

# **St Peter's C of E (VC) Primary School Visits and Journeys Policy**

This is a **SAFEGUARDING** policy. It is based on mandatory guidance provided by Telford & Wrekin Council. It refers to all visits, whether off-site or from outside providers visiting school premises.

**All staff planning visits MUST read and follow the Regulations and Guidelines For Educational Visits And Journeys September 2016.**

**This is saved in the Educational Visits folder in the workgroup.**

## **Introduction**

Learning outside the classroom has become an integral part of the curriculum. Pupils can derive a good deal of educational benefit from taking part in visits with their school and teachers are encouraged to provide these opportunities, however the safety of pupils must always be the first priority. Visits can help to develop a pupil's investigative skills. Longer visits, in particular, can encourage greater independence.

**The safety of all children and adults participating in an educational visit or journey is of paramount importance.**

The visit must be organised and managed to ensure the **safety of pupils** as far as is reasonably practicable. **Assessing the risks for both day and residential visits before the visit takes place, is not only a legal requirement, but a useful tool in identifying the control measures needed for a safe and successful visit. All risk assessments must be recorded.**

**It is the duty of the party leader to lead collaborative risk assessments undertaken by all adult supervisors for any planned visits and journeys thoroughly by following the procedures and guidelines outlined below.**

**Any doubt about the safety of any member of the party should be taken seriously and if in any doubt the visit will not go ahead.**

**All risk assessments MUST be written and retained for future reference following the schools Retention Policy. Risk assessment documentation is a legal requirement and subject to audit.**

## **Planning a visit**

Consideration should be given to:

- curriculum need
- purpose
- nature of activity
- duration
- possible accommodation (eg hotel, YHA, field centre, camp)
- qualifications of providers
- transport options
- approximate cost – quality and value for money
- staffing requirements

\*NB: the Department of Education suggest that one consent form can be valid for the entirety of a child's time in school. This is **not** regarded as good practice by this LA as medical details can change significantly and without detailed information about each visit this can hardly be regarded as informed consent.

## **Initial Approval and Notification of visits**

### **All Educational Visits**

**The idea for a visit should be transmitted to a feasible outline plan which is submitted to and must be agreed by the Head teacher.**

For all Educational Visits Party Leaders must complete the following forms and pass them to the Educational Visits Coordinator (EVC) at least 4 weeks prior to the visit taking place (for Residential and High Risk Visits see next section):

- **Form 16A:** Application for the approval and notification of an educational visit'
- **Form 16B:** Checklist to plan their visit
- **Form 16C:** Risk Benefit Assessment to cover educational value, foreseeable risks and suitable and sufficient control to manage the risks identified. There may be a need to include personalised RBA for anyone for whom the visit may pose a specific and unique risk. Form 16C must be signed by all adults and a copy taken on the visit by the leader.
- **Form 16E:** Parental consent form for a specific school visit.
- **Form 16F:** Emergency contact information
- **Form 16H:** Evaluation of Visit

**Form 16A** must be completed at the time of booking and given to the Headteacher at least 4 weeks prior to the trip taking place.

If relevant, the following forms must also be completed:

- **Form 16G:** Formal agreement for the provision of pastoral support by Volunteer Supervisory Adults other than Teachers during Educational Visits
- **Form 16D:** If considering using commercial, charitable or private facilities for residential accommodation and/or outdoor activities please use Form 16D to assist with gaining written assurances that the provision complies with relevant health and safety guidelines. First check if the Provider is on the T&W Approved Provider list. This means that a current Form 16D will be held by T&W and there will have been a site visit by an Outdoor Education Advisor. This list will be published on the Educational Visits web page. These will typically be Providers that are used regularly by T&W Schools, but also a requests can be made.

**On receipt of the Forms from the Party Leader, the EVC must check that all required information is completed fully, signed off and make sure that the Head Teacher has also signed off the visit.**

**Teachers leading visits must:**

- Ensure that a letter is sent to parents outlining the details of the event.
- Ensure that a parental consent form is included with the detailed information for individual visits sent to parents.

### **Parents' Consent**

General consent from parents is obtained on a pupil's admission to the school, in relation to those educational visits and journeys that are considered to be an integral part of the daily / weekly routine of the school. Specific parental consent must be obtained for non-routine visits and activities, as and when they

arise, so that informed consent is given based on the risks posed and controls proposed, and gives an opportunity for the parent to update the school on health or disability issues that need to be taken into account.

