



Great Linford

Primary School

School Visits Policy

June 2015

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School trips and visits are an essential part of our children's learning, offering a wide variety of experiences and opportunities that can enhance and stimulate learning.

One of the prime considerations of Great Linford School is the health and safety of its pupils at all times and that our trips are inclusive.

Everyone involved in such activity must take reasonable care of their own, and others' health and safety, cooperate with the party leader and carry out instructions in accordance with these guidelines.

Taking groups of children out of school is one of the most potentially hazardous things that any teacher may be called upon to do so. Teachers have a common law duty to act with care as befits a trained and experienced professional.

This guide is intended to enable all teachers, teaching assistants and volunteers to understand their responsibilities in connection with school visits and trips. It is designed to help manage and control the health and safety risks associated with taking pupils out of school and ensure enjoyable and safe trips and activities. These guidelines must be fully implemented each and every time a group of pupils leaves the premises. These reflect the guidance contained in the DfES's "Health & Safety of pupils on Educational Visits" and Milton Keynes Guidance for Off-Site Visits and Related Activities with National Guidance and EVOLVE. Our contact at the local Authority is Iain Vass and his number is available on the Evolve website

This Policy Covers:

- The purpose and types of school trip
- Role of the EVC
- Role of the trip leader
- Role of volunteers
- Legal responsibilities
- Staff: pupil ratio
- Transport arrangements
- Training

The purpose of school trips and visits

- To stimulate the mental, spiritual and physical development of the child,
- To enable the child to spend time intelligently and happily, sharing experiences with the others.
- To enable the child to acquire resourcefulness, initiative and self-reliance and to become more aware of the risks of everyday life when outside the school environment.

- To enable children to develop social skills.
- To fulfil the requirements of the National Curriculum

Types of School Trips and Visits

- Short visits close to school (local church, swimming pool ,field study)
- Visits to places of educational interest some distance from school (farm, museum, sites of historical or geographical interest)
- Visits to other schools (for sports or transition events)
- Visits to outdoor activity centres
- Residential visits- longer than a day

Role of the Educational Visits Coordinator

To help fulfil its health and safety obligations for visits, the school has appointed two Educational Visits Coordinators (EVC) who will support the Head teacher.

The EVC is specifically competent, with practical experience in leading and managing a range of visits similar to those typically run by the school. One of the EVC should be a senior leader.

The EVC should support the head teacher in ensuring that competent staff are assigned to lead and accompany visits, and with approval and other decisions.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff on the shared drive under the trips and visits folder, on the trips folder in the main office and on EVOLVE

Refer to: '[Educational Visits Coordinator](#)' in National Guidance www.oeapng.info

Parent / Carer Consent

Written consent from parents or carers is required by the school when taking their child off site. The school must ensure that changes to parent / carer contact details and child medical details are up-to-date.

The Trip Leader

The trip leader must be a teacher but not an NQT. They have full responsibility for the safe running of the activity including prior agreement for the activity to take place. He/she will have planned the visit carefully and should, where possible, have previously visited the destination in order to assess the risk. They should seek out any risk assessments the place to be visited already has in place. In addition a risk assessment should be completed and submitted to one of the **EVC'S AT LEAST TWO WEEKS PRIOR TO THE TRIP** (blank copies of these can be found on the shared drive in the trips and visits folder)in order for it to be signed and then passed to the head teacher for final approval. A copy of the signed

assessment should be placed on the trips file located in the office. An electronic copy should be placed on the file on the shared drive under trips .The risk assessment should be available to those assisting in the outing. The trip leader will have clear aims and objectives in relation to the trip or activity and, through careful planning, will have clarified procedures, routines and arrangements for the duration of the visit. They must:

- Understand the importance of carrying out risk assessment for all school trips and visits.
- Provide the best off-site protection for staff and pupils.
- Ensure that identified procedures are correctly followed.
- Ensure successful, enjoyable and stress-free trips and activities.
- Ensure we have clear aims and objectives in relation to the trip or activity linked with our curriculum and the trip is high quality and value for money
- Ensure adequate preparation.
- Be prepared to curtail a trip or have a plan B if they can see any dangers such as change in weather
- Clarify procedures and lines of responsibility.
- Consider arrangements for children travelling safely to and from school. .
- Ensure a person with first aid training is on the trip
- Ensure any medication a child needs is placed with the designated first aider

NOTE: PROCEDURE AS A FLOW DIAGRAM CAN BE FOUND ON THE SHARED DRIVE IN THE TRIPS AND VISITS FOLDER

First Aid

For all visits there should be a responsible adult with a first aid certificate

For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid Certificate.

