



Policy for Educational Visits

“Everyone and everything around you is your teacher.”

“Tell me and I'll forget; show me and I may remember; involve me and I'll understand.”

School visits may take the form of day visits to places of interest within travelling distance of the school or residential visits. Children derive huge benefits from participating in school visits, which enhance the curriculum and give children the opportunity to develop a range of personal skills.

Any visit involves risk and it is the duty of school staff to assess those risks and take precautions to ensure that all risks are reduced to the minimum. All staff should use the online Evolve Visit Planning Tool using their login provided by the EVC <https://evolve.edufocus.co.uk/evco6/index.asp>

In January 2012 the DfE published new advice and guidance relating to school visits which replaced HASPEV. This does not change the WSCC recommended practice for maintained schools. The WSCC regulations and notes of guidance for off-site activities (2007 and updates published on Evolve) remain the operating procedures for all maintained schools and must be adhered to.

Off-Site Activities

Staff who are planning any off-site visit should consult the WSCC Regulations and Notes of Guidance for Off Site Activities (White File and online at Evolve) – two copies are kept in the office. There are also Risk Assessments saved on Central Resources/EVC.

Teachers who are planning off-site activities should use the Planning Checklist for Off-Site Activities and complete the online Evolve form and attach all relevant documentation. Residential and overseas visit forms should be completed 6 weeks in advance of the trip and local non-residential visits should be submitted 2 weeks in advance of the trip. This allows time for all relevant checks to be made and any revisions to be implemented.

Permission

Before any off-site visit is planned permission must be sought from either the Headteacher, the Governing Body or the LEA. If the visit is residential, a hazardous pursuit or abroad, the approval of the governing body must be sought and recorded in the minutes. Prior clearance for these three categories must be obtained from the LEA.

The Governing Body may delegate to the headteacher the authority to approve all other visits.

Off-Site Visits

All involved in the planning, organisation and approval of off-site visits should recognise the risks involved. The safety of all participants will be maximised if due attention is paid to planning, preparation and supervision.

1. Ensure there is one party leader and all are aware who the party leader is.
2. Project Leader (PL) should make a pre-visit to the site whenever possible and carry out a risk assessment (forms kept in office)
3. Check that insurance has been taken out when appropriate

The Emergency telephone number for the insurance company is Chartis (Lifeline Plus) on +44 (0)208 7628326

4. If trip is abroad PL must ensure that security arrangements are the same as we would expect in the UK. PL or accompanying adult should be fluent in the language of the country and know appropriate Consular telephone numbers.
5. The children to be grouped in small numbers prior to the trip, with a DBS checked adult to supervise each group (maximum 10-15 children per group for years 4, 5, 6; 6 to 1 adult for Reception, years 1, 2, 3 – these are minimum requirements, adjustments should be made linked to the Risk Assessments, pupil cohort and any identified needs of the children).
6. The adults should know which children are in their group, and the children should know who their group leader is. CRBs in place and checked.
7. Each adult should have a reasonable prior knowledge of the children including any special educational needs, medical needs or disabilities.
8. Each adult should regularly check that his or her entire group is present.
9. Each adult should have a clear plan of the activity to be undertaken and its educational objectives.
10. The PL should not have a group.
11. One helper to be a first aider.
12. All adult helpers to be briefed before the visit so all are aware of their role and responsibilities. School staff to know what to do in an emergency.
13. PL to have a list of all children and adults taking part in the visit.
14. PL and staff to take mobile phones wherever possible and ensure mobile phone numbers are given to office staff and to each other to ensure contact can be maintained throughout the day. School mobile phone should be taken on each trip, where possible - 07833 7759 48
15. PL and staff to carry emergency cards with details of school number, emergency contact number (for out of school hours) and WSCC emergency number.
16. PL to ensure first aid pack is taken on the visit and that any medication needed for children, eg. Epipens, is taken off-site and returned to the office cupboard on the return to school.
17. If you are taking a small number of children out please write their names, your contact details and a contact number in the book kept in the office.
18. Ensure the office has a detailed itinerary and contact details

Travel

When travelling by coach or bus the party leader should ensure that:

- the vehicle has seat belts fitted and that all children and adults wear them;
- there is adequate supervision at all times when travelling;
- adults are seated amongst the children, with at least one at the back (next to the emergency exit), one at the front and others in between;
- children are supervised when boarding and leaving the vehicle;
- headcounts are carried out when the group is getting off or on to a vehicle;
- when leaving the vehicle all children stand on the pavement near to the inside of the pavement and be counted before moving off;
- teachers and adult supervisors are vigilant at all times.
- when children are travelling in a car the appropriate booster seat must be used.

