

Educational Visits Policy

**Reviewed by the Governing Body April 2022**

**Next full review by the Governing Body April 2023**

**Change log:**

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| **DATE**  | **Change(s) made**  | **Page in policy**  | **By** **whom**  |
| 7/11/17  | Amendment to section 4 - Approval of risk assessments  | 4  | SMT  |
| 16/11/17  | Reviewed by the Governing Body  |   |   |
| 03/01/20  | Reformatted. Updated to reflect current practice  |   |   |
|  03/12/21 |  Reviewed by the Governing Body |   |   |
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**Educational Visits Policy**

St Petroc’s School places a high value on educational visits; we believe that safely managed visits, with a clear purpose, play an essential part in meeting the school mission of providing a first-class education. Visits also play an important role in allowing the school to meet its aim of developing confidence of the pupils to take appropriate risks, and its aim of encouraging our pupils to become responsible citizens.

The safety of pupils on visits is of paramount importance. St Petroc’s accepts that visits cannot be completely without risk but requires staff that lead and accompany visits to assess the risks that occur and to take all reasonable precautions to protect staff and pupils’ health, safety and welfare.

This is the Educational Visits policy for St Petroc’s School including the Early Years Foundation Stage. It is published on our website for parents of current and prospective pupils as per ISI Guidelines.

# Procedures

**Management Structure and Responsibilities**

## Approval

Approval for each visit must be made by the Early Years Manager. Approval of the risk assessments must be made by the party leader.

## Monitoring

The monitoring, review and management of visits is the duty the Early Years Manager.

### 1. Proposing a visit

Staff must pass a completed risk assessment form to the Early Years Manager, with accompanying documents. Staff will receive notification from the Early Years Manager approving the visit or refusing permission for the visit to go ahead, or requesting more information.

### 2. Planning a visit

It is important that sufficient time is allocated to the preparation and planning of a visit to ensure its success and safety. A reconnaissance is advisable to enable the party leader to identify any hazards.

On the day of the trip, a list of pupils involved on the trip should be left with the office.

There must be provision in lesson time for staff to discuss the visit with pupils. This allows expectations with regards to behaviour and specific information regarding the visits to be discussed. Any pupil with special or medical needs must be spoken to before the visit to ensure that they are aware of any special provision that is being made for them.

The appropriateness of specific trips for individual pupils remains at the discretion of the organising member of staff.

### 3. Risk assessment and first aid

The objective of risk assessment is to enable staff undertaking a visit to adopt proactive procedures to managing identified risks. The risk assessment and arrangement for a visit must include consideration of matters such as hazardous activities, fire precautions and fire procedures, pupil supervision, transport and pupil free time.

Before the visit, the party leader must brief all staff accompanying the visit on the need to adopt a proactive attitude to previously unidentified risks that may emerge during the course of a visit, bearing in mind the nature and purpose of the visit as set out by the party leader during the planning of the visit.

First aid provision must be considered when assessing the risks on a visit. For adventurous activities and visits that involve overnight stays, it is compulsory that there must be a least one First-Aider in the group. When a First-Aider is not accompanying a visit, the provision of first aid must be addressed in the risk assessment. All staff should know how to contact the emergency services. The party leader must carry a mobile phone and first aid kits must be taken on all visits.

### 4. Approval of risk assessments

Risk assessments are compulsory for all visits and must be approved by the Early Years Manager, or in his absence the Deputy Early Years Managger, but must be handed to the front office before the visit. The Early Years Manager will sign a copy and keep it on file. The party leader must make copies for all staff accompanying the visit.

All staff on a trip must be issued with a copy of the risk assessment which they must take with them on the trip and which they must comply with.

### 5. Supervision

In all circumstances, staff must be aware that they have a duty of care to make sure that the pupils are safe and a common law duty to act as a reasonably prudent parent would. Each member of staff must receive written or oral instructions specifying his or her duties for the duration of the visit, although ultimate responsibility that these duties are fulfilled rests with the party leader.

The staffing ratio and relevant experience of staff will be considered by the party leader when planning the visit. The party leader should also take into account the following points when determining the staff pupil ratio and these points must be assessed in the visit risk assessment:

* The ages and temperaments of the pupils involved
* The length and purpose of the visit
* The method of travel
* The nature of the locality and the activities to be undertaken
* Whether or not any hazardous activities are involved
* Any special needs of any pupil taking part

There are general guidelines on ratios of staff to pupils:

 EYFS 1:4

Final ratios will depend upon the risk assessment and the Early Years Manager may make exceptions to the above ratios. Please also see point 6 below regarding external provider staff.

Coaches may require additional staff, appropriately placed if deemed necessary for the children at certain ages or level of need.

### 6. External providers

The external provider’s safety policy, risk assessments and evidence of any relevant licences and qualifications should be obtained in writing at the initial planning stage, and must be attached to the trip application form.

It is likely that there will be times when the external provider’s staff will be responsible for the pupils and included in the ratios.

### 7. Remote supervision

If unsupervised time is to be allowed then guidelines must be laid down to the pupils by the party leader which must be clearly understood by all members of the party.The following points must be taken into consideration:

* Pupils must not be allowed to wander alone – appropriate group sizes must be determined by the group leader.
* The geographical area in which the groups are allowed to wander must be clearly defined.
* A time limit must be set in proportion to the ages of the pupils, the time of day and any other relevant factor. Anyone who returns late must understand that they will be punished. Before dispersal, everyone must know where a member of staff can be found during the whole period and exactly where and when to reassemble.

