

Hadnall CE Primary School

Visits and Journeys Policy

Introduction:

School visits and journeys that provide opportunities for learning through direct experience have become an integral part of the curriculum but the safety of pupils must always be the first priority.

The safety of all children and adults participating in an educational visit or journey is of paramount importance.

It is the duty of the party leader to lead collaborative risk assessments undertaken by all adult supervisors for any planned visits and journeys thoroughly by following the procedures and guidelines outlined below.

Any doubt about the safety of any member of the party should be taken seriously and if in any doubt the visit should not go ahead. We can not risk the safety of any of our children.

All risk assessments MUST be written and retained for future reference. (visits and visitors file in the school office).

Risk assessment documentation is a legal requirement and subject to audit.

All staff planning visits should read and follow the detailed guidance in the Shropshire LA file 'Guidelines for Educational Visits and Journeys' (need to obtain copy of this from Chris Matthews)

Planning a visit:

The following questions should be addressed.

- What are the educational benefits of the visit?
- Have the needs been clarified prior to booking the venue?
- Is the timing of the visit linked appropriately to the school calendar?
- Has sufficient time been allowed for planning?
- How will the visit enhance or enrich curriculum studies?
- Is the travel distance necessary?
- Is a residential visit necessary or an essential part of the activity?
- Is enough known about the location?

There are four types of educational visits and journeys and each have different requirements that

MUST be met by teachers organising the visit.

1. Those activities that are considered to be very much an integral part of the daily/weekly routine of the school.
2. Swimming lessons fall into the first category but require parental consent for the term that children are involved in swimming lessons. One consent form is required to cover all the sessions in the term. It is important that all staff involved in regular swimming lessons read the Shropshire LA policy and notes for Guidance of Schools, which is included in this document.

For swimming other than regular lessons at a known pool, staff must read section 12 of "Guidelines for Educational Visits and Journeys."

3. Other educational day visits. For these, the process of risk assessment should be undertaken by the party leader according to the "Guidelines for Educational Visits and Journeys" using the school proformas.

4. Residential visits. These visits require careful planning, the process of risk assessment should be carried out by the party leader according to the "Guidelines for Educational Visits and Journeys" using the school proformas.

Teachers leading visits must note:

- A letter should be drafted to parents outlining the details of the event.
- The parental consent form will be included with the detailed information for individual visits sent to parents.
- The parental consent form for swimming or activities that require children to be able to swim does not remove the need for party leaders to ascertain for themselves the level of the pupils swimming ability.
- Consent for swimming activities **does not** apply to swimming in the sea or open inland water.

Supervision Care and Responsibility:

Teachers and other adult supervisors must act towards the pupils as a careful parent would towards his or her children in similar circumstances.

In practise this means that all party supervisors will need to undertake greater care than that expected of the most careful parent.

The party leader is responsible for ensuring that all preliminary arrangements for the visit are properly completed.

Adult supervisors should be chosen with care. Their capabilities, experience, talents and qualifications should be given prior consideration.

The party leader must provide the Head teacher with full details of the proposed visit and have the Head teachers approval.

Before giving approval for the visit the Head teacher/EVC must be satisfied that all necessary arrangements have been made and guidelines followed.

For Outdoor adventurous activities, a HRA form must be submitted to Chris Matthews, PE advisor, at least 6 weeks prior to the date of departure.

Levels of Supervision:

Levels of supervision should be decided upon for each visit, taking into consideration the relevant variables (eg age, experience, fitness, previous experience of supervising staff and pupils, nature of activities, location, physical hazards - roads or other crossings etc). Failure to make adequate provision for variables could place party leaders of school journeys at professional risk. Foundation stage and key stage 1 children should be supervised at a level of one to six and key stage two children a minimum of one to ten. Party leaders should take each individual child's circumstances into account and adjust the supervision as necessary to ensure the safety of the children at all times. A qualified teacher **MUST** accompany children on visits. It is not appropriate for AOTTs (Adults other than teachers) to be responsible for leading visits or journeys in school time. For sporting fixtures out of school time, a qualified teacher will accompany the group whenever possible. On the rare occasions when a qualified teacher is not available school will make arrangements for a HLTA to accompany the children. If neither teacher or HLTA is available parents will be informed that they must accompany their child and take full responsibility for them.