## Residential and High Risk Visits

Party Leaders must complete and submit **Forms 16A (and 16D if relevant)** which involves off site forest schools activities, outdoor and adventure activities (OAA) or field studies in 'high risk' environments, to the Outdoor Education and DofE Adviser – **Jo Barnett**

**Jo Barnett, Outdoor Education Service Manager,  
Telford and Wrekin Council, 2nd Floor Mezz. Wellington Civic Offices, Larkin Way, Telford TF1X  
Office Tel: 01952 382057 Mobile 07973716547  
[jo.barnett@telford.gov.uk](mailto:jo.barnett@telford.gov.uk)**

The forms should be submitted at the planning stage of the visit, especially if the visit is complex, or is new to the school or in any event, **six working weeks before the departure date. This is to allow any recommendations/changes to be acted upon.** Forms may still be considered after this 6 week period but an authorisation cannot be guaranteed. **Without authorisation, the visit cannot take place.**

On receipt of form 16A from the Party Leader, the EVC must check that this is completed fully, signed off and make sure that the Headteacher/Manager has also signed off, prior to submission to Jo Barnett.

### Key Points to look for are:

1. Staff must have enhanced DBS checks for residential visits
2. Supervision ratios during the school day must not go below the minimum acceptable ratios of adult to children/young people (based on HASPEV 1998)
  - Reception: **1:4**
  - School years 1 - 3, **1:6**
  - School years 4 – 6, **1:10 (residential 1:8)**

Please note final ratios will always depend on the Risk-Benefit Assessment. For Years 4-6, our policy is to maintain a ratio of 1:10 although HASPEV 1998 regulations state 1:15. The 1:15 ratio may be used in exceptional circumstances, where the risk assessment demonstrates that this ratio is appropriate.

3. Are the first aid provisions adequate to cover the journey as well as the Educational Visit? Consider paediatric first aid (pre-puberty), access to emergency services and response times, nature of activities, numbers, and overnight cover as relevant.
4. If the school proposes to go swimming, or take part in activities in/near ponds, lakes, rivers or coasts enquire about lifeguarding arrangements and check with Outdoor Education Adviser about appropriate qualifications.
5. Visits to areas of political unrest or other significant danger – check whether party leader is aware of the danger, visit Foreign and Commonwealth website for guidance and check with Outdoor Education Adviser for confirmation.
6. Look closely at the Risk-Benefit Assessment completed by the party leader for management of children and young people, when not being led by other providers to check that controls are sufficient and appropriate. Make sure the Party Leader and all supervisory adults on visit sign the risk assessment to confirm they have read the document.
7. Retain a copy of **Forms 16** and other associated documents, hard copy or electronically, where they can easily be found. After completion of the visit, complete evaluation **Form 16H** and record whether there was an incident, accident or non that were notified to Party Leader. Keep a record of

this. A year after the return of the trip, records of those trips, where there is no record of incidents can be removed, however make sure you keep a record of all visits, basic details and the final evaluation including accidents/incident or none reported. Visits where accidents/incidents recorded, paperwork must be kept until the young person reaches 25 years of age.

8. Please share your experiences at the EVC Network Meetings as others can learn from your successes and incidents.

### **Risk Assessment – All Visits**

Assessing the risks for both day and residential visits before the visit takes place, is not only a legal requirement, but a useful tool in identifying the control measures needed for a safe and successful visit. All risk assessments must be recorded.

The risk assessment should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- how could they be harmed?
- what safety measures are already in place to reduce risks to an acceptable level?
- what additional measures should the party leader put in place?
- what steps will be taken in an emergency?

The party leader should take the following factors into consideration when assessing the risks:

- the type of visit/activity and the level at which it is being undertaken;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratios of teachers and other adults to pupils;
- the group members' age, competence, fitness and temperament and the suitability of the activity; the known propensities of any and all members of the group;
- the special educational or medical needs of pupils;
- the need for control measures in relation to the behaviour of pupils;
- the need for control measures in relation to crossing roads, rivers, railways, etc;
- the need for control measures in relation to meeting and collecting points, rules and behaviour agreements, cultural considerations such as dress codes, holy days etc. and induction requirements for support staff;
- the quality and suitability of available equipment;
- seasonal and other conditions, weather and timing;
- emergency procedures;
- how to cope and the arrangements to be made when a pupil becomes unable or unwilling to continue or cannot be allowed to continue for behavioural reasons;
- the need to monitor the risks throughout the visit;
- the need for contingency measures;
- the quality and suitability generally of accommodation;
- the quality and suitability of security arrangements generally to protect the safety and welfare of residents and their belongings.