### 8. Hazardous activities

Hazardous and adventurous activities will require fully trained staff to accompany the visit. The party leader must ensure that these staff have been vetted, either by St Petroc’s or by the company providing the staff, and this must be reflected in the risk assessment.

Staff accompanying the visit must be qualified and competent. The party leader must be provided with written evidence that instructors and supervisors are qualified and competent and that risk assessments have been carried out and that any activity centre to be used has a licence, and must be provided with a copy of the centre’s Health and Safety Policy. Evidence of qualifications and licences should be attached to the trip application form.

### 9. Parent and other adult helpers

Whilst St Petroc’s accepts that other suitable adults may play a useful role in accompanying school visits, they must not be taken into account in the calculation of the minimum number of staff required to supervise the group as set out above. The Early Years Manager may, however, make exceptions to this general rule.

Parents or other suitable adults must only be allowed to accompany the visit if:

* Their inclusion is expressly approved by the Early Years Manager who must reserve the right to refuse any offer of help
* They have been DBS checked if they will have unsupervised access to pupils on the visit, or if the visit includes an overnight stay
* They have been informed of the nature of the visit and made aware of their duties and responsibilities
* They have been provided with a copy of the visit’s risk assessment

### 10. Staff and the consumption of alcohol

All adults accompanying visits must be aware that their primary responsibility is the care of the pupils in their charge. Adults accompanying a visit might be required to provide first aid or transport a pupil to hospital at any time during a visit and so one member of staff must remain alcohol free at all times and, for all staff, the excessive consumption of alcohol is prohibited.

**11. Transport**

### a. Staff conveying pupils in minibuses or private cars

When a member of staff is to drive a minibus or to use his/her own car to transport pupils, the employee must ensure that he/she:

* has a satisfactory driving licence
* is competent and fit to drive
* is familiar with the vehicle and relevant vehicle instructions

Whenever a member of staff is driving, the risk assessment relevant to the trip must assess the impact of driver fatigue and include reasonable measures to stop this occurring. b. Coaches

The party leader must ensure that any coaches provided meet health and safety requirements.

#### 12. Finance and insurance

Visits are covered by the school’s insurance policy details of which are held by the Directors, which details should be taken by the party leader on overseas trips. If a hazardous activity is planned this must be discussed with the Early Years Manager to ensure that it is covered under this policy.

Estimates must be made of the need for cash. Staff must have sufficient funds available in appropriate form to provide for all anticipated needs.

#### 13. Emergency procedures

Part of the written arrangements and risk assessments for the visit must include details on how to contact the school during office hours or the Early Years Manager out of school hours. The Early Years Manager will have a list of names, addresses and telephone numbers of all staff and pupils on the visit – this information must also be lodged with the office and held by the party leader.

All staff accompanying the party must be familiar with the following procedures and must be able to adapt them to the situation in which they find themselves. A copy of the procedures must be taken on each visit.

The party leader (or the most senior person in charge of small sub-group if out of contact with the party leader until party leader can be contacted) must:

1. Establish the nature and extent of the emergency
2. Call the appropriate emergency services if required
3. Make sure all other members of the party are accounted for and are safe
4. If there are injuries, establish their extent and administer appropriate first aid if trained
5. Advise other staff on the visit of the incident and of actions taken. Decide responsibilities to be undertaken by each adult member of the group
6. If possible, ensure that an adult accompanies any casualties to hospital. It is important that information is elicited about which hospital casualties are taken to. If only one adult is available, make a decision as to the best course of action
7. Ensure that remaining pupils are adequately supervised and arrange for an early return to base
8. Contact the Early Years Manager. Give full details of the incident, including: • nature, date, location and time of the incident
	* details of injuries, etc.
	* names and home telephone numbers of those involved
	* action taken so far
	* telephone numbers for future communication
9. Do not discuss matters with the media and do not discuss legal liability with anyone
10. The Early Years Manager will establish who will take charge of the situation at St Petroc’s and what immediate action will be taken.
11. The party leader must, at the first opportunity, make notes on the incident, as must other people involved
12. A record must be kept of the names and addresses of any witnesses or people involved
13. Ensure accident forms are completed as soon as possible

**14. Procedures for other accidents/ incidents whilst on a trip** Complete the school accident/ incident report form.

#### 15. Communication with parents

It is important that parents are given full and complete details regarding the organisation of any visit. For all visits a letter specific to that visit must be sent to the parents and their consent obtained. This may be in the form of an ‘opt-out’ email. This form gives the trip provider the opportunity to set out any risks to parents. Parents are given the opportunity to consent to the trip, to consent to medical attention being paid to their child in an emergency and to make the trip organiser aware of anything, e.g. medical matters, which should be brought to their attention.

Written information to parents must include the following:

* Meal arrangements
* Travel arrangements including time of departure and return
* Activities, including remote supervision if relevant, and visits in which pupils will be allowed to participate
* Name of party leader
* Advice on clothing and equipment, means of identification in an emergency is recommended) and pocket money

#### 16. Preparing pupils

Before a visit, pupils must be aware of:

* Who is in charge of the visit
* How to behave
* What to do if they get lost or into difficulties

The party leader is responsible for the behaviour of pupils on a visit.