



THE RADSTONE
Primary School

**THE RADSTONE EDUCATIONAL
VISITS AND ACTIVITIES POLICY**

Date adopted by Trustees:	Signed: Karen Falvey	Date: Sept 2018
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Educational Visits and Activities Policy

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities supplement and enrich the curriculum of the school by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and make them accessible to those with disabilities. Where possible visits will take place within the school day.

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.
- to provide opportunities for basic skill independence.
- to provide opportunities for personal and social development.

These visits begin with short excursions into the local area in the Early Years and Key Stage 1, and then on to residential experiences in Key Stage 2.

Curriculum links

For each subject in the curriculum, there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the Local Authority:

- English – theatre visits, visits by authors, poets and theatre groups.
- Science – use of the school grounds and Pocket Park, visits to botanical gardens, Science/Space Museum and outside speakers on various geographical topics.
- Mathematics – use of shape and number trails in the local environment.
- History – castle visits, study of local housing patterns, local museums.
- Geography – use of the locality for fieldwork, village trails, use of the Pocket Park.
- Art and Design – art gallery visits, use of the locality, visiting artists.
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches.
- Music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents to hear, visits to live orchestral concerts.
- Design and Technology – visits to local factories or design centres.
- ICT – its use in local shops/libraries/secondary schools, etc.
- RE – visits to local centres of worship, visits by local clergy.
- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers, magistrates and health workers.

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Residential activities

Children throughout the school have the opportunity to take part in residential visits. In Year 6 visit Cornwall, in Year 5 the children go to Alymerton and in Year 3 the children go on a 2 night visit to Everdon. We employ qualified instructors for all specialist activities that we undertake.

Roles and Responsibilities

Management

Teaching staff are responsible for preliminary planning of trips and any plans must be discussed with Deputy/Headteacher at an early stage. The EVC checks the planning, giving guidance and support; the Headteacher has overall responsibility for the safety of the pupils and staff, therefore giving overall approval for every visit.

Headteacher

The Headteacher will appoint a visit leader to be responsible for each trip that is organised and carried out. This will normally be a teacher employed at the school.

The Headteacher will ensure that:

- they have appointed a suitable visit leader
- the risk assessment is complete and that it is safe to make the visit
- training needs have been met
- the visit leader has sufficient experience in supervising and controlling the age group going on the trip and will organize the group effectively. (Newly qualified teachers will be accompanied by either the EVC or an experienced teacher on their first trip out).
- the governing body has approved the visit if necessary.

Educational Visits Coordinator (EVC)

The school's educational visits coordinator, Sophie Matthews, will be involved in the planning and management of all off-site visits.

She will:

- ensure that generic and specific risk assessments are completed;
- support the headteacher and governing body in their decisions on approval;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks where necessary, and that the letter from our coach company (see 6.5) assures us that their drivers, too, have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- they have the names of all the adults and pupils travelling in the group, and the subsequent contact details.
- make regular reviews and monitoring visits.
- keep records of accidents, incidents and visits, and ensure that there are regular generic assessments of the risks (e.g. road-crossing) where there are frequent visits to local venues (e.g. a swimming facility/the Pocket Park).

Other teachers and adults involved in a visit

Teachers on school-led visits will act in the course of their normal employment during their normal working hours. They will be acting under an agreement with their Head Teacher and Governors if some

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of their time on the visit falls outside normal hours. Non-teachers should generally not have sole charge of groups of children except where risks to health and safety are minimal. All adults must have an up to date DBS check. Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the Local Authority. All off-site activities must take place in accordance with the Local Authority's instructions.

Teacher and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow all the instructions of the leader and help with control and discipline.
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Where the activity involves a period of more than 24 hours, an overnight stay, a journey by sea or air, or an activity categorised as an adventure activity (as set out in DfES HASPEV), the Headteacher and Educational Visits Co-ordinator will seek the approval of the governing body before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will ensure that she/he is included. We may seek guidance from parents to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessments & Planning

A set of comprehensive risk assessments are to be carried out by the group leader before the proposed visit. They will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risk to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

All staff are given regularly updated electronic copies of all the risk assessment documentation they will require to complete an educational visit. This documentation also contains guidance for farm visits and swimming, etc. Staff are also issued with a red folder in which they are to keep all of their documentation.

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. She/he should also assess the site's suitability with regard to the age and any particular needs of the children. She/he will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The Local Authority will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether

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the visit should proceed, and the risk assessment must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

When planning your trip please ensure you have sufficient adult guidance. Although ratios are not required by law the following ratios are guidance for all trips:

Upper KS2 (yrs. 5&6) – 1:10

Lower KS2 (yrs. 3&4) – 1:8

KS1 (yrs. 1&2) – 1:6

Early Years – 1:4.

The amount of adults required for a trip will need to be carefully judged according to the age and needs of the group of children involved, as well as by the activities to be undertaken. Support for this process will be given by the Headteacher and Educational Visits Co-ordinator.

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases

A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The group leader will check that all adults helping to supervise the trip have been subject to police checks where necessary.

A copy of the completed risk assessment will be given to the headteacher, our educational visits coordinator, and will be discussed with all adults supervising the trip so that they are aware of the potential hazards and ways to manage these effectively.

All education visits must be authorised by the Headteacher and EVC at least 2 days in advance of the trip.

Letters to parents should be sent from school a minimum of 10 days in advance of the trip to ensure parental consent is given on time.

During the Visit

Medical administration

The visit leader must ensure all medical equipment is clearly labelled and guidance is given to the time it is to be administered, by the first aider or nominated adult supervisor.