For accommodation consider:

- If there is 24 hour reception or concierge arrangements at the hotel or hostel to be used by the group;
- Whether the premises will be properly secured against possible intruders at times outside reception hours;
- The provision of suitable secure storage for any valuables and other belongings;
- Whether all bedrooms have working locks on doors, windows and shutters etc;

- The presence of balconies;
- Will the group have adjoining rooms, with staff quarters adjacent?
- Will staff be able to access student rooms at all times?
- Is the number of rooms and number of beds in each room suitable for the party?
- Are facilities such that the sexes in mixed parties be suitably separated?
- The supervision requirements where leisure (eg swimming pool, bar, gymnasium, water sports etc) and other facilities are to be allowed to be used, particularly if dispersed throughout the accommodation;
- The presence of suitable fire alarm system and accompanying displayed information;
- The provision of a fire evacuation practice for visiting parties on or shortly after arrival;
- The presence of suitable fire fighting equipment;
- Availability of floor plan of the accommodation for the party leader in advance of the visit;
- Suitability and availability of any required transport links;
- Proximity to any undesirable or potentially 'out of bounds' areas;
- If the visit is company organised - are the drivers and any company staff who will have contact with the group during the visit appropriately vetted and/ or DBS checked?

**Before booking visits the party leader should obtain assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place.**

The following questions should be addressed.

- What are the educational benefits of the visit?
- Have the needs been clarified prior to booking the venue?
- Is the timing of the visit linked appropriately to the school calendar?
- Has sufficient time been allowed for planning?
- How will the visit enhance or enrich curriculum studies?
- Is the travel distance necessary?
- Is a residential visit necessary or an essential part of the activity?
- Is enough known about the location?

### **Types of Visit**

There are four types of educational visit and journey and each have different requirements that **MUST** be met by teachers organising the visit:

1. Those activities that are considered to be very much an **integral part of the daily/weekly routine** of the school.
2. **Swimming lessons** fall into the first category but require parental consent for the term that children are involved in swimming lessons. (See below). One consent form is required to cover all the sessions in the term.
3. **Other educational day visits**. For these, the process of risk assessment should be undertaken by the party leader and Form 16A where appropriate.
4. **Residential visits**. These visits require careful planning, the process of risk assessment should be carried out by the party leader according to the "Regulations and Guidelines for Educational Visits and Journeys" and Forms 16 completed.

### **Swimming**

**All staff involved in swimming lessons, must read section 11 of the Regulations and Guidelines for Educational Visits and Journeys September 2016.**

### **Supervision of Pupils**

Party leaders should follow the recommended safe supervision levels at the pool for their pupils. Teachers should, however, monitor the risks of regular swimming activities and adjust supervision levels for their individual groups as necessary in the light of abilities, disabilities and behaviour.

At least two adults should accompany each school party; one of the adults should be a teacher.

Pupils attending swimming lessons must be accompanied by adults in the following ratios:

<b>Pupils:</b>	<b>Pupil:Adult ratio</b>
<b>Under 7's</b>	12:1
<b>Beginners and Non Swimmers</b> ie unable to swim 10m unaided on back and front.	12:1
<b>Swimmers with disabilities</b> Each situation must be considered individually as people with disabilities are not an homogeneous group. There must be sufficient helpers in the water to provide a 1:1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support required by the range of disabilities with the group.	1:1 or up to a maximum of 8:1 dependent upon disability/ learning difficulty
<b>Improving swimmers:</b> Over 7 years old. Swimmers of a similar ability to each other who can swim at least 10 metres competently and unaided on their back and on their front. It is recommended that the lesson be confined to an area in which the children are not out of their depth.	20:1
<b>Mixed ability groups</b> Pupils with a range of ability (from improving to competent) where the least able and least confident are working well within their depth. Swimmers' techniques, stamina and deepwater experience should be considered.	20:1
<b>Competent swimmers</b> Those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for 2 mins.	20:1

Pupil/teacher ratios must not exceed 20:1 and for the vast majority of cases in primary school swimming should be less than this. Irrespective of the ratio there must always be a supervisor present on the poolside alongside the swimming teacher, who must be competent in lifesaving including Cardio Pulmonary Resuscitation (CPR) and responsible for the effective carrying out of emergency procedures.

