

# **Belgrave St. Bartholomew's Academy**

**Principal: Mrs K. Deaville**



## **Educational Visits Policy**

If you would like this translated in Urdu, please contact the school office.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکوں کے دفتر سے رابطہ کریں.

## **EDUCATIONAL VISITS POLICY**

### **Rationale**

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning journey at school. Providing a variety of 'real-life' opportunities for our pupils enables them to achieve a fuller understanding of the world around them. To promote opportunities, positive attitudes and enthusiasm for all of the pupils and to inspire motivation and independence through adventure and outdoor extra curricular activities.

### **Guidelines**

The following guidelines support the planning and implementation of educational visits organised by Belgrave St. Bartholomew's Academy. (**See Appendix 1**)

The Principal at Belgrave St. Bartholomew's Academy will endeavour to ensure that:

- A **suitable** group leader is appointed (who is qualified, experienced and has the necessary skills, particularly if they are acting as an instructor)
- All members of staff and/or volunteers on the visit are suitable and understand what to do if the group leader is unavailable
- All necessary actions have been completed before the trip (pre-visit if deemed necessary)
- The risk assessment is completed (using 'Evolve') and is approved by the Educational Visits Co-ordinator (EVC) and Kelly Deaville (Principal)
- The governing body or local authority have approved the visit if necessary
- Any training needs have been met
- All consent forms have been signed by parents or carers
- Medical arrangements have been made where appropriate
- Special educational needs arrangements have been made
- The mode of travel is appropriate and risk assessed
- Travel times are known
- There is adequate and relevant insurance cover
- The school has the contact details of the venue and the Local Authority number (01782 234567)
- The school also has contact telephone numbers for all of the staff and adults on the visit, as well as copies of consent forms and contact details for all of the parents/carers

### **Educational Visits Coordinator (EVC) will:**

- Ensure all policies and health risks have been addressed
- Approve visits once all risk assessments have been completed and then sent to the Principal for verification (**See Appendix 2**)
- Ensure that the 'Evolve' has been completed in the adhered time frame (**see Evolve Notification**)

### **Evolve Notification**

- For all standard trips across a day, an 'Evolve' form must be submitted a minimum of 3 days before the trip date.
- For a weekly visit an 'Evolve' form needs to be submitted 4 weeks before the date and for a foreign visit an 'Evolve' form needs to be submitted 8 weeks prior to the trip.

### **Group Leader**

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit. The group leader should:

- undertake and complete a comprehensive risk assessment (using 'Evolve')
- must agree all plans with the Head of School

- appoint a deputy and organise staff appropriately
- be able to control and lead pupils of the relevant age range
- be suitably qualified if they are instructing an activity
- undertake and complete planning and preparation of the trip; including contacting parents, briefing group members and parents (if necessary), risk assessment, 'on the day' copies of consent forms to the school office, first aid kits and appropriate medical equipment and a list of emergency contact numbers for the pupils
- have the upmost regard for health and safety of the group at all times regardless of the opinion of others
- an awareness of the pupils attending the visit and their suitability (including medical and SEN)
- observe the guidance set out for teachers and other adults (see below)
- ensure that pupils understand their responsibilities (see below)
- ensure all staff are aware of exits and meeting points in the event of an emergency

### **Other teachers and adults involved in a visit**

Teachers on school-led visits will be acting in the course of their normal employment during their normal hours. Any additional hours and specific terms will be agreed with the Principal.

Teachers and other adults on the visit must:

- do their upmost to ensure the health and safety of everyone in the group
- care for each individual pupil as any reasonable parent would ('in loco parentis')
- follow the instructions of the group leader and help with control and discipline
- volunteers and/or parents should not have sole responsibility of pupils
- consider stopping the activity if they think there is a risk to health and safety
- along with the group leader, ensure that the pupils are aware of their expectations for behaviour during the entire visit, including when using transport

### **Responsibilities of pupils**

The group leader (and other adults during the day) should make it clear to pupils that they must:

- not take unnecessary risks
- follow instructions of the leader and other adults at all times
- behave responsibly and in a positive manner (in line with our policy and expectations)
- inform the group leader or another adult if they think that anything will affect their own or another group member's health and safety or well being
- follow instructions when using transport of any description

### **Parents**

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions (when appropriate for longer visits). The group leader should also tell parents how they can help prepare their child for the visit, i.e. appropriate conduct, clothing, food etc.

Parents must:

- provide the group leader with emergency contact number(s)
- sign the consent form
- provide the group leader with any relevant information regarding their child's health or behaviour that the group leader may not already be aware of

Some local visits, i.e. walks, visits to the park, are consented through the 'Home-School; Belgrave St. Bartholomew's Agreements 2018/19'. However, wherever possible, notification should be given to parents about the planned local visit.

## **Communication (letters)**

Clear information should be provided to parents/carers through letters (**see Appendix 3**) and/or briefing meetings for residential visits. Letters should include:

- dates and times of visit
- mode(s) of travel
- details of accommodation – if applicable
- names of staff and other adults
- objectives and details of the activities
- insurance details for residential visits
- any clothing, equipment, food or money to be taken

## **Risk Assessment**

A risk assessment (**See Appendix 2**) should always be carried out before setting off on a visit, using 'Evolve'. The risk assessment will decide the adult: pupil ratio. It should also include:

- the risks and levels of risk (high, medium, low)
- who is affected by the risks
- the safety measures in place
- the steps that need to be taken in an emergency
- the type of activity and the level of which it is being undertaken
- the location
- the competence, experience and qualifications of all staff involved
- the group members' age, competence and fitness
- the quality and suitability of available equipment
- seasonal conditions, weather and timing

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if the pupils or adults are in any danger.