Head counts

Regular head counts must take place. All staff accompanying the group must carry a list of all pupils and adults at all times.

Pupils must NOT wear name badges.

The visit leader must establish a meeting point and tell all pupils what to do if they become separated from the group.

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Missing Children

If an individual child is lost then the visit leader should immediately notify the authority in the place being visited. When this has been done and all precautions have been taken, then telephone the school to make them aware. The Headteacher will then take responsibility for the next action and for the passing the messages to all concerned.

Serious incidents must be reported immediately to the school emergency contact (Headteacher or EVC) by the visit leader as soon as possible.

Threat of Terror

When on a visit, either a day visit or a residential trip, please ensure you set a meeting place in case there is a terror threat. This will ensure that all children are able to meet the teacher and then follow evacuation procedures sensibly and safely.

Transport

The costing of off-site activities should include any of the following that apply and be submitted to the office on the appropriate costing sheet:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments that the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. In accordance with the law, we will only use coaches fitted with seat or lap belts and we will insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

Under the new law and legislation introduced on 18th September 2006 regarding child car seats, the school will now ensure that all children under 135cm being transported by private car are allocated with a suitable booster/child car seat. The Radstone adopts the Northamptonshire County Council's recommendation that if the child is travelling on behalf of the school, it is the Headteacher's responsibility to ensure that the appropriate restraint is being worn (see below). However, the driver must also make sure that they are transporting children correctly with the appropriate seats for their age and size. Parents will be expected on the permission slip to state whether their child requires a restraints system or not. If they are, then the child must bring an appropriate seat to school for the party leader to fit into an allocated vehicle.

There are four types of Restraint Systems:

- **Baby Seat** – Up to 13kgs (birth 9/12 months). Rear facing seat that can be fitted at the back or the front seat using the adult belt lap and diagonal seat belt, following the manufacturer's instructions.
- **Child Seat** – 9 to 18kgs (approximately 9 months to 4 years old). A forward facing seat which can be used in the front or rear of the car.
- **Forward Facing Booster Seat** – (children up to 15kgs to 22/25kgs, 4 to 6 years old). This seat can be used at the front and rear of the car. This seat lifts the child and positions the adult lap belt and diagonal seatbelt correctly.

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- **Booster Cushion** – (22 – 36kgs, 6 years to 12th birthday). Used forward facing in the front or rear of the car. This again lifts the child to position the lap and diagonal seat belt correctly across their body.

Children 12/13 years of age or over 135cm must wear an adult seat belt correctly and it is the driver's responsibility to ensure that they do.

The only exceptions occur when:

- Child is being transported by a licensed taxi/private hire vehicle.
- For a short distance for reason of unexpected necessity.
- Two occupied child restraints prevent fitment of a third.
- A child 3 and over may travel unrestrained in the rear of a vehicle if seat belts are not available.

First Aid

Visit leaders who are in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. It is common law duty to act as reasonably prudent parent would.

First Aid provision should be considered when assessing the risks of the visits. For adventurous activities, visits which involve overnight stays or visits abroad it is sensible to have at least one trained first-aider in the group.

The minimum first-aid provision is:

- a suitably stocked first-aid bag.
- a person appointed to be in charge of first-aid arrangements.

8 Communication with parents

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities and if they require any medicines, eg, an inhaler or EpiPen.

Funding for off-site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits and non-curriculum visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution for curriculum activities/visits. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

The following information on matters that might affect pupil's health and safety is useful to parents, and will be included in a letter to parents/carers prior to a visit:

- dates of the visit
- times of departure and return
- mode of transport being taken
- visit's objectives
- names of staff attending the visit
- voluntary contribution details

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- information on ParentPay
- clothing and equipment to be taken
- details of the activities planned and of how the assessed risks will be managed.

It is paramount to share as much as information as possible with parents so that they can go on to make a fully informed decision about the visit.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided. On the Emergency Procedure Form provided in the Red Folder are all the telephone numbers of the Senior Management Team.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity.

Group leaders' planning

Group leaders must read thoroughly the appropriate guidance for off-site activities:

'Health and Safety of Pupils on Educational Visits: A Good Practice Guide' (DfES 1998) and its supplements:

'A Handbook for Group Leaders' (DfES 2002)

'Group Safety at Water Margins' (DfES 2002)

They must consult the Local Authority's documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms, where appropriate) the arrangements that have been made.

Visit Plan/Itinerary

The Visit Plan for intended educational visits must include the following:

- risk assessments (generic and specific);
- applications for approval of visit (by EVC/Local Authority as applicable);
- general information;
- names, ages, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;

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- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;
- guidance for party leaders;
- guidance for the emergency contact and headteacher;
- medical questionnaire returns (residential/category C visits);
- first-aid boxes.

Monitoring and review

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

Responsibilities

Headteacher/Governing Body – it is the responsibility of the Headteacher/Governing Body to agree all new educational visits and to monitor the educational value of all the trips undertaken.

EVC – it is the responsibility of the EVC to support staff in all risk management and risk assessment procedures prior to any trip taking place. It is also their responsibility to check that the trip is well planned and it has been carefully thought through prior to commencement.

Visit Leader – it is the responsibility of the Visit Leader to ensure that all staff are aware of the potential hazards that may arise during the trip and how to manage these effectively. It is also their responsibility to complete a continuous risk assessment of any new potential risks throughout the trip and be prepared to act based on these assessments, should it become necessary, to avoid harm.

Other Staff/Volunteers – It is the responsibility of the staff/volunteers to act upon the guidance of the Visit Leader in order to ensure that any potential risks are minimised.

Signed:

Date: