



EDUCATIONAL VISITS POLICY

SANDON PRIMARY ACADEMY

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This school/establishment follows the LA procedures for visits. This policy sets out local variations/additions to the LA policy.

Introduction

General Principles

- Matters of overall policy will be decided by Trustees on the basis of advice from the Principal and in the light of legal requirements. The Principal has delegated responsibility from the Trustees for applying the general principles and for drawing up and implementing day-to-day procedures and policy.
- Outings are a valuable part of the school's life, and provide a constructive and enriching experience for pupils.
- Each class should plan to make regular visits to places of interest relating to curriculum areas covered during that term.
- The school recognises that many of our parents have financial difficulties which make it hard for them to meet the whole cost of outings. Children will not be left behind for financial reasons. Some children may need to be subsidised; this will be done through the school budget allocated for educational visits.
- At all times the school will seek to use vehicles, which have seat belts, fitted for passengers. As a matter of principle staff making bookings should confirm with the hirer about this. Except in emergencies we will not agree to travel in vehicles, which necessitate more than the recommended number of passengers to a seat (i.e. we will not accept 3 to a seat conditions)
- All pupils should be included in the trip, unless adjustments made should not infringe unduly on the purpose of the trip. It is unlawful to treat a disabled person less favourably, and to fail to take reasonable steps to ensure that disabled people are not placed at a substantial disadvantage without justification.
- All trips are planned and risk assessed following;
 - Health and Safety at Work Act 1974
 - National Guidance
 - Employer Policy

Legal Position

- The law is quite clear that a child should not be prevented from taking part in an activity or visit because the parents are unable or unwilling to pay. We can only request contributions towards costs, and are not allowed to charge for the cost of those children who do not pay or for those adults who are going.
- Parental permission is needed before a child can be taken on an outing. This can be done in several ways;
 - A parent / carer's signature on a return slip. This is our preferred way because it implies an understanding and acceptance for a specific trip.
 - Any written action that implies that the parent / carer understands that a trip is planned and are willing for their child to go (including email or app message).
 - If none of these are forthcoming it is unacceptable to phone the parent / carer, or other nominated contact with parental responsibility to ask for verbal consent

Planning the Trip

- Outings should be linked to the planned curriculum. Occasionally exceptions can be made i.e. Christmas visits – leaver's outings but all must have approval of the Principal.

- Outings if at all possible to be booked a term in advance this will help parents with costs as the school can ask for a weekly donation.
- Whenever possible a preliminary visit to the venue is recommended. This enables the school to give parents guidelines if they require it for sending spending money with their children.
- All trips to be costed as accurately as possible. As a general rule the school will not subsidise whole trips but will expect pupils to pay their own way.
- All trips to be passed to the Principal for approval – dates to be entered into the school diary to enable office staff to book coaches inform the school kitchen of packed lunches required and in particular to ensure that the school mini bus if involved is free. **(School minibuses only to be driven by qualified drivers).**
- Principal to be informed of all support staff that are required on the outings thus enabling cover to be provided for classes left in school if support staff from other year groups are required to comply with pupil ratio guidelines.
- Pupil ratios to be adhered to at all time for all school visits with regard to visits for Reception children this will be doubled if at all possible and may include parent helpers known to the school. The school guidance for adults attending who are not employed by the school must be given to all volunteer helpers.
- Money collected from the children is to be sent to the school office daily for safety reasons and to be banked or held if necessary. The school will not be held responsible for money lost before it has been given to a staff member.
- Class teachers have the responsibility for keeping a record of money collected so that the office staff do not have to keep track of specific outings.
- As a general rule, children should go on the trip. Missing part of the curriculum is not an acceptable punishment. The only grounds for not taking a child are Health and Safety (that the child would endanger themselves and others) this could be running away, not able to follow instructions, aggressive behaviour towards others. Look for ways to make the child's behaviour safe by inviting parents/carers to take responsibility and explain that the child cannot come unless accompanied. No child is to be left behind without the express knowledge and agreement of the Principal. Children with Special Education Needs who have specific staff allocated to them may be accompanied by the member of staff.

