

Forest Hall Primary School



Educational Visits Policy

Version	Date	Adopted	Review
1.0	June 2020	June 2020	June 2022
1.1	June 2022	October 2022	October 2024
1.2			



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Educational Visits Policy

Purpose

Forest Hall Primary School believes that well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Our aim is that all visits from school should be:

- Safe
- Educational
- Enjoyable

Most school visits take place without incident, but guidance from North Tyneside LA offers essential advice about general principles of planning and supervision of school visits and journeys.

All those involved in off-site visits must follow the guidance issued by North Tyneside LA.

The employer has a duty to ensure so far as is reasonably practicable, the health, safety and welfare of staff and the health and safety of pupils and visitors on and off site whilst on school activities.

Role of the Headteacher

- To ensure that the Group Leader is competent to undertake the activity and understands the nature of the responsibilities related to that activity.
- To be clear about her role if she is taking part in the visit as a group member or supervisor. She should follow the instructions of the group leader who will have sole charge of the visit.
- To ensure that all visits comply with regulations and guidelines provided by North Tyneside LA and the School's Health and Safety Policy.
- To check risk assessment s submitted to her at least 48 hours prior to the visit taking place and sign them.

In addition, the Headteacher will ensure that the 22 requirements as outlined in the North Tyneside LA guidance on Educational Visits are enforced. **See NT LA Guidance (Educational Visits file).**

Role of the Educational Visits Co-ordinator (EVC)

Forest Hall Primary School has an Educational Visits Co-ordinator (EVC). The EVC is involved in the planning and management of educational visits and helps the School fulfil its Health and Safety obligations for visits.

- To ensure proposed educational visits comply with North Tyneside guidelines including risk assessment.
- To support the Headteacher in ensuring that all appropriate arrangements are in place.
- To organise induction and training of leaders and other adults.
- To ensure disclosures are in place.
- To organise in co-operation with Group Leader any emergency arrangements.
- To keep a record of individual visits including reports of accidents and near misses.
- To review systems.

Role of the Group Leader

One teacher, the Group Leader, has overall responsibility for the supervision and conduct of the visit and will have regard for the health and safety of the group. The Group Leader will have been approved by the Headteacher or the Governing Body.

The Group Leader will ensure that the 20 requirements as outlined in the North Tyneside LA guidance on Educational Visits are enforced.

Group Leaders

Teachers must take reasonable care of their own and others' health and safety, co-operate with their employers, carry out activities in accordance with training and instructions, and inform the employer of any serious risks.

Teachers have a common law duty to act with care as befits a trained and experienced professional. A breach of duty would be seen (by a Court) as failing to meet the standard of a reasonable professional.

General guidance for Group Leaders of Educational Visits

- Group Leaders have full responsibility for the safe running of an activity (including prior agreement for the activity to take place, following the North Tyneside LA guidance and ensuring that all participants are aware of their roles).
- All visits must have a specific objective.
- Group Leaders in co-operation with the Headteacher and EVC must ensure that their plans comply with regulations and guidelines issued by North Tyneside LA.
- Group Leaders should be aware of the School's Health and Safety Policy and that of North Tyneside LA.
- Visits of a less routine nature and all those requiring an overnight stay must be put before the Headteacher/Governing Body well in advance of the trip taking place for approval.
- Group Leaders have the ultimate say in deciding the group composition based on a number of factors including the **suitability** of the pupil, the staff accompanying the party, the gender balance, the pupil's conduct, the pupil's fitness level.

Role of Teachers

Teachers on school-led visits act as employees of the school and NTLT, whether the visit takes place within normal hours or outside those hours, by agreement with the Headteacher and Governors.

They should:

- Do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances.
- Follow the instructions of the Group Leader and help with control and discipline.
- Consider stopping the visit or the activity, notifying the Group Leader, if they think the risk to health and safety of the pupils in their charge is unacceptable.

Role of Adult Volunteers

Non-teacher adults on a visit must be clear about their roles and responsibilities during the visit.

Non-teacher adults acting as supervisors must:

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the Group Leader and teacher supervisors and help with control and discipline.
- Speak to the Group Leader or teacher supervisors.

Responsibilities of Pupils

The Group Leader makes it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the Leader and other supervisors including those at the venue of the visit.
- Dress and behave sensibly.
- Be sensitive to local codes and customs.
- Look out for anything that might hurt or threaten themselves or anyone in the group and inform the Group Leader or supervisor about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be prevented from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever this is possible.

Role of Parents and Carers

- Parents should be in a position to make an informed choice about whether their child should go on a visit.
- The Group Leader must ensure that parents are given sufficient information in writing and are invited to attend briefing sessions (where necessary).
- The Group Leader must tell parents how they can help prepare their child for the visit e.g. reinforcing the visit's code of conduct.

Risk Assessment

The Group Leader will plan and organise the visit. These plans should be submitted to the EVC and Headteacher for approval. The Group Leader will have overall responsibility for supervising the visit and should have regard to health and safety at all times, carry out a risk assessment and take into account the following when assessing risks:

- Dates of the visit.
- Visit objectives.
- Times of departure and return – parents must have agreed to meet their child on return.
- The location where pupils will be collected and returned.
- Modes of travel including the name of any travel company.
- The size of the group, the level of and where appropriate the qualification of supervision including any times when remote supervision may take place.

