

Weston Turville CE School

To pursue wisdom within a Christian Ethos

Educational Visits Policy

Co-ordinator	Ms K Brooks
Policy produced by	Ms K Brooks
Policy agreed	Autumn 2016
Due for review	Autumn 2020

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Weston Turville CE School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. I.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Weston Turville CE School:

1. Adopts the Local Authority's (LA) document: '**Bucks Requirements and Guidance**' in Evolve resources (All staff have access to this via EVOLVE.)
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

1. **Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day. (Enrichment)**
These follow the 'School Learning Area' Operating Procedure (Appendix 1).
2. **Other non-residential visits within the UK that do not involve an adventurous activity.**

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval, unless the EVC is the Head.

3. Visits that are overseas, residential, or involve an adventurous activity.

As above, but the Head authorises and then submits to the LA for approval.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for filling in a visit approval form. They should obtain outline permission for a visit from the Head or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) is the headteacher (and the deputy headteacher in her absence) who will support, mentor and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will enter final visit plans on EVOLVE before approving and submitting them to the governor responsible for school visits. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. The governor responsible for visits approves them and evaluates them for the Governors' Pupil Development Committee. Individual governors may request 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Visit Approval Procedure

Staff organising a trip should fill out an initial approval form (see Appendix 3). The EVC inputs this onto the EVOLVE system and uploads the necessary supporting documents. The headteacher reviews the form and the documents and approves the trip or asks for additional information where necessary. All documentation is then printed and sent to the governor responsible for school visits for approval. The whole pack, along with the emergency procedures is given to the visit organiser to take along on the trip.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is ready to be a visit leader, the Head will take into account the following factors:

- Relevant experience.
- Previous relevant training.

- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Pupil: Adult Ratios

The school follows the government guidance on the numbers of adults required to accompany pupils on visits. Please see Appendix 4.

Risk Assessments and Event Specific Plan

This is, at its simplest, the careful examination of what could cause harm during the visit and judging whether precautions have been taken, or more should be done. For more significant hazards the law requires that assessments must be recorded and reviewed.

Generic Risk Assessments

These apply to specific activities that occur frequently – i.e. walking to the church, coach journeys. The school has a bank of these and the Local Authority has additional ones available via Schoolsweb.

Group and site specific Risk Assessments

A visit to a venue may reveal aspects that are a potential cause of harm or injury to the group. On-site risks should be assessed by the visit leader and recorded on the appropriate form. Some locations, such as museums, produce their own risk assessments, and a copy of these is kept by the visit leader.

The school uses Woodrow High House and CRS Adventures for residential visits. The Centres produce risk assessments for the components of each trip organised by the Centres. Usually the school staff need produce no further risk assessments of these components.

Event Specific Plan

This is a document where the visit leader can record specific risks for a trip for individual pupils or groups of pupils and is a required document for the EVOLVE system. Please see Appendix 5 for an example.

On-going risk assessments

These are judgements made during the visit and should be adjustments made because of unexpected circumstances such as changes in the weather or to 'fine tune' or improve the current plan. Usually these are not recorded.

Risk Management

This is the outcome of risk assessment – the procedure that needs to be known to minimise the risk. It is important to identify who needs to know how the risk is to be managed to be fully effective.

Parents need to agree to their children taking part in the programme. They must be told of all the activities their children will be involved in, how significant aspects of safety will be managed and the levels of acceptable risk that pupils will be expected to manage themselves.

The staff team needs to know their specific roles, duties and responsibilities in general and for specific groups at given times. They need to know when and to whom responsibility is passed for specific activities where higher levels of technical expertise are required.

The participants need to be told what responsibilities are expected of them for their own safety and welfare.

Managers – the Headteacher, the Governors and LA need to know that risks have been assessed and that leaders have the training, qualifications and experience to manage them competently.

Emergency procedures

The school has an emergency plan in place to deal with a serious incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school obtains blanket consent for certain other routine activities, e.g. after school fixtures, visits to the church for services, sports in the recreation ground, surveys on School Approach etc. when the children are admitted into the school.

Specific (i.e. one-off) parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents, so that consent is given on a 'fully informed' basis. Parents have the option of consenting and making voluntary contributions online or through a traditional paper consent form.

There is also a school medical consent form for pupils with medical conditions and a form for parents giving permission for the administration of non-prescription medicines on residential visits. Residential centres also require their own consent/medical forms.

Inclusion

All children are welcome on all school trips and the school will make the necessary arrangements to ensure they are safe to do so, depending on their needs.

Behaviour

The schools' Behaviour Policy provides guidance concerning the appropriate behaviour expected of children at all times. Where a child's behaviour gives sufficient cause for concern prior to a trip the child may be withdrawn, but should still attend school. Parents should be refunded any monies they have paid for the trip. Where a child's behaviour gives sufficient cause for concern during a trip, especially residential visits, the child is to be withdrawn. Parents should not be refunded any monies, and are responsible for collecting

their child at the earliest opportunity. Expenses incurred by parents in collecting their child will not be reimbursed. This should be made explicit to parents before they commit to the trip.