The Day Before

- On the day before the visit the teacher is to ensure that there is enough money to cover entrances (unless prior arrangements have been made for the school to be invoiced)
- All organisational details to be sorted out; group list written, ternaries made clear, and all resources required are ready. First aid kit or box taken together with sick bags / buckets and any medicine that is needed clearly labelled (asthma). Children to be reminded of anything special they need to bring (old clothes / wellies / rain macs) and of the return time.
- If no trained first aiders are present at the location of the visit, a trained member of staff must accompany the group.

Before you leave

- If money to be taken this to be collected from the school office or cheque made out for the venue with amount, packed lunches from the kitchen, first aid kit and any medication required.

- Notify office staff of any children who do not have any form of permission for this specific trip. The office staff will try to get written permission (via email or app) from the parent/carer for the child to go on the trip if this is unsuccessful the child must be given appropriate work and the split class informed.
- Make sure all adults going on the trip have the itinerary and have rendezvous points times and relevant telephone numbers. All staff going on the trip to have a copy of the school visit report sheet and a copy to be left in office.
- All staff to have a copy of all children going with groups marked on it and a copy of safety guidelines, this policy and relevant risk assessments.
- Risk assessments are dynamic; they must be amended up until the visit to fit the situation.
- If groups are to be split at destination make sure that all staff have a clear understanding of the schedules of other groups and all staff members are aware of their role during the visit.
- Reinforce positive expectations of good behaviour to the children (they are representing Sandon Primary Academy) Remind everyone of procedures to be followed if problems occur. (Offenders if deemed necessary and if it is at possible will be returned to the school) All staff members including helpers to be made aware of these guidelines.
- Make sure that everyone knows what to do in an emergency or if their group is split. Organise a toilet trip before you leave to avoid problems later.

Contact with parents during the visit

- The Principal to ensure that parents can liaise with a named contact via the school office and that they have a number to ring for information in the event of an incident during the visit or a late arrival home.
- School number: 01782 319097 nominated contact.
 - Parents should know the destination details.
 - Pupil mobile phones are not to be taken on any form of visit off site in any circumstance.

Safety guidelines to be followed before you leave

- Make sure children know who all the adults are and those adults know who the children in their group are. Make sure that any medication for children is labelled and secured in a safe place. Make sure that children have some form of identification on them or can verbally name the school and address.

Safety while out

- Should there be any problems it is the responsibility of the adults in charge to use their best judgement as to what to do remember they are in loco parentis. It is impossible to lay down hard and fast rules for every event. The following suggestions may help:
 - If in the unlikely event a group gets separated on the way out then proceed independently to the destination and meet up with the rest of the party there. Leave a message at reception/information if there is one, telephone the school if there is a problem or use mobile phones to communicate with the separated party. The leader of the rest of the party should also leave a message at the reception/information and telephone school if necessary.

- If the separation happens after the day is started and no further rendezvous are planned until the homeward journey, then again telephone the school for advice.
- The Principal/Deputy will make helpful suggestions about meeting up, and if appropriate will take responsibility for the next action and for passing the messages to all concerned.
- Generally, if the adults in charge are confident and the children are not frightened then there is no reason why the rest of the day should not be enjoyed. It may be necessary for the school to send out another adult to meet the group. Under exceptional circumstances it may be necessary for the adult concerned to bring back the group to school
- If the separation occurs on the way back to school, then each group should continue on its way as sensibly as possible. Adults should telephone school if worried or need advice. On return report to the office.
- Staff to have contact numbers for parents/carers but only to be used if contact with the school is not possible.

Some of the above are only necessary in exceptional cases i.e. when more than one coach is used.

Missing Children

- If an individual child is lost, then the group leader should immediately notify the responsible authority in the place visited. When this has been done and all reasonable precautions have been taken then telephone the school to let them know.
- If you are in a place where this is impossible, make a quick initial search, collect the other children together, leave them with an adult find a telephone if no mobile available and ring the police and then the school.
- Remember your position so that you can take officers there if necessary.