A first aid kit appropriate to the visit should be carried alongside any medication individual children may require.

Parent and Other Volunteers

The success of our educational visits often relies upon the good will and support of our Parents and volunteers to accompany the trip. At Great Linford Primary School we greatly value and appreciate the contribution and support of those parents and volunteers make in helping the school to organise varied trips and visits for our pupils.

The party leader will make clear to any Parents and Volunteers accompanying any trip what their role and responsibilities involve. This should be done by discussion prior to the trip or through written instructions. Parents and Volunteers must understand that they have a responsibility to follow closely the instructions of the party leader. Only those who are DBS checked can accompany a child to the toilet. Any volunteer or parent who takes part in a

residential trip must be DBS checked by the school prior to the visit and a copy of their check must be kept in the school office.

Parent/Volunteers who accompany school trips and outings must:

- Accept duty of care to act as a responsible adult towards all the children, particularly those placed in their care by the party leader.
- Be responsible for the pupils in their care at all times throughout the entire journey and activity.
- Be prepared to follow the instructions of the party leader, keeping, at all times to the arrangements made for the group.
- Maintain good behaviour by adhering to the Great Linford values of ROOTS at all times.

Staff and Pupil Ratio

It is the responsibility of the EVC and the head teacher to approve ratios. Each trip and the cohort of children must be considered for each trip. Children with SEN and those with behaviour issues must have an accompanying adult. This adult must not be included in the ratio and is solely responsible for that child. As a general rule children in year 1-3 should have 1:7 ratio and 1:8 in year 4-6 but each trip will be assessed individually

Insurance

Great Linford School is covered by the Local Authority Insurance. Further advice regarding insurance may be sought from the Local Authority's Insurance section on EVOLVE.

For visits abroad, additional journey insurance **must** be taken out.

For all other visits it is the responsibility of Head teacher, Visit Leader and Educational Visits Coordinator to determine whether additional insurance should be taken out. This should be considered for hazardous activities as listed by the LEA- refer to the EVOLVE web site.

Transport

This is a major consideration when any trip is organised to ensure the safety of our children when travelling to and from a venue.

Private car

Great Linford School has business car insurance which covers adults employed by the school when transporting pupils of the school in their private vehicles to events approved by the EVC and the Head teacher and a [PRIVATE CAR](#) Form must be completed and retained by the establishment on an annual basis.

The school must also:

- Seek evidence that the vehicle is roadworthy. e.g. MOT certificate where relevant.
- Seek evidence that the driver holds an appropriate and valid licence.

- Ensure that there is explicit parental consent to transport pupils in private cars and by specified persons.
- Ensure that drivers properly understand their duty of care in this situation.
- The driver of any vehicle transporting our children cannot drive and supervise at the same time therefore an additional adult must accompany the children-no adult should be alone with a child

With younger children the school will ensure the following:

- Appropriate child seats or booster seats and restraints are available and used.
- Children must not be left unattended in a vehicle.
- Maximum seating must not be exceeded.

Coaches

The school will ensure that a reputable company is used. At least two quotes will be obtained to ensure value for money.

Residential Visits

Refer to: '[Residential Visits](http://www.oeapng.info)' in National Guidance www.oeapng.info

Great Linford School is aware of the many benefits residential visits will give to our children. Residential trips will always be led by a member of the senior leadership team.

Residential trips will only be approved in school if the establishment is recognised by the LEA or approved by the LEA (a list is available on EVOLVE)

All residential visits will reported to the LEA and all risk assessments and details will be submitted via the EVOLVE website in order to gain the LEA s sanction for a trip to take place. Each activity that is undertaken on a trip must have a risk assessment which will duly be submitted to the LEA

- A grave incident procedure will be put in place by the EVC.
- Parents will be given an emergency contact number if their child needs to be contacted
- The EVC will be on call 24/7 in case an emergency develops on the residential and then will contact parents.
- A daily update on what the children are doing and their welfare will be sent to parents via parent mail.

Refer to: '[Residential Visits](http://www.oeapng.info)' in National Guidance www.oeapng.info for further guidance

Training

The EVC should attend initial EVC training as soon as possible after appointment. Subsequent update training every two years or a repeat full course is particularly recommended for those who are involved in the role infrequently.

All staff will receive training annually in September from the lead EVC and all new staff will receive a copy of this policy for their own reference.

Ros Humphris June 2015