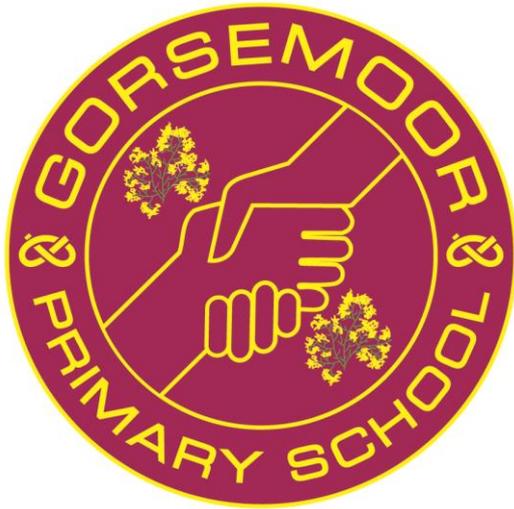


Educational School Visits Policy



Date of Issue: May 2016
Review Date: May 2019

Approved by the Full Governing Body
on 15th June 2016

Recommended associated documents:

Safeguarding
Staff Code of Conduct

Audience: Staff/Governors/Public

Frequency of Review: Every three years

Postholder responsible for Review: CDG3

Educational Visits Policy for Gorsemoor Primary School

1. Introduction

Gorsemoor Primary School adopts the guidance and procedures issued in the County Council Education Service document ***Educational Visits*** and, where relevant, the DfES document ***Health and Safety of Pupils on Educational Visits (HASPEV)***. (Copies of which are kept in the staffroom). This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

Gorsemoor Primary School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oeapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Our Aims

Through Educational visits at Gorsemoor we aim to:

- Provide children with an opportunity to access experiences not available in the classroom
- Support and enrich the curriculum through children experiencing activities first hand and participating in practical hands-on opportunities
- Develop children's independence, investigative, recording and social skills
- Promote team work when applicable to a visit
- Support learning by providing opportunities for children to meet with and listen to people with particular expertise
- Develop a growing awareness of our local area and wider world
- Provide at least one visit during an academic year per year group

3. Roles and Responsibilities

The Headteacher and EVC are responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinators are staff members who have received relevant training and induction and are delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The designated EVC's for Gorsemoor Primary School are Nina Palmer and Vikki Ledo who have received training in the role on (19/5/16 of EVC training).

The Headteacher will ensure that the EVC, visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

4. Procedures

Staff (visit leaders) wishing to plan and undertake a visit should first seek permission from the Headteacher or EVC to plan a visit. A proposed trip form (located in Education visits) will need to be filled in and handed to an EVC for your proposed trip. Once granted visit leaders should then add the visit details through the EVOLVE

system using their own individual log on, which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits requiring LA approval should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity guidance document.

5. Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. Gorsemoor Primary School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that Gorsemoor Primary School staff adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

6. Emergency Procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
- B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Head teacher, deputy or the home contact will inform the designated senior officer of the Education Service (Director or Deputy Director) and the school will instigate its critical incident plan (as identified in ***Coping with a Crisis***, produced by Pupil and Student Services). Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

7. Medical Information

A medical form (found in Education Visits folder) must be completed for residential trips, for any child with a medical condition 5 days prior to the visit start. If the participant is under the age of 18 years, a parent, or person with parental responsibilities, must complete this form on their behalf. A copy of the form will need to be attached to your signed risk assessment and handed to your EVC and a copy must go with the visit leader on the trip.

If a child holds a health care plan this must also be made aware to all staff attending the trip and indicated on the risk assessment. The care plan must go with the child and their group leader on the day of the trip.