Party leaders must check number of children in each group at frequent intervals throughout the day (wearing of uniform makes the identification of HT children easier in a public place.) Consider very carefully the use of name labels for children as this can present a potential 'stranger danger' risk.

In the Street

1. When walking along pavements children should walk on the inside, and adults on the outside.
2. Staff should ensure all cross the roads at recognised crossings wherever possible. If no recognised crossing is available the children should cross in groups, lining up on the edge of the pavement and crossing together when the staff member gives a signal indicating it is safe to do so.

PL to inform the school if there is likely to be any delay in returning to school, due to traffic for example. The headteacher to be informed when the party arrives at their venue and when they arrive back at school.

PL and staff on trip should meet for debriefing as soon as possible after the visit and note any comments for future visits to the venue.

Residential Visits – (see White Folder section A7)

Party leaders should ensure that:

- the group's immediate accommodation is exclusively for the group's use;
- teachers and adults (of both genders where appropriate) have sleeping accommodation on the same floor immediately adjacent to the children's accommodation;
- there is a teacher present on that floor whenever the children are there;
- child protection arrangements are in place to protect both children and staff;
- when the hotel/hostel is not staffed 24/7 security arrangements should be in force to stop unauthorised visits, eg. external doors should be made secure against intrusion, and windows should be closed to prevent intrusion;
- staff and children know the emergency procedures/ escape routes in the event of a fire. If windows and doors are locked against intrusion at night party leaders should ensure that alternative escape routes are known and that all fire doors function properly.
- no alcohol should be consumed by staff on a trip

What to do in an Emergency – see Emergency Plan

MAJOR EMERGENCIES

A major emergency is when a child, staff member or voluntary assistant has suffered life-threatening injuries or fatality or is in peril during the course of their work. This may be on site or off site.

If it is a major emergency the following procedures **must** be followed:-

- i) Ensure that injured young people are accompanied to hospital (preferably by an adult they know).
- ii) Ensure that the rest of the group is adequately supervised and has understood what has happened and the implications for the rest of the programme.
- iii) It is probable that both staff and students will be in a state of shock, therefore:-
 - remove remainder of group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media.
 - if necessary request the police to assist.
 - Calm and comfort young persons and arrange for their evacuation.
- iv) Restrict use of telephones (e.g.: mobile telephones carried by young people) until the leader has made contact with the Emergency Contact and/or the Headteacher.

SCHOOL ACTION

CONTROL OF INFORMATION AND COMMUNICATION

The Headteacher should alert:-

WSCC Emergency and Resilience Team: 033 022 22400

WSCC Fire & Rescue Service: 01243 786211

WSCC main number: 01243 777100

Nobody on the trip should speak to the press.

Contact with relatives should be made by the Headteacher

The Headteacher should act as the ongoing point of contact with the media. This will involve close liaison with the WSCC. The PL should prepare a written statement to be given to the Headteacher.

The names of participants injured MUST NOT be released.

The leader(s) should prepare a written report of the accident/emergency at the earliest opportunity and while events are readily recalled. Note the names, addresses and telephone numbers of any independent witnesses. Caution is required in the preparation of any statement as legal proceedings may follow an accident (e.g. against a coach company, travel operator, hotel, leader of supervisor of the group etc.)

ACTION:

1. PL contacts:
 - Emergency contact or Headteacher
2. Headteacher or emergency contact contacts:
 - WSCC Emergency and Resilience Team: 033 022 22400
 - WSCC Fire & Rescue Service: 01243 786211
 - News Manager 033 022 24520
3. WSCC will:
 - co-ordinate responses
 - liaise with departments & agencies
 - form/deploy – core support group/travelling team & area support team

Off-Site Emergencies

Phone Holy Trinity School 01444 454295 (8am – 6pm weekdays)

Emergency contact (at other times): 01444 411738

Or Fire Control 01243 786211 (Major emergencies only)

Emergency contact:

Jo Munn (EVC and HT) 01444 454295 (school)

WSCC 01243 777100

Premises Officer

Chair of Governors

Reviewed by SMT Jan 10

Reviewed by S and C June 10

Updated Oct 2011

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SUMMARY OF APPROVAL PROCEDURE