If you are unsure, remember 'SAGED' - Staff, Activity, Group, Environment, Distance.

## **Pre-Visit**

Wherever possible and necessary the group leader should undertake a pre-visit to:

- ensure that the venue is suitable to meet the aims and objectives of the visit
- assess potential areas and levels of risk
- ensure that the venue can cater for the needs of the staff and pupils and is researched whether through the internet or a simple phone call
- ensure that the group leader is familiar with the area before the visit

If it is not feasible to carry out a pre-visit, then a minimum measure to contact the venue and seek further information, including obtaining their own risk assessment for their venue, if applicable. In addition, it may be worth seeking information from other schools who have attended the venue. If walking in remote areas, the Tourist Board can be contacted to obtain further information.

## **First Aid**

First Aid provision must be considered when assessing the risks of the visit. For adventurous activities and overnight stays, it is advisable to have at least one trained first-aider in the group. Where possible, all adults in the group will have some knowledge of emergency first aid. The group leader must ensure that first aid bags are taken on each of the vehicles transporting the adults and pupils, and that all adults are aware of where first aid provisions can be located during the course of the visit. The contents of the first aid bag will depend on the planned activities.

## **Supervision**

It is important to have a sufficient ratio of adult to pupil supervision. The following factors need to be considered:

- sex, age and ability of the group
- special needs pupils
- nature of activities and their location (i.e. remote areas)
- experience of adults in visits
- type of any accommodation
- competence of staff

As **general guidelines**, please refer to the following ratios 'under normal circumstances':

Nursery and Early Years, visits off-site	1:4
KS1, visits off-site on foot	1:10
KS1, visits off-site involving public transport	1:6
KS2, visits off-site on foot	1:15
KS2, visits off-site involving public transport	1:15

Regardless of these ratios, visits must be assessed individually. These ratios do not include residential visits.

Where a high adult:pupil ratio is required, it is not always feasible to use school staff alone, students and volunteers with appropriate clearance may be used to supplement the supervision ratio. The group leader must have an awareness of all adults supervising the visit.

For the protection of both adults and pupils, all adult supervisors should ensure they are not alone in a one to one situation with a pupil.

### **Participation**

Pupils should not be coerced into activities that they fear. Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, should be removed from the activity. On residential visits, it should be considered as to whether the pupil should return home early. This decision would be taken by the Head of School.

### **Coastal Visits**

Group leaders and other teachers should be aware that many of the incidents affecting school pupils have occurred by or in the sea. At Belgrave St. Bartholomew's Academy, the group leader needs to consider the following:

- tides and sandbanks are potential hazards, so timings and exit routes must be checked through local information and research.
- ensure group members are aware of warning signs and flags
- establish a meeting point on the beach if separated
- look out for hazards such as glass
- decide on a zone area for recreational time
- are coastal paths safe for walking or bike riding, particularly on cliff tops
- in case of an emergency meeting points should be set up as an active running risk assessment for the pupils and staff to adhere to

### **Swimming**

Swimming and paddling in the sea or other natural waters are potentially dangerous activities.

Swimming in the sea on a coastal visit, will **not** be allowed for pupils from Belgrave St. Bartholomew's Academy. Paddling will only be allowed as part of a supervised activity. Pupils should always be in sight of their teachers with at least one teacher supervising out of the water.

### **Farm Visits**

Belgrave St. Bartholomew's Academy recognises that farms can be highly dangerous, even for the farm workers. Risks assessed on such a visit include; the misuse of farm machinery and E-Coli 0157 food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed, has a good reputation for safety and animal welfare, as well as maintaining good washing facilities. A pre-visit is recommended. The group leader and supervisors must ensure that pupils wash their hands after feeding or handling animals, not ingest any animal foodstuffs, drink from taps, ride on tractors or machinery or play in the farm area that is not a designated play area/playground.

### **Residential Visits - Hostels and Hotels**

The following must be considered:

- the group leader will ideally have adjoining rooms to the pupils or on the same floor
- the immediate accommodation area should have exclusive use for the group
- access by staff to pupil rooms must be available at all times
- separate male and female sleeping areas for pupils and adults
- ensure that all of the school party know the layout of accommodation, i.e. fire exits and precautions
- security arrangements; ensuring that all locks on doors and windows in rooms work effectively
- storage of luggage and valuables
- adequate lighting, i.e. is a torch advisable?
- provision for sick or disabled pupils or staff
- safety in rooms, i.e. electrical components
- suitability of recreational areas
- pupils and staff are to know meeting points in the event of a fire - staff need to think about meeting points and if the pupils are closer to different fire exits it is important for staff and pupils to know which exit they will be meeting at
- in case of an emergency meeting points at every venue/attraction should be set up as an active running risk assessment for the pupils and staff to adhere to

### **Emergency Procedures for Visit Leader (LA guidelines)**

- Call Emergency services
- Call school link person (i.e. Executive Principal/Principal/SLT)
- Call LA – 01782 234567 and ask for the Director on call
- Manage the situation to the best of abilities and await instructions
- DO NOT talk to the press - emergency services will make an initial statement

### **Accident Reporting and Recording**

Any accidents or near misses need to be reported in writing electronically, on the APT Health and Safety form located in the common drive under '01 Accident Forms'.

This must be completed in the event of a serious injury or the pupil being sent off to hospital from the school.

This is the same in the event of a 'near miss' within the school.

If staff have any questions or queries regarding this, then please speak with a member of SLT.

**Date:** September 2019

**Review Date:** September 2020