8. Supervision Guidance

To ensure that pupils are supervised to the best of any adults ability, the following recommendations should be considered:

- **Headcounts** — headcounts should take place at regular intervals, particularly before leaving any venue
- **Pupil/adult lists** — the group leader should have a list of all pupils and adults on the visit. This should be checked on departure from the school and the visit
- **Uniform to identify Gorsemoor pupils** — pupils should be easily identifiable. They should wear school uniform if appropriate to the visit
- **Badges** — pupils **should not wear name badges** for safeguarding reasons. If needed, use the name of the leader to identify which group children are in.
- **Meeting points** — the group leader should establish a rendezvous point and tell pupils what to do if they become separated from the group

9. Adults other than Teachers or TAs

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents/adult volunteers may be used to supplement the supervision ratio. This will need to be checked with an EVC or the Headteacher.

They should:

- be chosen by the teacher(s), ideally being well known to the school and pupil group

- be clear about their roles and responsibilities
- be aware of emergency procedures
- not be left in sole charge of children except where it has been previously agreed as part of the planning and in consultation with the teacher and Head teacher/EVC
- be made aware of any pupils who may require closer supervision

However, visit leaders (teachers) retain responsibility for the group at all times.

10. Accident Reporting

All accidents will be handled in line with Staffordshire County Council’s Accident Policy. Accident investigation and employee hazard report forms are available from the Health and Safety intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE.

If any form of restrictive intervention, be it physical, mechanical, chemical, environmental or social/psychological intervention, which is designed and used (intentionally or unintentionally) to limit or restrict another’s liberty, an accident investigation form (HSF56) must be filled in and handed to the Head Teacher.

Chair of Governors

Signature:

Name:

Date:

EVC

Signature:

Name:

Date:

Headteacher

Signature:

Name:

Date:

EVC

Signature:

Name:

Date:

Appendix 1

Proposed trip booking form

Year Group/Number of children attending	
Venue / Where the trip is taking place	
Date/Term	
Purpose of trip / Objectives	
Ratio of adults to children	
Number of pupil premium children in year group that will not need to pay.	
Cost of venue/trip per child	
Cost of transport per child	
Total cost per child - do not include pupil premium children and make certain the total cost will cover children who may not pay or are absent.	

Date received

Appendix 2

Visits Risk Assessment and Operating Procedure	Gorsemoor Primary School
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Year group/class		Date of trip		Venue	
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Group Leader/ Job title			
No. of children attending the trip		No. of Pupil Premium children (<i>no charge</i>)	
Group Size		Staffing Ratio Years 1 - 3 = 1:6 Years 4 - 6 = 1:10/15	
Time leaving school		Time arriving back at school	

Risk Assessment	
Hazards	Control Measures
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Further Action Required: <i>Ensure all persons staffing the visit are aware of and competent to comply with this risk assessment and the control measures.</i>	

Working Practice			
Restrictions			
Emergency Procedure/contact numbers <i>(School contact number & member of staff on the trip)</i>	During school hours: School office: 01543 274788 Outside school hours : Head Teacher 01543 275079 and 07881200906 Deputy Head: 01543 677802 and 07590264644		
Number of children with:	Medical needs		Health Care Plans

Safety Equipment needed <i>(First aid equipment, medication and other)</i>	
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	Name	Signature
Names/ roles of staff/volunteers attending the trip <i>(1:1 members of staff must NOT be allocated their own group)</i> Please print out and take a copy of this form with you and hand a signed copy prior to your trip to an EVC.	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	

Staff Member(s) producing this risk assessment	
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Date of risk assessment	
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Appendix 3

Staffordshire County Council	E & LL Directorate	Form EVIN (2004)
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Report of Incident during an Educational Visit

School or Group:		DfES N^o:	
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Incident		Reported By:	
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Person(s) Involved (for young people include age):

Details of Incident:

Where relevant, names and address or telephone number of witness(es):

Any Actions Taken or Suggested:

Signed:		Telephone Number:	
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Actions Undertaken (This section is for completion by the School/YS or EVA):