We do not reimburse any parental contributions when a child does not attend through illness unless additional insurance has been taken out – normally residential visits.

Where a pupil has proven special behavioural needs they will be supported by an adult as long as this enables the child and other children to take part safely.

Charging / funding for visits

Essentially nearly all trips are funded through voluntary parental contributions, apart from the board and lodging elements of residential visits. No child is barred from a trip due to non-contribution but parents are warned that a trip may not take place if there are not enough funds. Please see the Charging and Remissions policy for more detail.

Transport

Transport for trips is usually by coach. For sporting fixtures parents arrange transport between them.

Insurance

The school uses Bucks County Council's 'Groupama' school journey insurance.

Appendix 1 – School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- do not require parental consent
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).
- do not need to be recorded on EVOLVE if these are ad-hoc activities.

Boundaries

The school learning area includes, but is not limited to, the following frequently used venues:

- the recreation ground
- the local park
- School Approach

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- The Head or Deputy must give verbal approval before a group leaves.
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school, and a synopsis is in the School Prospectus.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- Staff take a mobile phone with each group and the office have a note of the numbers.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles)

Appendix 2 – Emergency Procedure

Visit leaders take a leaflet containing the school's emergency procedures on each visit.

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area, the visit leader will carry an Emergency Card
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Appendix 3 (next page)

Weston Turville School Visit Request for Approval Sheet		
Destination		
Risk assessments attached (titles)		
Class(es)		
Number of children	Boys	Girls
Date of visit		
Educational objectives		
Letter to parents attached (and location on computer)		
Group Leader (inc contact number on trip)		
Deputy Leader (inc contact number on trip)		
Other adult supervisors		
Coach company		
Approx. departure time		
Approx. time of return		
Volunteer driver forms complete	Y	N/A
1. Coach cost		
2. Admission costs	X	
3. Insurance (to be included on all distant and residential trips)		
4. Contingency (to be included for all trips)		
5. Additional costs		
6. TOTAL (1-5)		
7. Cost per pupil		
8. Total income		
Approved (Head)		
Approved (Appointed Governor)		

Appendix 4

Minimum Ratios on School Visits						
Risk assessments would have to justify why only the minimum ratios should apply						
Reception and younger						
Number of Pupils	1 –6	7 –12	13-18	19-24	25-30	31-36
Distant visits	1 teacher and 1 adult	1 teacher and 1 adult	1 teacher and 2 adults	1 teacher and 3 adults	1 teacher and 4 adults	2 teachers and 4 adults

Minimum Ratios on School Visits						
Risk assessments would have to justify why only the minimum ratios should apply						
Primary						
Number of Pupils	>20	21-30	31- 40	41-50	51-60	61-70
Distant visits	1 teacher and 1 adult	1 teacher and 1 adult	1 teacher and 1 adult	2 teachers and 1 adults	2 teacher and 2 adults	2 teachers and 2 adults
Residential	1 teacher and 1 adult	2 teachers	2 teachers and 1 adult	3 teachers and 1 adult if more than 45 pupils	3 teachers and 1 adult	4 teachers and 1 adult

Appendix 5

EVENT SPECIFIC PLAN

(This form must be completed by the Visit Leader and all accompanying staff informed of the plan)

VISIT TO: Oxford Botanic Garden

DATE OF VISIT: 17/6/2016

VISIT LEADER: Sally Lucas

ACTIVITY: Science – plant life cycle, and rainforests

SIGNIFICANT ISSUE	HOW TO MANAGE IT	WHO TO BE INFORMED		
		Parents	Staff	Pupils
Child may have an allergic reaction to nuts	Medication to be carried by the member of staff responsible for the child's group. Medication to be administered if necessary. If reaction becomes worse emergency services to be informed. Leader to carry mobile phone and appropriate contact numbers. Children will be informed that they may not have nuts in their packed lunches.		*	*
Hay fever sufferers may become distressed	Children to take medication before trip. Leader to carry mobile phone and appropriate contact numbers.	*	*	*
Child with unpredictable behaviour outside of the school environment due to learning difficulties.	Child will be grouped with her LSA, and the schedule of the day will be shared with all children to avoid distress.		*	*

Emergency Procedures

This section describes the actions to be taken in the event of a grave emergency which would normally be regarded as any incident that involves serious injury or fatality or which is likely to attract media attention.

Lower level emergencies such as less serious injury, serious misbehaviour or transport problems will normally be dealt with by the Group leader in consultation with the School Contact and/or Headteacher. Where appropriate the necessary Accident/Incident reports must be completed. Copies of this section should be held by Group leaders, School Contacts and headteachers.

