

# Kentmere Academy and Nursery

## Educational visits policy



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## Overview

At Kentmere Academy & Nursery Equal Opportunities plays an integral part in all aspects of teaching and learning. Kentmere Academy & Nursery acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at Kentmere. Ideally visits will support the work in the classroom and should be at least one per half term.

Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfES Requirements and LA guidelines. A member of the SLT has attended the LA EVC training course.

The EVC for the establishment is: Debbie Ashton

The Headteacher will keep the Governing Body aware of its Educational Visits via the normal Head to Governors reporting process.

## Before the Visit:

1. Discuss the proposal with the EVC/Head teacher and complete the Educational Visit Checklist

If approved:-

- 2) Complete Form: Risk Assessment to be approved by the EVC (The risk assessment should include any potential hazards including any children to take into consideration).
- 3) Book Visit
- 4) Book Transport
- 5) At least a week before let the kitchen know exactly how many packed lunches you require for children, eligible for free school meals, and school adults, by completing the green kitchen form in the Educational Visits Folder in the main office.
- 6) At least four weeks before send a letter to parents with a permission slip specific to your outing including the financial implication.
- 7) Arrange for parents and helpers to accompany you on the outing (see ratio section).

## Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to Pupils/Participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on risk Form
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

## Approval for Visits

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and Headteacher.

Approval of 'normal' day visits are at the discretion of the Headteacher/SLT/EVC. However, visits that are either:

- overseas
- residential
- involving an adventurous activity (as defined in the Off Sites Visits Document) will require the additional approval of the LA (online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made.
- If an external provider or tour operator is being used, they must complete the detailed Form EV4 (External Provider Form) at the time of the provisional booking.

## Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. Parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

## Staffing Ratios

A professional judgement must be made by the Visit Leader, Headteacher/ Deputy as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the Headteacher must be informed and must sanction the revised ratio. Please note: parents should not bring younger children.

## Supervision

Pupils/Participants must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- prior experience of pupils/participants
- age of pupils/participants
- responsibility of pupils/participants
- competence/experience of staff
- environment/venue

## Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils/ participants in their immediate care, and be shown the completed Risk Assessment.

## First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

## Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils/participants and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils/participants must wear a seat belt. If a minibus is being borrowed or hired, the driver must have passed the test for the driving of vehicles.

## Water 'Margin' Activities

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

## Cost

For most outings, we make a nominal charge to cover the cost of the trip.

## Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

### **The reply slip should read:-**

"I give permission for my child \_\_\_\_\_ to take part in ..... I have read and understand the information about the visit. I enclose my voluntary contribution."

### **In the case of sports fixtures, the reply slip should read:-**

"My child \_\_\_\_\_ is able to play in the ..... match (at .....) On .....

I have read and understand the information in the letter, and give permission for my child to take part."

## Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the school mobile phone must be with the leader at all times.

## After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents and/or participants. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

## Advice and guidance

Rochdale LA has an Outdoor Education Advisor who can be contacted for any matter concerning off site visits and experiential learning and a Health & Safety Team for all matters concerning safety.

Activity	Age Range	Staff to Young People Ratios	Notes
Local Visits (Galleries, Museums and Normal Countryside)	Nursery & EYFS = 1:3 KS1 = 1:5-8 KS2 = 1: 9-11		
Residential Visits (In UK)	Years 4-6 Year 7 onwards  Special Education	1: 8-10 1: 10-15  1: 5-8	
Visits Abroad	Year 7 Onwards Special Education	1:10 with 2 staff minimum 1: 5-8 with 2 staff minimum	For younger year groups contact the Outdoor education adviser
Swimming in Public Pools (with qualified Lifeguard)	Years 1-2 Years 3-6 Years 7	1:5-8 1:10-12 1: 15-20	

Swimming (all other)	All Years	1:5-10 with 2 Staff Minimum	This is classified an adventurous activity and requires specific local authority approval
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**On the day:**

- Collect packed lunches from the kitchen.
- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.
- Take all permission slips with you on the trip.
- Fill out the outings form to show which children and adults are going, where you are going, when you expect to be back and a contact mobile number. Leave this in the office.
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together. • Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pickup point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.

**Never** label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

- Early Years children must wear wrist bands.
- All children and adults should wear high visibility vests.

**On the bus/coach:**

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.

- when getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must **NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc.

Signed:



Sarah Isberg (headteacher)

Date: July 2017

Agreed by the Governing Body: July 2017

Review July 2019