

EDUCATIONAL VISITS POLICY



Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for pupils enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good special school practice.

Purposes

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines support the planning and implementation of educational visits organised at John Chilton School.

The policy has been reviewed with reference to the guidance in the Local Authority Educational Visits Handbook. The following is a synopsis of those guidelines:

Headteacher

The Headteacher at John Chilton School will endeavour to ensure that:

- they have appointed a suitable Group Leader;
- all necessary actions have been completed before the visit begins. (This applies even when the Head is not going on the visit);
- the risk assessment is complete and that it is safe to make the visit;
- training needs have been met;
- the Group Leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- the Group Leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
- all supervisors on the visit are appropriate people to supervise children and have appropriate clearance;
- the Governing Board has approved the visit if necessary;
- parents have signed consent forms if necessary;
- arrangements have been made for all the medical needs and special educational needs of all the children;
- the mode of travel is appropriate;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- they have the address and phone number of the visit's venue and have a contact name;

- that they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff and volunteers' next of kin.

Group Leader

A designated Group Leader, is responsible overall for the supervision and conduct of the visit and should have been appointed by the Headteacher. The Group Leader should:

- appoint a deputy;
- be able to control and lead pupils of the relevant age range;
- be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents or to have been thoroughly briefed on all aspects of the trip by a competent colleague;
- undertake and complete a comprehensive risk assessment;
- have regard to the health and safety of the group at all times;
- know all the pupils proposed for the visit to assess their suitability;
- observe the guidance set out below;
- ensure that pupils understand their responsibilities (see responsibilities of pupils below).
- brief all the adults on the trip fully with particular regards to the risk assessment.

Other teachers and adults involved in a visit

Staff on school-led visits act as employees of the LA or of the Governing Board They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Headteacher and Governors if some of their time on the visit falls outside normal hours.

All adults on the visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow all the instructions of the leader and help with control and discipline. Non-teachers should only have sole charge of pupils where risks to health and safety are minimal;
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Responsibilities of pupils

The Group Leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the Group Leader about it;
- should not undertake any task that they fear or that they think will be dangerous.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

Parents

The Group Leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits.

The Group Leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- provide the Group Leader with emergency contact number(s);
- sign the consent form if necessary;
- give the Group Leader relevant information about their child's health which might be relevant to the visit.

Planning off-site visits

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The Headteacher is responsible for planning all off-site visits. In practice, the detailed planning is delegated to the organiser of the visit or the Group Leader, but the Headteacher must be satisfied that the person planning the visit is qualified to do so and has the necessary experience.

The organiser / Group Leader must agree all plans with the Headteacher.

Management of visits

At John Chilton School we have Educational visits as part of the curriculum (including sports trips), visits that support personalised learning linked to EHCP as well as residential visits.

Educational visits will be planned and led by a teacher with the support of appropriate number of support staff. Activities/ trips to support personalised learning linked to EHCP outcome will be planned and overseen by a teacher who will assign a deputy where necessary to accompany pupils on/off site.

Residential visits will be planned and led by the lead teacher. The Educational trips coordinator will oversee the planning process.

Risk Assessment

A risk assessment should always be carried out before setting off on a visit, using John Chilton School Risk Assessment Form. The risk assessment will decide the adult: child ratio for each visit. The risk assessment should take the following issues into consideration:

- what are the risks?
- who is affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the Group Leader guarantee that these safety measures will be provided?
- what steps will be taken in an emergency?
- what is the acceptable ratio of adults to children for this visit?
- identify the individual children who are at risk.

The Group Leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

The Group Leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken;
- the location;
- the competence, experience and qualifications of supervisory staff;
- the group members' age, competence, fitness and temperament;
- pupils with medical needs or physical needs;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing.

Exploratory visit

Wherever possible the Group Leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the Group Leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group and a copy of their own risk assessment. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group. All adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid arrangements.

First-aid should be available and accessible at all times. If a member of the group is being attended to for first-aid, there should be adequate first-aid cover for the other pupils. The Headteacher should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

This Policy was agreed by SLT : January 2023

FORM SV1A



Notification of Educational Visit for John Chilton School **Part 1**

Group Leader (or Organiser) : _____

1. Purpose of visit and specific educational objectives:

2. Places to be visited:

3. Dates and times:

<u>Date of departure</u>		<u>Date of return</u>	
<u>Time</u>		<u>Time</u>	

4. Transport arrangements:

(Include the name and address of the transport company and where vehicles are involved vehicle registration number(s)).

5. Proposed cost and financial arrangements

6. Brief details of activities (for all visits):

7. List any hazardous activity here.

8. Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:

9. Names of pupils:

Pupil Name	Year	Medical Y/N	FSM Y/N	Personal Care Info	Mobility	Risk- and cover	Photo Y/N

10. Name, address and telephone number of the contact person at school who holds all information about the visit or journey in case of emergency, including out of hours contact.

11. Existing knowledge of places to be visited and whether an exploratory visit is intended:

--

12. Size and composition of group:

<u>Age range</u>			
<u>Number of boys</u>		<u>Number of girls</u>	
<u>Leader to pupil ratio</u>		<u>Group Leader to participant ratio</u>	

13. Information to accompany this form:

Please attach a copy the parental consent form as sent to parents and the risk assessment forms.

14. The Group Leader must have all the information about medical requirements for all pupils who will be participating.

<u>Please confirm here</u>	<u>Yes</u>	<u>No</u>
----------------------------	------------	-----------

<u>Signed</u>		<u>Date</u>	
<u>Group Leader</u>			

Insurance arrangements for all members of the proposed party, including voluntary helpers:

Ealing Council has a blanket policy in force that covers all persons associated with the activity. A copy of the policy may be downloaded from the insurance website for schools. The web address is www.ealing.gov.uk/services/schoolsinsurance/

Confirmation from Headteacher for visit to go ahead
Part 2

<u>Place to be visited</u>	
<u>Date of visit</u>	

<u>Signed</u>		<u>Date</u>	
<u>Headteacher</u>			

Headteachers and Managers must notify Schools Health and Safety for all overseas and residential visits and those visits involving adventurous activities. This will facilitate support from Ealing in the event of a critical incident.