Each pool will have a designated maximum bather capacity appropriate to the size of the pool, which should be specified in the Normal Operating Procedure.

### **Pupils with Special Educational Needs (SEN)**

Teachers working with children with physical impairments should seek medical advice on the implications of their condition for the swimming programme. The school's SEN co-ordinator will have detailed information on their condition. Some children will also have individual education plans that specify learning targets and approaches.

A risk assessment should be completed before any child with SEN attends school swimming, to ensure that the pool is suitable and specialised equipment such as a hoist, gradient steps, suitable changing facilities are available if needed.

### **Responsibilities**

#### **Teaching Staff**

Teachers have a duty of care that operates for any activity in which children are involved; teachers cannot transfer that duty of care to anyone else. In relation to swimming this means:

- ◆ Appropriate supervision of children when changing
- ◆ Control of pupils at all times
- ◆ Head counts are taken prior to and after every session
- ◆ Normal and emergency procedures are enforced
- ◆ Overall observation of the teaching of their children and the conduct of the class

Because of the special knowledge and understanding they have of their pupils, Primary school teachers should accompany their own class to swimming whenever possible.

### **Adults other than teachers (adult supervisors)**

Adult supervisors other than teachers can be extremely helpful to support the delivery of school swimming and in the extended curriculum, whether on or off site. They can:

- ◆ Support and work beside teacher
- ◆ Supervise changing
- ◆ Administer first aid
- ◆ Look after any unwell children or children who are not swimming.

Whilst teachers cannot transfer duty of care, adult supervisors who have swimming teaching qualifications may be involved in the teaching of swimming. Higher Level Teaching Assistants who have the required specific competencies may replace a teacher, so long as there is always another teacher present on poolside teaching with the group.

Where an adult supervisor assists with swimming they should have a clear understanding of what is expected of them and they should have induction into the pool's NOP and EAP. If expected to help with the teaching on poolside under the direction of the class teacher, they should be able to carry out a rescue at the depth of water in the pool area in which they are working and to have some knowledge of understanding of the principles of teaching swimming. As a minimum they will have attended a course with the previous two years, such as an ASA National Curriculum Training course. All adult supervisors must have a current enhanced DBS.

### **Risk assessment - Swimming**

Risks must be assessed for each pool and each session taking into the account the unique features of the participating children and staff that make particular demands on safety arrangements.

Follow the five step process:

- **Step1: Identify the hazards** i.e. identify what could cause harm e.g. water, slippery surfaces;
- **Step 2: Decide who might be harmed and how** e.g. non- swimmers getting out of their depth, pupils running on poolside.
- **Step 3: Evaluate the risks and decide on the precautions.** The law requires you to do everything “reasonably practicable” to protect people from harm. Compare what is currently in place with good practice guidance to decide if anything more needs to be done.
- **Step 4: Record and communicate the findings and implement the control measures.** Putting the risk assessment into practice will make a real difference to the safe operation of swimming sessions.
- **Step5: Review the risk assessment and update as necessary.** It is essential to review safety on an ongoing basis and more formally on at least an annual basis, to ensure that control measures are still effective.

If the plans are for a complex or unusual visit or journey then this should be discussed with the Outdoor Education Advisor before deposits are paid to any organisation or contracts entered into with them.

### **Parents' Consent**

The parental consent form for swimming or activities that require children to be able to swim does not remove the need for party leaders to ascertain for themselves the level of the pupils swimming ability.

Consent for swimming activities **does not** apply to swimming in the sea or open inland water.

### **Farms**

**All staff involved in a farm visit, must read section 12 of the Regulations and Guidelines for Educational Visits and Journeys September 2016.**

Farms can be dangerous even for the people who work on them. Taking children to a farm should be carefully planned. The risks to be assessed should include those arising from the misuse of farm machinery and the hazards associated with E Coli 0157 and other infections. E Coli 0157 can be particularly nasty as it has the potential to cause kidney failure and even death in severe cases.

