept to a minimum. No child will be denied the opportunity to take part in a visit on the grounds of cost (see the charging policy).

Any further information or forms can be found on

<http://www.oxfordshireoutdoorlearningservice.co.uk/> or in information kept by the Educational Visits Co-ordinator, Mrs Brenda Ferguson or Mr Andrew Griffin.