



## All Saints' C of E Primary School, Ilkley

### Policy for Educational Visits and Journeys.

**This policy presents an outline of key matters to be considered when Educational Visits and Journeys are proposed. The governors subscribe to the full document, 'Guidelines for Off Site Visits and Activities', produced by Bradford Metropolitan Council. This summary is drawn from that document and the governors expect those who undertake educational visits and journeys to be familiar with and to comply with the requirements of these Bradford guidelines. This document, together with other information specific to particular activities is kept in a Box file in the School Office**

- 1 Rationale.** Educational visits that further the learning and expertise of pupils are of value. They broaden experience, enrich the curriculum, encourage both independence and team building, enable social interaction, offer challenge and help pupils mature. These experiences will involve risk greater than is normally experienced day by day. They cannot be risk free, but the aim should be to keep risk at an acceptable and controllable level, through thorough planning and organisation which includes careful and thorough risk assessment.
- 2 Aim.** There should be good and proper reasons for an educational visit which should be an integral part of the curriculum and appropriate for the needs and abilities of the participants.
- 3 Types of visits.** All Saints' Primary School educational visits cover a range of activities:
  - a) short visits in the locality, eg Middleton Woods, local shops, The Manor House, plus routine trips to the Tennis club field for games etc;
  - b) day visits, eg York, Eureka, Eden Camp, Colour Museum;
  - b) residential, eg Ingleborough Hall, Robinwood.
- 4 Responsibility.**
  - ◆ The Governing Body must: approve, monitor and regularly/at four yearly intervals update the policy for ed visits; approve any residential trip before bookings are confirmed; be regularly informed, eg through the Head Teacher's report, of school educational visits
  - ◆ The Head Teacher must follow guidelines, approve all visits and inform governors using the Evolve electronic system from BMC.
  - ◆ The Group Leader must take overall responsibility for the supervision and conduct of the ed visit, including direct responsibility for pupil health and safety and welfare, must be suitably competent, must plan and prepare for the visit, including making a careful and thorough risk assessment, must define the roles and responsibilities of other adults (both staff and parents) and pupils and ensure effective supervision.
  - ◆ The pupils must be increasingly expected to take age-level-appropriate responsibility for their own safety and that of others

## 5 Planning procedures.

- ◆ The leader of the visit must be an experienced teacher. Where a visit extends beyond the school day, a deputy leader should also be appointed.
- ◆ There should be adequate preparation including, if possible, a preliminary visit to ensure good safety provision;
- ◆ An assessment of risk should be carried out, taking into consideration variables such as location, level of activity, maturity and competence of all concerned, weather, time of day, energy levels. This risk assessment must be ongoing to take note of changing circumstances eg the weather. Part of risk assessment should be to test mobile phone coverage for the places to be visited.
- ◆ The pupils involved in the activity should be involved in a risk assessment exercise, appropriate to their level of maturity, to enable them to grow in personal responsibility.
- ◆ Participants' needs and expertise should be fully considered, adult/pupil ratios applied in the light of these and relevant information, particularly with reference to pupils with special needs, given to Activity leaders. Staffing ratios should be appropriate (minimum 1:10 and 1:1 for children with statements)
- ◆ The Head teacher must ensure that the visit complies with the school's Equal Opportunities statement
- ◆ Teachers initiating educational visits need to satisfy themselves that any outside agencies providing activities are licensed by the AALA (tel 029 2075 5715) or are covered by the registration scheme for Activity Leaders administered by Buckden House Centre.
- ◆ Insurance cover must be adequate. This should be clarified with the LEA.

## 6 Organisation

- ◆ Where the visit takes place during the school day and is in the immediate vicinity of school and is a normal part of the school curriculum, the school should state in its prospectus that parental consent may not be sought but that they will be informed.
- ◆ For all other visits communication with parents must be written and must cover all details of the educational visit, as well as provision in case of emergency. Written parental consent for the activity must be gained for each child, including consent for emergency medical treatment.
- ◆ Information should be kept available at school for the duration of the visit and **a contact point established for out of school hours.** A parents' telephone tree will be set up to enable speedy contact in the event of emergency.
- ◆ Emergency procedures should be agreed as far as possible prior to departure. An Emergency Contact Information form should be completed. The laminated card, detailing emergency telephone numbers set up by Bradford LEA, should be taken by the teacher in charge. A mobile telephone is essential. The emergency procedures of any activity centre used should be in accordance with Bradford guidelines.
- ◆ Medical notes re pupils and staff must be readily accessible during the visit.
- ◆ Pupils should be aware of the aims/objectives of the visit and the conduct expected of them.
- ◆ Charging for school visits should be in line with the school charging policy
- ◆ A school checklist should be established, which is discussed immediately prior to departure and signed and dated by the Head teacher.