Group Leaders should check the provision at the farm to ensure that:

- eating areas are separate from those where there is any contact with animals;
- there are adequate clean and well-maintained washing facilities with liquid soap and hot water;
- there is clear information for visitors on the risks and the precautions to take.

Ensure that:

- there is adequate trained adult supervision wherever children can come into contact with animals and need to wash their hands;
- all children wash their hands thoroughly as soon as possible after touching animals, after touching gates or animal pen divisions, after removing footwear and before any eating or drinking;
- children wear appropriate enclosed, non-absorbent foot wear – not open sandals;
- any broken skin such as cuts and grazes on the hands are covered with a waterproof dressing;
- shoes are cleaned to remove any animal faeces and then hands are washed on leaving the farm;
- children approach and handle animals quietly and gently.

If a member of the group shows signs of illness (e.g. sickness, diarrhoea or flu like symptoms) after a farm visit advise them or their parent that they should visit their GP and explain that they have had recent contact with animals.

### **Forest Schools**

**All staff involved in a forest school visit, must read section 13 of the Regulations and Guidelines for Educational Visits and Journeys September 2016.**

It is necessary to complete a Form 16A if you are:

- Taking groups to a Forest School session off-site (run by a member of your staff or an external provider).
- Asking an external Forest School leader to deliver session on your school grounds (Form 16D also required)

## **Supervision Care and Responsibility**

**These duties apply to all school visits.** Teachers and other staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the same circumstances. Some staff have an even higher duty of care in certain areas because of their specialist expertise e.g. Head Teachers or geography or science teachers on field work.

**In practise this means that all party supervisors will need to undertake greater care than that expected of the most careful parent. Therefore, in addition to the guidelines in ‘Guidance for Educational Visits and Journeys’, St Peter’s Primary School does not permit the consumption of alcohol at any time during educational visits, residential or otherwise.**

### **Leadership behaviour which lacks vigilance and anticipation is negligent behaviour.**

The party leader is responsible for ensuring that all preliminary arrangements for the visit are properly completed. Adult supervisors should be chosen with care. Their capabilities, experience, talents and qualifications should be given prior consideration.

**Form 16G** “Agreement for pastoral support by Supervisory Adults other than teachers during Educational Visits” **must be completed by all adults accompanying an educational visit.**

All visits must be planned and organised in accordance with the guidance and requirements of the LA’s ‘Guidelines for Educational Visits and Journeys’.

Apart from trips abroad, and those involving high risk activities, all other visits will be approved in-school and there is no requirement to notify the LA of these.

**Our policy at St Peter’s Primary School is that at least one teacher must accompany all visits, unless there are exceptional circumstances and the agreement of the Headteacher has been sought.**

Supervisors who are not employed by the LA or school cannot hold the same responsibility as school staff and must work at all times under the direction and supervision of a qualified teacher. They should not normally be given sole charge of any pupils in the group, unless, perhaps for a short time in clearly defined circumstances where the teacher is readily at hand.

All adult supervisors other than teachers/qualified youth workers accompanying children or young people regularly; ie on more than three occasions in 30 days, on visits, journeys or any residential visit, must have undergone an enhanced DBS check.

All adult supervisors accompanying children or young people on residential visits must have undergone an enhanced DBS check.

If the adult supervisor is not regularly accompanying children or young people; ie no more than 3 occasions in 30 days, for the protection of both pupils and adults, the Headteacher/Manager and EVC must ensure that the adult supervisor is not left on their own with children or young people but are under the direction of the party leader and supervised by a teacher/TA or youth worker, who must hold an enhanced DBS.

The party leader must provide the Head teacher with full details of the proposed visit and have the Headteacher’s signed approval.

The organisation of educational visits and journeys and learning outside the classroom gives rise to the same duty of care as any other school activity. Proper and reasonable arrangements for the care and

safety of the pupils must be made. Before giving approval for the visit the Head teacher/EVC must be satisfied that all necessary arrangements have been made and guidelines followed. This responsibility rests with Educational Visits Co-ordinators (EVCs), party leaders and ultimately the Headteacher. This responsibility includes the reporting and recording of any accidents, incidents and/or near misses and the meeting of any other relevant reporting requirements that may apply.

