



WEST TYNE FEDERATION OF SCHOOLS

Educational Visits Policy

Our Vision..... Inspire, Support, Believe, Achieve

Our Mission.....

Our values-based schools nurture curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is paramount. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

This policy has been written in conjunction with 'The Governors Guide to the Law' and LA guidelines to school visits and outdoor activities.

Introduction

The Governing Body recognises the importance and value of educational visits and is keen to encourage their development. The safety of the Staff and children involved in them is paramount. It is essential that all visits are planned and supervised with great care.

Through this policy we aim to provide the procedures and guidelines which will enable our visits to be implemented safely. It gives advice and information about responsibilities for staff, procedures in the event of an accident, insurance and financial arrangements.

The policy will be reviewed regularly and amended where necessary in order to reflect any changes in legislation.

Planning & procedures

1. The Visit

To establish the appropriateness and safety of a visit the following questions should be considered by the organisers. All concerned should have a clear understanding of the objectives relating to the curriculum and to social and personal development. Appendix 1 outlines the specific procedures to be completed before the visit, during and after the visit.

Activities must match the age, needs and experience of pupils and should address questions such as:

- What is the aim of the visit?
- Where does it fit into the pupils' current curricular needs?
- Is it in line with the school's curricular and safeguarding policies?
- Is the aim being achieved in the most efficient and effective manner?

One Key aim applicable to all Educational Visits is that of teaching children to be observant and identify hazards, knowing what to do if they spot one – this is in line with our school aims and our PSHCE curriculum.

2. Planning

Organisers should precede outdoor activities by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk.

No contract or visit should be entered into until the organisers are satisfied that there is good safety provision.

3. Risk Assessment

All proposed Educational activities off school site must follow the completion of a formal risk assessment. Risk assessment is to be written down prior to the event and communicated to all involved.

We aim to contain risks to acceptable levels if activities are to proceed. If risks are assessed to be too high, the activity should not proceed. We aim to do this by careful consideration of the following factors:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualification of the school supervisory staff.
- The group members' age, competence, fitness and temperament
- The ratio of experienced, qualified centre staff to students.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

4. Responsibilities

The Governors have a statutory responsibility for the conduct of the school and its curriculum and for the safety of a planned educational visit. Authority for residential visits require the approval of the Governing Body.

The Local Authority also has a duty of care for children on school visits.

The Head Teacher has overall responsibility for ensuring that this policy is adhered to and for all off-site activities.

All Staff have the responsibility to co-operate with the Head Teacher and the Governors, to ensure the safety and success of a school visit. All outdoor activities must have prior approval of the Head Teacher.

All injuries or accidents should be reported to the Head Teacher and recorded in the school accident book. The L.A. should be informed of severe injuries i.e. hospital visits exceeding 24 hours.

Parents must receive written details of routine visits and journeys. Their written consent is required for all activities that differ from the daily norm.

Supervision of Pupils - It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group.

Party leaders retain responsibility for the safety of pupils at all times, but on occasions may delegate this to a qualified member of the centre staff for a short time during a hazardous journey of increased risk.

Appendix 2 outlines the expected code of conduct to be adhered to by pupils on an educational visit.

First aid provision

Residential visits must include a minimum of one member of staff with a recognised First aid qualification. Wherever possible a qualified first aider should also support other 'non residential' visits. Individual pupil's medication together with a complete first aid kit must be taken on all educational visits.

5. Staffing the Visit.

For reasons of both child protection and Health & Safety it is important that wherever possible a minimum of two staff support each visit, one of whom should be a qualified member of staff.

Suitably experienced party leaders should be found or the visit will not take place.

Voluntary helpers must be carefully selected and must act towards the children as a careful parent would in similar circumstances. However, the teacher retains primary responsibility for supervising the party at all times.

Minimum recommended staffing ratios are as follows:

- For day visits without a high risk, a ratio of 1 adult to 10 children is required.
- Activities with increased levels of risk will require lower ratios.
- For children under 8 years, a ratio of 1 adult to 6 children is recommended.

LA guidance states:

- each visit should include a teacher – but this is at the discretion of individual governors
- no difference in number of children that qualified / unqualified staff should have assigned to them

6. Transport:

Whenever an educational visit is due to take place that requires transport hired by the school, the Council approved reputable companies should be used. It is important to ensure that this hired transport should be equipped with the essential requirements i.e.

seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained.

It may be necessary from time to time for pupils only to use public transport, where buses are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life skill pupils should be taught.

Finally, parents should be made aware of the school policy via the school prospectus.

Signed Date: June 2017

Review date: June 2018