



# Newport Infant School

## Educational Visits Policy

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Policy Lead	Chris Pierce
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## Introduction

At Newport Infant School we offer a broad and balanced curriculum which is centred around first hand experiences and meaningful contexts for our pupils. As part of this offer, we plan a range of visits off school site which support our learning and enhance the engagement and interest of our pupils, developing memorable experiences which deepen learning.

This document is designed to support staff in ensuring that they have planned sufficiently for any visit off school site and that they have ensured that they are fully compliant with all of the following:

- The law
- insurance
- health and safety requirements
- LEA policy
- parental permission

## Roles and Responsibilities

It is the over-arching responsibility of the Headteacher and the Governing Body to ensure that all off-site activities are compliant with the agreed policy and that that they have been conducted in line with best practice by competent staff.

All visits must be planned by Class teachers who know the pupils who are attending the visit and the educational reasons behind the visit. It is desirable that at least one of these members of staff has had the Educational Leads training.

All visits must be agreed by the Headteacher (Educational Visits Coordinator) prior to the event taking place. Failure to provide the necessary planning paperwork and risk assessments within the agreed time frame will result in the visit being cancelled. In the event of the Headteacher not being available the Senior Administrator (also EVC trained) will complete the safety audit to validate the visit.

## Planning the visit

Prior to booking any visit staff must have been to the venue for themselves to ensure that they have identified all of the hazards present and its suitability

for the age of children attending including any inclusion issues. Staff must also assure themselves that it meets the educational criteria which justify the visit.

Having selected the venue and made a provisional booking, staff leading the visit must then complete the following:

- A) a full risk assessment - available in the Educational Visit folder on the Staff drive
- B) gain approval from the Educational Visits Coordinator
- C) Complete a visit form requesting the price to be charged, coach requirements, staff requirements, preferred dates - available in the Educational Visit Folder on the Staff drive

Staff need to consider the following when planning a visit off site

- Does it have a sound educational purpose in line with school policy and ethos and will it significantly enhance the learning/well-being of the pupils?
- Is it suitable for the pupils who are attending - inclusion, activities planned?
- What will the price be for parents/carers and what else have they paid for in the same term?
- Do you have time to communicate with parents/get parent help if necessary?
- Does it meet the individual needs of the pupils attending - medical conditions, SEND, behaviour issues?
- What additional support will you need for the visit?
- What are the foreseeable emergencies that could arise during the visit and have you planned for these?

### Risk management and risk benefit

All risk assessments must be written for the activity taking place. Generic risk assessments for coaches and repeated activities may be used as the basis of an assessment but must be personalised for the needs of the specific pupils attending.

All visits must be completed on the agreed Risk Assessment form which is available in the Educational Visit folder on the staff drive

When completing Risk Assessments staff must consider the five steps to risk assessment published by the DfES:

Which permanent hazards might the group face?

Who is at risk?

How high is the risk and what would be its outcome?

How will you factor the risk into your planning?

How would you propose to react to it?

The idea is that risks are kept low and as many eventualities are considered.

Many school visit locations will offer you their own risk assessments which you can use to add to the school one as they will identify the specific risk and measures for their venue.

All risk assessments must be agreed by the EVC and given to the Senior Administrator to be stored on the correct drive on the network as well as being included in the visit paperwork.

Ideally all teaching staff will have had Educational Visit Lead training but if this is not the case, unqualified staff will be supervised and supported by staff with the necessary training. Groupings on the visit will reflect the level of expertise with new/less-experienced staff partnering more experienced staff.

### Insurance

The school is insured for all visits but it is important to ensure that the visit that you are planning is compliant with the provisions of the policy. This can be discussed with the Senior Administrator at the time of planning the visit.

### Venues and providers

Staff must verify the quality of the venue or provider that they have selected. This may be through a recce visit prior to the trip, by checking the provider's website for relevant qualifications and recommendations. It is the duty of staff to assess the capacity of the provider to offer the expected level of educational input and make a judgement about the staffing required to enable the activity to take place safely.

### Ratios and volunteers

Staff planning a visit should consider the risks and hazards present at the venue when deciding upon the required ratio of adults to take on a trip.

If the visit involves the pupils walking on busy roads the ratios should be as follows:

Year 1 and 2 a ratio of 1:4

Reception a ratio of 1:2

Staff should make a judgement about which pupils may require 1:1 and additional measures such as push chairs or wrist straps, hi viz vests.