**Appendix 4
Staffordshire County Council
Allegation Investigation Form**

1. Names of those involved	Staff:	Service User/Pupil: Others:
2. Date of incident:	Time of incident:	Location of incident:
3. Events leading up to Restrictive Physical Intervention (including alternative strategies used):		
4. Account of actual incident (including details of actions, method of intervention, words used, witnesses etc.):		
5. Outcome or resolution of incident:		
6. Follow up actions (advice to family/parents/carers, support to staff and pupils involved):		
7. Names of witnesses and attached witness statements:		
8. Risk Assessment and Restrictive Physical Intervention Protocol reviewed: Yes/No Outcomes:		
9. Record of any injury or property damage:		
10. Has an Accident Investigation Report Form or Report of Violence and Aggression Form been completed and submitted to the Strategic Health and Safety Service:		
Print Name:	Signature	Job Title
Date:		

Appendix 5

MEDICAL FORM FOR PARTICIPANTS ATTENDING A RESIDENTIAL VISIT AT THE ENTRUST OUTDOOR EDUCATION CENTRES

To be completed not more than fourteen days prior to the visit start. For participants under 18 years of age a parent, or person with parental responsibility, must complete this form.

Name of participant..... Date of Birth

Address.....

..... Home Telephone No.

Name of parent or contact(s)..... Relationship

Work Telephone No. Mobile Telephone No.

Name of Participant's Doctor

Doctor's Address & Telephone Number

.....

Name of school/establishment.....

IF THE ANSWER TO ANY OF THESE QUESTIONS IS 'YES' PLEASE GIVE FULL DETAILS OVERLEAF (Please circle the appropriate answer)

- | | | |
|---|-----|--------|
| 1. Will the participant need to bring any medications for treatment during the visit? | YES | NO |
| 2. Has the participant suffered from, or been in contact with anyone suffering from, an infectious or contagious disease in the last four weeks | | YES NO |
| 3. Does the participant suffer from? | | |
| a) Epilepsy | | YES NO |
| b) Diabetes | | YES NO |
| c) Asthma | | YES NO |
| d) Bedwetting | | YES NO |
| e) Allergies (including to any medication) | YES | NO |
| 4. Is there any condition that may restrict, or be aggravated by, physical activities? | YES | NO |

Has the participant received an anti-tetanus injection? If 'yes' give date

I hereby give permission for the participant to receive, if necessary, the following proprietary medications, at a dose appropriate to their age, to alleviate these complaints:

- | | |
|-------------------------------------|-----------------------------------|
| 1. For colds causing congestion | Decongestant Lozenge (e.g. Tunes) |
| 2. For headache | Paracetamol or Calpol |
| 3. For insect/plant bites or stings | Proprietary spray or cream |
| 4. For sore lips | Lip salve or Vaseline |
| 5. For sun protection | Sunscreen |

I agree to the participant receiving medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by the medical authorities. I declare that I have answered all the above questions to be best of my ability and have not knowingly withheld any information regarding physical fitness. I undertake to inform the leader in charge of any changes to the above between the date signed and the start of the visit.

..... Date
Sign and Print Name (Parent/Parental Responsibility Holder if participant is under 18 years)

This medical form must be returned to the visit leader and will be taken on the visit. The data provided will be used to ensure the appropriate care and treatment of participants. The data will be shared with health professionals where necessary.

THIS SECTION TO BE COMPLETED ONLY IF THE ANSWER TO ANY QUESTION OVERLEAF IS 'YES'

1. Give details of any medical treatment needed during the visit or medications that need to accompany the participant (e.g. Hayfever remedies). If regular medication is needed please ensure that sufficient is provided to last throughout the visit.

2. Nature of infectious disease and how contacted during the past four weeks:

3. If the participant suffers from EPILEPSY, DIABETES, ASTHMA, please give FULL details below. These should include severity and frequency of attack, approximate date of the last attack and details of any medication taken regularly or kept for emergencies. (Confirmation of fitness to attend, from a doctor, may be required before affected participants are deemed suitable to attend some visits):

4. Bed-wetting – arrangements must be made by the person with parental responsibility to provide suitable bedding, which may be necessary in this event.

5. Condition causing restriction upon, or that may be aggravated by, physical activities and relevant details (Confirmation of fitness to participate, from a doctor, may be required in certain cases):

6. Details of allergies, including reaction to painkillers, antibiotics, analgesic and other proprietary medicines and reactions to types of food e.g. nuts