Only a Court of Law can decide whether arrangements in particular circumstances were reasonable or not. Advice given by the LA, either generally or specifically, must be followed at all times.

The status of these guidelines is, therefore, mandatory for all Telford & Wrekin Council maintained, community and voluntary controlled schools. The guidelines should be followed by all Council staff organising visits and journeys for children and young people including those working in the Youth Service. The guidelines include the requirement to notify the LA well in advance, giving at least six weeks' notice, of visits abroad and/or involving high risk activities.

### **Outdoor adventurous/High Risk activities**

For Outdoor adventurous/High Risk activities, form 16A must be submitted to Jo Barnett at Telford & Wrekin Council at least 6 weeks prior to the visit taking place

### **Credentials of providers**

If a commercial company is involved, check that their credentials and standards match the LA's requirements or are nationally licensed in accordance with the requirements of the Activity Centres (Young Persons Safety) Act 1995.

### **Levels of Supervision:**

Levels of supervision should be decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, fitness, previous experience of supervising staff and pupils, nature of activities, location, physical hazards – roads or other crossings etc.).

Failure to make adequate provision for variables could place party leaders of school journeys at professional risk. The role of "Leader" should never be handed over to an outside provider.

**At St Peter's Primary School, our policy is that children should be supervised at ratios of:**

- **Reception: 1:4,**
- **Years 1 - 3, 1:6,**
- **Years 4 – 6, 1:10 (residential 1:8)**

**These ratios are the minimum acceptable level of supervision unless the Headteacher has given written permission for these ratios to be lower for specific events. This must be noted in the risk assessment.**

Party leaders should take each individual child's circumstances into account and adjust the supervision as necessary to ensure the safety of the children at all times.

A qualified teacher MUST accompany children on visits. It is not appropriate for AOTTs (Adults other than teachers) to be responsible for leading visits or journeys in school time.

## **Head Counts**

Regular head-counting of pupils should take place particularly before leaving any venue and getting onto or off transport. A head-count record sheet can be found in the Educational Visits folder on the workgroup and must be completed for all visits.

Supervisors should carry a list of all pupils and adults involved in the visit at all times.

Pupils should be easily identifiable especially if the visit is to a densely populated area. Pupils should not wear name badges.

The party leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

## **Buddy system**

The use of a buddy system can help ensure participants safety and well-being. Each child is paired with a buddy and each regularly checks that the other is present and OK. A variation of this is the circle buddy system. The pupils form a circle at the start of the visit so that each pupil has a right side buddy and left side buddy. He or she will check on these when asked. This way two pupils cannot vanish together and not be missed as might happen with paired buddies.

## **Sporting Fixtures**

For sporting fixtures out of school time, a qualified teacher will accompany the group whenever possible. On the rare occasions when a qualified teacher is not available school will make arrangements for a HLTA to accompany the children.

If neither a teacher nor HLTA is available, parents will be informed that they must accompany their child and take full responsibility for them.

The school's general arrangements for the organisation and supervision of pupils going to and from sports fixtures should either be set out in the school prospectus or be subject to a separate information sheet linked to the request for parents to sign the general consent form on entry to the school.

If the school undertakes to provide transport from the school to the fixture than the appropriate elements of these Guidelines must be followed in making those arrangements.

Down time or recreational time, for example during the evenings on longer residential visits, may involve close or remote supervision, but should never be unsupervised. The supervisors continue to be in charge and need to establish the limits and framework that need to be applied to such "free time".

Arrangements for any such "free time" should be included in the planning and programme for the visit and also within the detailed information given to parents upon which their 'consent' is based.

Planning needs to consider how to achieve "downtime" for staff. On overnight stays where a staff member has to be got up in the night and has significant sleep disruption they should be able to be taken off duty the next day.

## **Residential Visits**

For Primary or Secondary groups there should be a minimum of one teacher and another adult supervisor per group, with both genders represented in the case of mixed parties regardless of the number of pupils. For primary aged pupils it may be acceptable for female teachers only to accompany mixed parties as long as the Headteacher, parents and staff involved are satisfied that it is an appropriate arrangement.

For single sex parties the majority of the accompanying teachers and adult supervisors should be of the corresponding gender.