- ◆ There should be provision for early return from a residential due to illness or behaviour which threatens the safety and order of others. Normally this will be to expect parents to collect
- ◆ **Safety**
- ◆ Responsibility for safety rests with:
  - a) the Governors and Head teacher and their nominated representative who organised the visit, with the support of the relevant directorates of the LEA;
  - b) the participants, who must act responsibly throughout;
  - c) the Provider of outdoor activity programmes, if any, and those entrusted by the Provider with the supervision of the activity.
- ◆ The responsibility for safety during the visit is essentially that of the teachers accompanying the party, but it may be delegated to activity leaders for specific activities. **When responsibility is transferred, it should be clear to all concerned at what point it is delegated and when it ceases to be so.**
- ◆ Pupils should be removed from any situation where they are a danger to themselves or to another.
- ◆ Staff should be prepared to stop any activity that has become too hazardous.
- ◆ **First Aid.** Adequate first Aid kits must be supplied. A one day course such as is provided by the Authority will suffice for first aiders on a trip in an urban environment or where professional help is near at hand. In more remote conditions, additional training and assessment are required  
Staff training in First Aid should be encouraged as part of ongoing professional development
- ◆ Specific advice for urban studies Appendix

## 7 Insurance

- ◆ Details of cover are contained in the Schools'/school's Insurance Manual which can be found in the office

## ACCIDENT & EMERGENCY PROCEDURES

For full information as to Accident and Emergency procedures, please see 'Health & Safety of Pupils on Educational Visits' published by DES 1998 pages 41,2

The following is a framework for action in the event of a serious accident or emergency.

### *Action at the location of the incident*

- ◆ Establish the nature and extent of the emergency as quickly as possible
- ◆ Ensure that **all** the group are safe and looked after
- ◆ Get immediate medical attention for the casualties
- ◆ Ensure that all group members, who need to know, are aware of the incident and that all group members are following the emergency procedures
- ◆ Ensure that an approved member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together

- ◆ Notify the police if necessary
- ◆ Inform the school contact. The school contact number should be accessible at all times during the visit. Details to pass onto the school should include:- nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far and action yet to be taken and by whom
- ◆ Notify the provider (this may be done by the school contact)
- ◆ Ascertain telephone numbers for future calls. Mobile phones, though useful, are subject to technical difficulties and should not replace usual communication procedures
- ◆ Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- ◆ Keep a written account of all events, times and contacts **after** the incident
- ◆ Complete an accident report form as soon as possible, contact LEA Safety Adviser or Emergency Planning Officer as per the laminated card issued by Bradford.
- ◆ **No one in the group should talk to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.** (it will probably be necessary to explain this to the children too) **Media enquiries should be referred to the appointed officer in the LEA**
- ◆ No one in the group should discuss legal liability with other parties

#### *Action taken by school contact*

- ◆ Ensure the group leader is in control of the emergency and establish if any assistance is required from the school base (if practicable)
- ◆ Contact parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. Parents should be kept as well informed as possible at all stages of the emergency. The school contact should act as link between the group and parents
- ◆ Liaise with the LEA and the governing body
- ◆ Liaise with the media contact at the LEA. If a serious incident occurs, the school contact should liaise with the designated officer as soon as possible see details on school notice board)
- ◆ Notify insurers especially if medical assistance is required.
- ◆ Report the incident using appropriate forms. Check whether the incident is reportable under RIDDOR 1995.

#### **After a serious incident**

The effects of an incident may well not be felt until (some time) afterwards. Be aware of the need to contact local community support services and seek professional advice to help individuals and the school as a whole cope with the effects of a tragedy

Time should be set aside for reflecting on what went wrong, also for identifying patterns of accidents if such occur, which may point up a need to change procedures.

#### **Training needs**

The school self evaluation form should be the focus of regular (annual) training

Accepted and approved by governors .....