

PARLEY FIRST SCHOOL



SCHOOL VISITS POLICY

Article 31: All children have a right to relax and play, and to join in a wide range of activities.

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. Educational visits are to be encouraged and all pupils should be entitled to benefit from them.

Parley First School recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

We believe that all visits should be safe, purposeful and appropriate to meet the educational needs of pupils taking part and are supported by activities in school. Planning for such visits will be in line with the recommendations of **DCC Policy of Safety and Guidance – Offsite Events and Adventurous Activities 2010**. Visits should be planned well in advance; ideally they should be included in the initial planning for the school year.

The head teacher should be consulted about a proposed visit and the costing on a Proposed Educational Visit Request Form (Form 1).

A letter must be prepared to inform the parents of the destination, timings, activities, clothing etc. and requesting permission to take children out of school. These will be sent out on green paper.

Let the office know the details of the proposed visit on the initial booking form and the necessary arrangements will be made. The school diary should be checked while planning a visit, and the visit must be added to the diary as soon as the booking has been confirmed.

Risk Assessment

At least one member of school staff should go to the venue before hand to identify potential risks or issues and complete a risk assessment (Form 6). There are generic forms stored on the school network, but these should be amended to highlight any risks that are specific for that visit. This should then be submitted and discussed with the Visits Co-ordinator.

Considerations

When planning the visit the following points should be considered:

- Are toilets available?
- Where will children eat lunch?
- Will adverse weather conditions affect the arrangements?
- What alternatives can be made for adverse weather?
- Where will the coach unload the children?
- Are there any obvious safety hazards?
- Where is the nearest first aid or casualty department?

An Educational Visit Planning Form (Form 2) should be completed for each visit, although the same generic information may be used if two classes are undertaking the visit on separate days.

Adult Helpers

- How many will be required?
- Will one helper need transport in the case of an emergency?
- Arrange for adult support well in advance.
- Brief helpers before the visit. The Off-site Information Sheet (Form 2b) can be used as a reminder of timings etc. for adult helpers.

Recommendations in DfEE publication, 'Health and Safety of Pupils on Educational Visits' suggest 1 adult to 6 for year 1-3, 1 adult to 10 for year 4 and a higher ratio for Reception children. Other factors, however, need to be considered by the class teacher.

In an emergency there should be sufficient staff to cope with the emergency and the rest of the group.

Transport

Coaches used should be fitted with seat belts which must be worn on the journey. Teachers must check that belts are adjusted correctly before travel. The maximum number of passengers should not be exceeded

Parent drivers should be made aware of the insurance implications of transporting children. Seat belts must be worn by all passengers and the maximum number of passengers should not be exceeded. Parent's permission should be obtained before children are transported by another parent.

Charging for Visits

The cost of the visit per pupil should be calculated to ensure that it is within a reasonable amount to request a donation from parents. Parents should be informed on the permission slip that if the funding received is insufficient to cover the costs, the visit will then not be able to go ahead. All money received will be returned to parents. The school's policy for charging meets the requirements of the Educational Reform Act 1996. Voluntary contributions towards the cost of visits and activities will be requested from participating children's families (see Charging Policy for more detail with regard to charges for residential visits).

Money collected should be handed into the office daily in accordance with our Money Handling Policy, accompanied by a money transfer form. A class list should be given to the office at the end of the collection period to show who and how much has been contributed.

Parents' Permission – Parental Consent for school Visit Form

Obtain written permission from parents to take children off the school site well before the date of the visit. Parents should be informed about the visit so that they can provide informed consent. The consent form requires full details of the child including medical and contact details in an emergency. Copies should be taken on the visit by the teacher in charge. The school reserves the right to leave behind any child whose behaviour is a danger to themselves or others.

Consent forms should be retained by the staff until the party has returned to school. They should then be handed to the Visits Co-ordinator who will consult the post-visit evaluation, as these forms can then be disposed of except when an evaluated incident or accident (including any near misses) has occurred (see Insurance section below).

Residential Visits

Local Authority permission is required for all residential visits. Please complete L.A. Notification form (Form 5) and hand to Headteacher to forward to Outdoor Education Dept.

First Aid

First aid should form part of the risk assessment. It is recommended that one member of staff going on the visit should hold an appropriate and valid qualification. A decision needs to be made on the requirement for first aid to be available at all times but a first aid kit should always be to hand.

Pupils with Medical Needs

Every effort must be made to include pupils with medical needs on school visits. Additional supervision and arrangements may be required. Training must have been provided in dealing with particular medical conditions and the medication required, e.g. EpiPen. A parent may be asked to accompany the child if the risk is deemed too great by the organiser.

Details of medical needs must be recorded and carried with the group. Parents should supply the following details:

- Medical conditions
- Child's GP
- Written details of medication, dose, timing
- Parental permission to administer medication
- Information on allergies/phobias
- Dietary requirements

No one should be coerced into taking responsibility for a pupil with medical needs unless they feel confident and comfortable.