### **Equipment and Personnel for Visits:**

The following should be taken on all visits:

- A qualified first aider\* (trained to level of first aid at work).
- First aid equipment
- Asthma inhalers – although children will be reminded on letters to bring their inhalers
- Prescribed medication
- Sick bucket
- School mobile phone
- Contact list for emergencies
- Contact list of parents/carers of all children attending the visit (only if the visit takes place out of school hours)
- A copy of the critical incident policy
- For residential visits, Calpol for children with permission slips. (Parental consent required before administering).

\*The level of first aid provision on a trip is dependent upon the level and location of the trip and be guided by the risk assessment. One qualified first aider is the minimum requirement.

**Children should NOT take personal mobile phones on school visits, including residential visits.**

### **First Aid**

The party leader should assess what level of first aid might be needed and ensure that this is provided and first aid equipment is readily accessible. This should be considered as part of the risk assessment process. Consideration should be given to:

- ◆ the numbers in the group and the nature of the activity;
- ◆ the likely injuries and how effective first-aid would be;
- ◆ the distance of the nearest hospital;
- ◆ wherever practicable, a suitably qualified first aider (**this is an essential requirement for outdoor and adventurous activities, for which a first aider is likely to need additional training to be competent to administer first aid in remote conditions**);
- ◆ specialist items (e.g. Epipens, Inhalers) needed by any individual members of the group.

**This must form part of your Risk Assessment**

### **Transport**

A local coach company will be used to transport children; the best tender is accepted.

**Children will not be transported in private cars, either staff, parents or other adults (except where the child is their own) unless there are very exceptional, emergency circumstances.**

In the event of an accident:

- attempt to park in a safe place
- keep the passengers in the vehicle unless they are at risk by doing so. On a motorway, children should be taken away from the road.
- note the precise location
- assess the situation and report the details to school as soon as possible
- an adult must stay with the children at all times

- The LA must be informed following the Emergency Procedures contained within Section 15 of the Educational Visits & Journeys Guidance.

### **Legal responsibilities**

The employer should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice Headteachers will normally carry out these checks.

No matter who owns the vehicle, the person legally responsible for it whilst it is in use is the driver. The vehicle must be roadworthy, with tax, MOT, and insurance to cover that the driver. **It is the drivers responsibility to carry out the pre-use checks.**

All coaches which carry groups of three or more children aged between 3 and 15 years (inclusive) must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.

Children travelling in vehicles must be provided with, and use, child restraints that are appropriate for their age and size. **It is the drivers responsibility for ensuring that all passengers are suitably secured.**

The party leader is responsible for ensuring that coaches and buses (including any self-drive mini-buses) are hired only from a reputable company. Schools using operators to transport pupils should ensure that the operators have the appropriate passenger carrying vehicle (PCV) operators' licence. When booking transport, the party leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children (with appropriate restraints for children aged under 12 years or 135cms), they are not legally required on buses. Buses where seat belts are not fitted are not appropriate for visits involving long journeys.

### **Delays**

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed. School number is 01952 387980.

### **Injuries**

- Assess the injured without injury to yourself.
- Only attempt first aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help – dial 999 and give the following information:
  - the location
  - details of the casualties, age, condition
  - phone number

### **Insurance**

The party leader must ensure, well before the group departs, that adequate insurance arrangements are in place. Insurance may be arranged through, for example, the LA, a travel firm or the organisation to be visited as well as direct with an insurance company.

### **Insurance cover for Visits**

Insurance policies are legal documents. They will impose conditions, limit the cover, and exclude certain people or activities. The authority's insurance unit is available to provide advice on any aspect of a school trip relating to insurance. They can offer assistance on types of insurance necessary as well as providing full details of the Off Sites Risk Management and Insurance scheme run by the authority

### **Residential visits**

Overnight stays of any kind involve additional levels of care and supervision. There should be a minimum of one teacher and one adult supervisor per group, with both sexes represented if possible in the case of mixed parties.

### **Sports fixtures**

The organisation of sports fixtures that take place regularly does not alter the responsibilities or duty of care to ensure that arrangements are planned/organised in a proper manner in accordance with the principles set out. It is school policy that children are not transported in school or parent's cars (see above).

### **High Risk Activities**

Require approval from Jo Barnett at Telford & Wrekin Council using the 16A Form, at least 6 weeks prior to the visit taking place.

### **Information gathering:**

If written approval is given to proceed, the next stage is to gather detailed information about the planning areas identified above.