Where parents are asked to volunteer to come on a trip, they must receive a briefing from a member of staff where the risk assessment is shared and any other relevant information about the aims and plan for the day. Adults who have a Newport Infant School DBS can work with pupils unaccompanied, all other volunteers must work under the supervision of staff from school including going to the toilets.

#### Communicating with parents

Parents must receive notice of the visit in writing allowing time for them to respond and give their permission and make their financial contribution.

Parents/Carers sign a permission slip to allow pupils to make short journeys into town when their child starts school but it is still important to inform them that the child will be off site that day.

Where a trip requires lunch or special clothing, this too must be itemised on the letter/ParentMail home. All pupils will have a packed lunch prepared by school unless parents/carers indicate otherwise. If the trip extends beyond the end of the school day, this must be identified on the letter with explicit instructions about collection upon return.

#### Emergency procedures and incident reporting

The educational visit lead must take the school paperwork for the visit with them on the trip and have a charged mobile phone to use in emergencies. Class teachers are responsible for signing out asthma inhalers and placing them in the yellow bags to be taken. Epipens are to be taken from classrooms in yellow bags and carried by the child or a member of staff who will be with the child throughout the visit.

Where a parent/carer decides to take their child to the location of a visit in their own car, they are responsible for their child until the visit leads arrive on the site. Epipens and inhalers from school will arrive with the visit lead and parents/carers are responsible for the well-being of their own child until that person arrives at the site.

#### Overnight visits/residential visit

Any residential visit planned must be through a trusted provider which has been verified by the EVC. The EVC and/or staff who will attend the residential must visit the location prior to the event.

Parents should be given plenty of notice for such a visit so that they have time to come and ask questions and pay the fee in instalments if they wish.

The EVC and Senior Administrator must complete all of the necessary paperwork for the local authority as well as liaising with the providers of the visit to ensure that all risk assessments for activities and down time have been completed. Staff must consider the safety of the site for the age of pupils attending and they must know the emergency procedures for the site. All allergies must have been discussed with the provider prior to the visit to ensure that they can accommodate the needs of the pupils attending and where necessary, parents may contact the provider direct to ensure that there is no risk to a pupil's safety through mis-communication. Pupils are not permitted to take any food in their belongings for everyone's safety.

Emergency contact numbers for parents/carers are to be taken on the visit and to be available at all times. There will be an identified person to have a second set of emergency contacts for the duration of the visit who will remain at home/school.

If a child has sickness and diarrhoea during the visit, their parent/carer will be asked to come and collect them at the earliest opportunity.

#### Inclusion

The inclusive offer at Newport Infant School extends to educational visits. There is a presumption that all pupils are entitled to participate and a recognition that there may need to be reasonable adaptation or modification. Where possible, all pupils will participate in everything that is offered in school. Alternative transport may be arranged if necessary, parents/carers may be

asked to accompany day trips or provide buggies/pushchairs to support mobility. Staff will always endeavour to be equipped with the appropriate skills and knowledge to enable a child to participate in a visit off site. Where this is not possible and the parent/carers cannot help, school will endeavour to find someone with the correct knowledge base and correct DBS to accompany us on the visit.

Parents are not invited to attend residential trips but, if a child is unable to stay the night due to their additional needs, they can be collected from the site in the evening and returned in the morning.

### Finance

It is school's policy to charge parents for most visits which take place. The amount charged is based on the cost of any coaches, access to the venue and insurance for the trip. School does not seek to make a profit out of any school trip and always seeks the most cost-effective but safe option.

Parents are asked to make a contribution towards the trip with a suggested amount put on the letter. If a trip takes place within the school day, all children attend the trip regardless of whether they pay or not. However, if insufficient funds are received to cover the cost of the trip it may jeopardise future trips during that year. Pupils who receive PPG funding are given support with payment for trips if they ask for it and this includes the residential in Year 2. Dependent upon how the child's PPG budget has been used, they may be asked to make a small contribution.

For visits outside of school time and residential trips, payment is required in order for a child to take part. Support is given, as listed above, to pupils who receive PPG funding. School tries to support all families in funding residential trips if their child wishes to take part by allowing flexible payment by instalments.

### Behaviour

School expects outstanding behaviour from pupils, staff and volunteers during an educational visit. Pupils are briefed before they leave, advised of any hazards and particular rules for the day.

Staff and volunteers are also briefed by the visit lead or nominated adult and taken through the risk assessment.



Any pupil who does not conform to expected behaviours may be moved to a 1:1 situation with an adult for their own safety and in so doing they may miss out on some activities planned for the day.

On residential visits persistent negative behaviour may result in parents/carers being called to take the child home. In such cases there is no refund for the trip.