- Details of accommodation with security and supervisory arrangements on site.
- Details of provision for Special Educational or Medical needs.
- Procedures for pupils who become ill.
- Name of leader, of other staff and other accompanying adults.
- Details of the activities planned and of how the assessed risks will be managed.
- Standards of behaviour expected in respect of general group discipline including prohibited items.
- What pupils should not take on the visit and bring back.
- Clothing and equipment to be taken.
- Money to be taken, if necessary.
- The information given by parents and what they will be asked to consent to.

In line with the guidance provided by North Tyneside LA, for category C, D and E visits, (those involving overnight stays and travel abroad) permission **MUST** be obtained from North Tyneside LA and the Governing Body in writing, at least 6 weeks prior to the visit taking place.

The relevant forms and accompanying paperwork* must be completed and sent to the LA marked for the attention of: **Inspector of Physical Education.**

*See *Educational Visits, NTLP*

Risk Assessment for educational visits can be considered as having 3 levels:

- **Generic activity risk assessments** which are likely to apply to the activity wherever and whenever it takes place.
- **Site/visit specific risk assessments** which will differ from place to place and group to group.
- **Ongoing risk assessments** that take account of, for example, illness of pupils, changes of weather, availability of preferred activity.**
*** This category is crucial if dangers emerge during the visit. Obviously, changing circumstances can alter an activity dramatically and staff should always err on the side of caution.*

The Risk Assessment / Management Form for the School **MUST be completed prior to a visit taking place.**

Advice on completing the form can be obtained from the School's EVC. If further technical advice is required, this can be obtained from the Inspector of Physical Education or the Health and Safety Advisor (Schools).

Useful pointers to assist with the completion of the Risk Assessment / Management Form can be gleaned from the North Tyneside LA Guidance (Pages 12-13).

Pre-Visits

All Group Leaders should complete a pre-visit so that a comprehensive assessment of risks can be undertaken. If this is not possible, the Group Leader should consult Approved List of Providers supplied by North Tyneside LA or liaise closely with other establishments in the region who have made a visit to the proposed destination. Risks should be re-assessed from time to time even when the visit is made regularly. Group Leaders should take into account the following when assessing risk:

- The number of pupils involved.
- The age of the pupils, their sex, ability and general behaviour.
- The previous experience of the group in undertaking off-site visits.

- The time of the day and time of the year.
- The travel arrangements.
- The hazards of the environment being visited.
- The numbers, experience and quality of accompanying staff and volunteers.
- The nature of the activity.

Ratio of Adults to Pupils

Group Leaders should ensure that the ratio of supervisors to pupils is appropriate for the needs of the group and the visit i.e. water margins = greater risk so need smaller groups.

Suggested Ratios

Local Visit	Foundation Stage	1 adult: 4 pupils
	Key Stage One	1 adult: 6 pupils
	Key Stage Two	1 adult: 10-15 pupils
Residential	Minimum Ratio (At least 2 teachers *mixed gender if possible)	1 adult: 10 pupils
Visits Abroad	Minimum Ratio (At least 2 teachers *mixed gender if possible)	1 adult : 10 pupils

Voluntary Help

The role of any volunteer must be carefully considered and their legal responsibilities understood. **It is very important that ALL volunteers who will have regular contact with pupils on school premises or on school activities are DBS checked.**

The Headteacher will make the final decision as to which volunteers accompany a visit.

Group Leaders MUST ensure that any volunteer helpers know their role and carry it out. All volunteer helpers MUST understand that they have a responsibility to follow the instructions of the Group Leader.

Records

All Risk Assessments should be kept on file (and updated as deemed necessary) for reference. Regulation Forms (1-6) issued by North Tyneside LA must be filed and kept for reference. Personal details about pupils no longer on Forest Hall Primary School roll should be destroyed.

Accidents occurring on an educational visit MUST be reported in the same way, as on the School premises and accident report forms should be filed on return.

Communications

It is essential that parents are made aware when their child is not on the School premises.

Parents have the right to refuse to allow their child to take part in a visit. The School will make alternative arrangements to ensure that the National Curriculum work that was being developed during a visit is made available in another form to the pupil in the School if this is at all possible.

First Aid

A comprehensive First Aid kit should be available on ALL educational visits. Where a large group is divided, each supervisor should carry a First Aid kit. **It is the responsibility of the Group Leader to ensure that the First Aid kit contains all of the necessary equipment.**

Where it is possible, there should be at least one first aider on a visit.

Insurance

Group Leaders must ensure that there is adequate insurance cover for an educational visit. Group Leaders should be clear about the type and extent of cover provided by a tour operator. Group Leaders should consult with the Headteacher to make sure the School has the necessary cover for the type of excursion being organised.

Emergency Procedures

All staff and adults accompanying a visit should be familiar with Emergency Procedures determined by the Group Leader. Where it is possible, these procedures should be practised.