Equipment and Personnel for Visits:

The following items should be taken on all visits:

- A qualified first aider, if cover can be arranged.
- First aid equipment
- Asthma inhalers - although children will be reminded on letters to bring their inhalers
- Prescribed medication
- Sick bucket
- Mobile phone
- Contact list for emergencies
- Contact list of parents/carers of all children attending the visit (only if the visit takes place out of school hours)
- A copy of the critical incident policy
- For residential visits, Calpol for children with permission slips. (Parental consent required before administering)

Transport:

Local coach companies are used to transport children, the best tender is accepted. Children will not be transported in private cars, either staff or parents.

In the event of an accident

- attempt to park in a safe place
- keep the passengers in the vehicle unless they are at risk by doing so. On a motorway children should be taken away from the road.
- note the precise location
- assess the situation and report the details to school as soon as possible
- an adult must stay with the children at all times

Delays:

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed. School number is 01939 234325.

Injuries

- Assess the injured without injury to yourself.
- Only attempt first aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help - dial 999 and give the following information:
 - the location
 - details of the casualties, age, condition
 - phone number

Residential visits: Overnight stays of any kind involve additional levels of care and supervision. There should be a minimum of one teacher and one adult supervisor per group, with both sexes represented if possible in the case of mixed parties.

A minimum ratio of teachers/adult supervisors of 1:8 for primary groups.

Sports fixtures:

The organisation of sports fixtures that take place regularly does not alter the responsibilities or duty of care to ensure that arrangements are planned/organised in a proper manner in accordance with the principles set out. It is school policy that children are not transported in school or parents cars. Should teachers', parents or other vehicles be used, the school is responsible for ensuring tax, insurance, MOT etc are all in order.

Planning and Organisation Initial Approval:

The idea for a visit should be transmitted to a feasible outline plan which is submitted to the Head teacher. This may occur orally eg in a meeting.

At this stage consideration should be given to:

- curriculum need
- purpose
- nature of activity
- duration
- possible accommodation (eg hotel, YHA, field centre, camp)
- transport options
- approximate cost
- staffing requirements

Information gathering:

If approval is given to proceed, the next stage is to gather detailed information about the planning areas identified above.

It is important that the party leader has first hand knowledge of the area to be visited, either from previous experience or from a preliminary visit.

Information to Parents:

Specific visits:

When all the essential details of a visit are known it will be necessary to write to parents giving full information of the purpose and organisation of the visit to include:

- dates and times
- purpose and nature of the activity
- accommodation - address and telephone number (residential visits)
- transport
- emergency contacts procedure
- staff and supervision
- Itinerary
- Insurance

Parents meetings:

It is recommended that for most residential visits or visits of an unusual nature a parents' meeting should be arranged at an early stage to provide an opportunity to enlarge on the information given in writing and to answer any questions. The meeting should proceed the request for consent.

Parental consent forms should be sent out prior to the visit.

Inclusion:

The party leader will make every effort to ensure that all children are included on visits and journeys, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc. The party leader will take all reasonable steps to ensure inclusion for all.

What insurance cover is provided by the LA - Third Party Policy?:

Shropshire Council insures against its own legal liability for injury, damage or loss that might arise as a result of negligence. The policy covers the council, teachers, adult supervisors, pupils and students. Adult supervisors (voluntary helpers) are covered by third party policy for activities.

Staff will need to check that school insurance covers activities being carried out as part of each visit planned.

The school has bought into Shropshire Council Annual Travel Insurance Scheme, which provides OFF-site insurance. This makes it unnecessary to organise separate cover for each trip.

Residential Visits:

For residential visits a summary sheet of information about pupils and adults participating in a visit must be completed and a copy given to the home/school based contact. Emergency contact information should also be completed and copied for the school/home based contact. Party leaders need to be fully aware of procedures in case of serious incidents and ensure that LA emergency contact numbers are taken with the paper work and consent forms on the visit.

The party leaders will ensure that parents have the school(staff) mobile phone numbers for emergency contact should the need arise during the visit.

On return an evaluation of the visit should be carried out and given to the Head teacher to be kept in the visits and visitors file in the Head teacher's office.

CRB checks:

It is school policy that all adults accompanying children on any visit has an up to date and valid CRB check.

If an member of staff has any doubts about the safety of children on a planned visit, speak to the Head teacher or EVC (Vicki Price) who can contact Chris Matthews or Paul Jones at the LA for clarification and further advice.

***This policy is based on mandatory guidance provided by Shropshire LEA.**