SEN Pupils

Every effort should be made to include pupils with special educational needs without compromising the safety of other children. Special measures including extra supervision need to be addressed at the planning stage.

Safeguarding

At the start of a visit a photograph could be taken, on the school camera, of each group of children. This can then be used as a point of information in the event of any child being split from the main group.

Staff are advised never to give out their personal mobile phone numbers to parent helpers. Parent helpers should be given the school mobile number that is being carried by the group leader on the visit. Please ensure this is charged up the night before the visit.

Insurance

Parley First School has opted into the Dorset County Council insurance scheme which offers a basic package with an option for trips within the UK and trips abroad. Key elements include public liability, personal indemnity to governors and staff, personal accident for all employees and authorised volunteers whilst engaged in official school activities.

Additional cover for educational trips includes cancellation, personal belongings and medical costs.

All documentation of a serious event should be kept as claims can be made retrospectively (until the child reaches 24 years of age).

For more information see: Health and Safety of Pupils on Educational Visits DFEE 1998

JF February 2010

Reviewed Period : Every 2 Years

Reviewed – February 2011

Next Review Due : Spring 2013

Jenni French – Educational Visits Coordinator; Piers Dampney – Health and Safety Governor

Appendices

Checklist for planning

Generic Emergency Action Plan

Form 1 – Proposed Educational Visit Request

Form 2 – Educational Visit Planning

Form 2b – Off-site visit Information Sheet

Form 3 – Parental Consent Form for School Visits

Form 4 – External Provider Check

Form 5 – L.A. Notification Form

Form 6 – Risk Assessment

Form 7 – Post-Educational Visit Evaluation

Letter to Parents

Emergency Action Plan

Always take this plan with you on school visits.

A school mobile phone must always be taken, signing it out in the book in the office and with the phone number being on the parent helpers' information sheet.

Always remain flexible and be aware of the need to abandon an activity despite disappointments.

The person in charge of the visit must assess the situation and take appropriate action. This might include:

- *Contacting emergency services as soon as possible.
- *Contacting school and speak to the senior manager available to discuss situation and subsequent actions.
- *School will contact LEA and seek media advice for media management if necessary.
- *School will contact Chair of Governors to inform of situation.
- *School will contact families of children, staff and helpers.
- *The person in charge on site is responsible for making decisions with regard to all children and other adults. They will need to reassure everyone and remain calm and confident. Staff and volunteers may need to be allocated tasks to cope with crisis.

Emergency numbers:

Parley First School	01202 874400
School mobile numbers	1) - 07407 401649 2) - 07407 402733
Rob Brindley LEA Outdoor Education	01305 224517
LEA 24 hours contact	01305 262757 07623 544346
LEA pager	07693610718

CHECKLIST FOR PLANNING AN EDUCATIONAL VISIT

There are some main points for leaders proposing to go on an Educational Visit to consider:

1. The purpose of the visit
 - Why are you doing this visit?
 - What are the key aims and objectives?
 - Is it suitable for this group of children?

2. The teacher/leader is always in charge
 - Other adults on visit must understand this.
 - Responsibilities of other adults must be allocated by leader and understood by all.
 - Everyone – adults/children need to be properly briefed about procedures and expected behaviour.
Parent meeting?
 - The teacher/leader should not have a group themselves.

3. Site
 - A previous visit to the site is necessary to consider all aspects of the “visit”.
 - Consider aspects of location; access to site.
 - Length of time needed for visit.
 - Availability/location of toilets.
 - Activities available and suitability for all children.
 - Safety of site.
 - Availability of help.
 - Will there be any other school parties at the same venue? If so, how many? Is trip still viable on proposed date?

4. Ratio of children and adults
 - Consider ratio for safe supervision of group re. DfES guidelines and needs of children going on visit.
 - Close active supervision at site is necessary including regular head counts.

5. Transport
 - Book transport in advance of date of visit. (The office will help with this – a county coach is available).
 - Coaches – check with driver where and when he will pick up and drop off the school party.

6. Risk Assessment

- Carry out risk assessment for all aspects of the visit and for specific activities – it is important to stick to these as any changes to activities will not have been risk assessed.
- Liaise with Educational Visits Coordinator and fill in necessary forms and sign.
- Be prepared to alter plans during the visit.

7. Emergency Action Plan

- There is an Emergency Action Plan for our school visits. Please be aware of this and take a copy on the visit to refer to if necessary.
- Include visit specific emergency planning on Form 2 (Planning form)
- Ensure all accompanying adults are aware of the general and visit specific action plan.

8. Approval

- Parents should be informed clearly in a letter about the visit and parental consent received on the form for school visits which include medical details, contact numbers etc.
- These forms must be retained by the teacher and taken on the visit.
- After the visit the forms should be given to the Educational Visits Coordinator to be stored for two years.

9. First Aid

- At least one member of school staff should hold an appropriate and valid first aid certificate.
- First Aid Boxes should be taken on the visit.
- Asthma inhalers, Epipens etc should be taken, and should be carried by the adult supervising that child.