Teachers must not hesitate to act in an emergency and to take life-saving action in an extreme situation. Emergency procedures are an essential part of planning a school visit. Forest Hall Primary School will follow the North Tyneside LA guidance on emergency planning procedures (Pages 8-11).

Discipline

- Clear standards should be adhered to.
- The standards of discipline and authority **MUST** be effective, absolute and continuous.
- If a pupil disobeys whilst on an off-site visit. The disciplinary response must be at least as robust as it would be for disobedience on the School site.

Notes should be made of an incident when a pupil disobeys instructions or is poorly behaved and contact should be made with the pupil's teacher, parents and, if necessary, the Headteacher on return. It may not be possible to discipline a pupil in the same way as one would within the School setting whilst on an excursion.

Pupils with Special Educational including Medical Needs

Every effort should be made to include pupils with Special Education Needs or medical needs on a school trip. The Group Leader of a visit in liaison with parents and the pupil's GP must ensure that the pupil is able to cope with the activity being undertaken outside the School setting.

If it is NOT possible to ensure adequate risk protection for the pupil concerned, the Group Leader must make a decision about that pupil being included in the activity. On any residential visit, parents will be asked to give their authorisation to the leader to act for their child should the need arise for emergency medical treatment during the course of the visit (Form 4, North Tyneside Guidance).

If the Group Leader believes it inappropriate to include a particular pupil because there is a serious doubt about their ability to behave, it is in order to find a suitable alternative occupation for that pupil on the occasion of the visit.

Voluntary Contributions

Forest Hall's policy is in line with that of North Tyneside LA in respect of voluntary contributions.

Voluntary contributions can be requested for any educational visit that takes place during school hours. *Please see Charging Policy.*

The School may cancel a visit and all contributions will be returned if there are insufficient funds forthcoming.

Costs of a trip should be calculated against:

- Transport, board and lodging
- Admission costs
- Costs of appropriate non-teaching staff
- Incidental costs of staff, materials and equipment required for trip
- Insurance costs for the visit

Contingency monies taken from School fund should be taken on off-site visits for emergency use. **All accounts must be kept accurately and should be available if requested.**

Transport

- It is the responsibility of the Group Leader to organise transport.
- Parents should always be informed of the type of transport to be used for a visit.
- Only reputable companies should be approached to transport pupils on a visit.
- Staff should check that there are SEATBELTS on ALL seats and that they operate effectively.
- Staff accompanying pupils on an off-site visit MUST ensure that ALL pupils are wearing a seatbelt throughout the journey.
- There must be adequate supervisory staff to ensure the health, safety and welfare of the pupils.
- Public transport should only be used in exceptional circumstances. When public transport is to be used, CLOSE supervision of the pupils must be ensured.

The School will endeavour to keep a database of such companies and this will be made available to all staff.

If there are no seatbelts on a coach whilst abroad (eg in France), the Group Leader should inform the parents prior to the trip taking place of this particular transport situation.

Private Use of Cars

Extreme caution should be exercised over the use of private cars, both belonging to parents and staff. If cars are to be used to transport pupils, valid documentation must be kept on file. A simple proforma signed by a parent and or member of staff should be kept on school records. The proforma will confirm that the driver has the following.

- Valid driving licence.
- Vehicle Road Fund Licence and MOT Certificate.
- Vehicle Insurance valid for carrying passengers on an off-site visit.

Where teachers offer their services, they must ensure that they have appropriate insurance cover for conveying pupils during the course of their professional duties. When further insurance cover is required, the School may be approached to pay for any additional premium costs.

The School will not reimburse parents or teachers for the use of their vehicles.

Parents MUST always be informed when it is intended to use private transport to transport their children. If an objection is raised, suitable alternative transport should be provided where it is reasonably practicable to do so.

ADDITIONAL INFORMATION

A simple flow chart to outline procedures for organising an off-site visit is available to view in the Staff Room Educational Visits file. Individual copies are available from the EVC.

North Tyneside LA Guidance and Policies are available to view in the Staff Room Educational Visits file.

All Forms 1-6 issued by North Tyneside LA are available online

Forms 1-6, Risk Assessments and Reports should be filed electronically and saved in the folder on Staff Write

The EVC has the list of Approved Providers of Outdoor Activities as identified by North Tyneside LA.

Sports Fixtures

For sports fixtures, it is not necessary to seek Governor approval. The Headteacher will make a decision about whether a sporting fixture should go ahead based on the number of pupils involved and the staff accompanying the group. It will not be necessary to complete Form 1 for all fixtures but the general procedures as outlined, should be followed as for any other off-site visit.

If a member of staff has any queries about Educational Visits, they should seek advice from the EVC and Headteacher.

Review

This policy is available on Staff > Policy Documents> Educational Visits Policy.

It will be reviewed annually by the coordinator to ensure it is relevant and up to date. If significant amendments are needed this will be drawn to the attention of the staff and governors.

All school staff have read and agreed to this policy

Policy Review date: June 2024 or earlier if deemed necessary

*S Young June 2022
EVC Lead*