It is important that the party leader has first-hand knowledge of the area to be visited, either from previous experience or from a preliminary visit.

### **Information to Parents:**

Specific visits:

When all the essential details of a visit are known it will be necessary to write to parents giving full information of the purpose and organisation of the visit to include:

- dates and times
- purpose and nature of the activity
- accommodation – address and telephone number (residential visits)
- transport
- emergency contacts procedure
- staff and supervision
- itinerary
- insurance
- cost with payment dates

### **Charging For Visits**

In LA maintained schools the education provided wholly or mainly during school hours must be free. This means that the school cannot impose a charge on parents:

- ◆ for any visit that occurs during school hours;
- ◆ where the visit takes place outside of school hours but it is a necessary part of the National Curriculum;
- ◆ where the visit forms part of the syllabus for an examination that the school is preparing the pupil to sit;
- ◆ where the visit is part of religious education.

Voluntary contributions may, however, be asked for.

Parents must be told that any voluntary contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the short fall cannot be made up. Parents should be told

of this possibility from the outset to minimise any difficulties should the visit subsequently have to be cancelled.

The Headteacher may, however, charge parents for board and lodging on residential visits as well as the full costs when a visit is deemed to be an 'optional extra'.

The Headteacher should obtain the parents' agreement to meet the costs of an optional extra visit before the visit is planned in detail. Charging parents for an optional extra visit must not include an element of subsidy in respect of other pupils whose families do not meet the full charge.

For residential visits which are not optional extras, or which take place during school hours, some parents may be entitled to have the board and lodging costs remitted.

### **Parents meetings:**

A parents' meeting should be arranged at an early stage for all residential visits or visits of an unusual nature to provide an opportunity to answer any questions. The meeting should precede the request for consent.

Parental consent forms must be sent out prior to the visit.

### **Inclusion:**

The party leader will make every effort to ensure that all children are included on visits and journeys, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc.

The party leader will take all reasonable steps to ensure inclusion for all.

### **Residential Visits:**

For residential visits a summary sheet of information about pupils and adults participating in a visit must be completed and a copy given to the home/school based contact. Emergency contact information should also be completed and copied for the school/home based contact. Party leaders need to be fully aware of procedures in case of serious incidents and ensure that LA emergency contact numbers are taken with the paper work and consent forms on the visit.

The party leaders will ensure that parents have the school mobile phone number for emergency contact should the need arise during the visit.

### **Record Keeping:**

All records, including consent forms, are to be passed to the office for filing.

On return an evaluation of the visit must be carried out and given to the Head teacher or EVC. This evaluation must confirm whether or not any accidents or incidents occurred during the visit.

### **DBS checks:**

It is school policy that all adults accompanying children on any visit has an up to date and valid DBS check, unless exceptional circumstances mean that it is necessary to take some adults who have not had a DBS check; in this case, adults without a valid DBS must not be left with children without being accompanied by a member of school staff. This must be noted on the risk assessment.

For residential trips an enhanced DBS is needed.

Checks need to be carried out on volunteers and staff employed by contractors who have regular unsupervised or overnight contact with pupils on school premises or on school activities outside. The employer should ask them to apply to the Disclosure and Barring Service for an 'Enhanced Disclosure' to

check for convictions or inclusion on the Independent Safeguarding Board's children's banned list. Volunteers do not have to pay a fee for these disclosures.

All adult supervisors other than teachers/qualified youth workers accompanying children or young people regularly; ie on more than three occasions in 30 days, on visits journeys or any residential visit, must have undergone an enhanced DBS check.

All adult supervisors accompanying children or young people on residential visits must have undergone an enhanced DBS check.

If the adult supervisor is not regularly accompanying children or young people; ie no more than 3 occasions in 30 days, for the protection of both pupils and adults, the Headteacher/ Manager and EVC must ensure that the adult supervisor is not left on their own with children or young people but are under the direction of the party leader and supervised by a teacher/ TA or youth worker.

**Visit Evaluation:**

**Every Party Leader must complete Form 16H** following an Educational Visit & Journey and return it to the Headteacher or EVC.

**If any member of staff has any doubts about the safety of children on a planned visit, speak to the Head teacher or EVC who can contact Jo Barnett at the LA for clarification and further advice.**

**Updated June 2017**

**Review date: June 2018**