Accidents / Illness

- Serious accidents should be reported to the responsible authorities where you are visiting. Most venues have a first aid post or a qualified first aider. Take their advice and telephone the school if you need further help or guidance.
- If this is not possible and you have any doubts about the seriousness of what has happened find a telephone if mobile not available and call for an ambulance. Notify the school so that they can inform parents make sure you find out which hospital the child is being taken to. If at all possible an adult the child knows is best to accompany them to hospital.
- If a child falls ill but not seriously enough that an ambulance is needed then telephone the school and explain the situation. The advice will probably be if this is possible depending on distance to take a cab and send an adult back with the child; the fare will be paid at the school end.

Bad Behaviour

- If the behaviour of an individual or group is causing you concern for safety or other reasons repeat warning given at outset. If necessary and if numbers and distance allow the child/children concerned will be sent back to school with an adult. They may even be collected from the venue by a member of staff. (Staff member's car if used to be fully insured for business use and be in a fully roadworthy

condition). Do not cancel the whole trip for the sake of a few. It is important that the behaviour of the other children is rewarded by the continuation of the visit.

After the trip

Return any unspent monies, receipts and breakdown of costs to office.

When taking pupils on School Journey or trips, which involve overnight stays, the school adopts the DfES publication Health & Safety on Educational Visits. Copies are kept in the school office.

Emergency Procedures Policy

- Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should 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. The school follows the LEA guidelines on emergency planning.

If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group;
- Attend to the casualty;
- Inform the emergency services and everyone who needs to know of the incident.

Who will take charge in an emergency?

- The group leader would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up covers is arranged. All staff on a visit **MUST** be aware of emergency procedures and be prepared to act as group leader if required.

Pre-arranged school home contact

- The school contact's main responsibility is to link the group with the school, the parents and the LEA (where appropriate), and to provide assistance as necessary. The named person should have all the necessary information about the visit.

Emergency procedures framework

- All those involved in the school trip, including supervisors and pupils, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do in an emergency.

Emergency procedures framework during the visit

- If an emergency occurs on a school visit the main factors to consider include:
 - Establish the nature and extent of the emergency as quickly as possible.
 - Ensure that all the group are safe and looked after.
 - Establish the names of any casualties and get immediate medical attention for them.
 - Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
 - Ensure that a member of school staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together.
 - Notify the police if necessary.
 - Inform the school via the main telephone number (01782) 319097. The school contact number should be accessible at all times during the visit. If the school number cannot be reached, staff must have the mobile numbers of senior leaders.
 - Details of the incident to pass on to the school should include; nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far, action yet to be taken (AND BY WHOM).
 - Notify insurers, if necessary this to be done by the school office.
 - Ascertain telephone numbers for future calls. Mobile phones, though useful can be subject to technical difficulties, and should not replace usual communication procedures.
 - Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.
 - Keep a written account of all events, times and contacts after the incident.
 - Complete an accident report form as soon as possible. Contact LEA for HSE advice if appropriate.
 - No-one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to the LEA press office.
 - No-one in the group should discuss legal liability with other parties.

Emergency procedures framework for school base

- Prior to the visit, the name and school and home telephone numbers of a school contact should be identified. It is advisable to arrange a second school contact as a reserve. The Principal and group leaders should bear in mind that the contact lines may become busy in the event of an incident and that alternative numbers to ring would be useful.

The main factors for the school contact to consider include:

- Ensure that the group leader is in control of the emergency and establishing if any assistance is required from the school
- Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency.
- Liaison with the LEA and/or governing body. The school contact should act as a link between the group and lea and/or chair of governors and arrange for the group to receive assistance, if necessary;
- Liaison with media contact. If a serious incident occurs, the school contact should liaise with the LEA press office as soon as possible.

Media contact

- The school contact and the group leader if possible to liaise with the LEA press office. The LEA press office to liaise with school contact and group leader and where appropriate, the emergency services. In the event of an emergency all media enquiries should be referred to the LEA press office. The name of any casualty should not be given to the media.

In case of a serious incident

- It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected. In some cases reactions do not surface immediately. The school in this case would contact local community support services and seek professional advice if necessary.