School Contacts

Prior to all visits, all involved must be fully aware of the arrangements to be put in place should an emergency arise. As part of the planning and preparation for all visits an emergency school contact should be identified. For Residential and Overseas visits and those involving adventurous activities, schools are required to identify two School Contacts whose details should be provided to the LA through the Evolve system. In other cases where visits occur outside school hours a school contact may be considered advisable. The school contact should normally be a senior member of staff and be contactable quickly and easily.

School	01296 613436
School Mobile	07546 578560
Karen Brooks	01296 330415
Mobile	07761 912811
Liz Hoodless	01844 342462
Mobile	07813 508332
Lynda Butcher	01296 431321
Mobile	07740 708798
Lynne Mercer	01296 292182
Mobile	07540 542459

The school contact's responsibilities should include the following:

- To be available to be contacted by LA officers following the initiation of the Grave Emergency Procedure by the Group leader
- To act as a link between the LA and the school immediately following an emergency incident and until such time as alternative arrangements are agreed and established e.g. Incident Control Centre set up at County Hall
- For a residential visit to hold details (names, next of kin, contact numbers etc) of group
- Following liaison with the Headteacher (where possible) be ready to join the County Incident Team at County Hall
- In a grave emergency where the Group leader has contacted the School Contact direct, to initiate the Grave Emergency procedure as set out under "Actions to be Taken by Group leader"
- Depending on the circumstances and following discussions with the LA and, where possible, the Headteacher or other senior school staff, to communicate with parents/guardians when a party member is involved in an accident or taken ill or hospitalised. (This is a less traumatic and more reassuring way of notifying the parents rather than the Group leader trying to contact the parents/guardians from a remote situation)
- Arrangements in the event of staff/adult injury or illness and possible need for a replacement
- As appropriate to initiate communications with parents/guardians (e.g. cascade arrangements)

Action by the Group leader

This section provides detailed guidance. A check list which summarises the main points to be used in an emergency is included after this section.

Immediately following the incident the Group leader should ensure that they have accounted for all party members and delegate a responsible adult to take care of the uninjured members of the party and to protect them from the media. It is important not to allow any member of the party to use a telephone until advised that it is in order for them to do so.

Assume immediate authority for activating the emergency procedures by calling the County Grave Emergency number which is operated through the Buckinghamshire Fire and Rescue Service and is available 24 hrs a day, 365 days a year.

The telephone number is **01183 589332**.

(Please remember, when outside the UK, to include the international dialling code i.e. 0044 (0) 1296 395959.) Calls to this (ex-directory) number go straight through to the Control Room and all conversations are recorded. If you cannot get through on this number try the main switchboard number **01296 424666** and ask for the Control Room.

When through, ask the Control Room operator to page the Duty Emergency Planning Officer. Give the operator the following information:-

- your telephone number
- your name
- the name of your school

Please ensure you leave this information before any further discussion takes place, in case you are cut off.

These details will then be passed to the duty Emergency Planning Officer within a few minutes, who will then arrange for a senior education officer to call you back. Depending on the severity of the incident the emergency planning officer may call you to reassure you that your initial call is being acted upon.

If you have no response from anyone to your initial call after 30 minutes please call again. If this form of communication appears to have failed then, as a last resort, please contact Thames Valley Police Headquarters and explain the position. The telephone number is **01865 846000**

When the Education Officer calls you back please be prepared to provide the following information:

- reconfirm your name and name of your school
- your location
- some indication of the type of emergency
- type of assistance required
- how many in party

In order that you can be contactable at all times and to enable you to lead and co-ordinate all necessary actions you should delegate party leadership to the deputy leader.

Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Maintain a detailed written log of all action taken and conversations held.

You should not make any public statements about the incident without prior approval of the County's Incident Control Team.

Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police.
- Begin to make appropriate arrangements for those not injured to return home immediately.
- Arrange to visit the injured in hospital and to obtain the necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays.
- Obtain receipts for all expenditure connected with the incident.

Action by Buckinghamshire County Council

On being notified of a grave emergency an Incident Support Team is brought into action to support the party, the school and parents. There are teams of senior officers briefed for this role to provide continuous support from the moment the emergency alert occurs. The team would operate from County Hall and the headteacher or a senior member of staff would be asked to join the Team immediately.

The Incident Support Team will form a continuous link with the affected party, and depending on the level of emergency, send a senior officer to the incident location. It will direct all actions, provide links with the media, rescue agencies, tour operators, insurance companies etc. As appropriate it would arrange for the return of the party or arrange transport for parents to the location where pupils were unable to travel home soon after incident.

Depending on the circumstances, a Home Support Team might be established, involving the headteacher and/or other senior staff, possible on the school premises or an Area office, to provide a contact point for information exchange and support for all families.

The Communications Team would give accurate and periodic information through press releases and arrange necessary interviews, and try to reduce the media pressure from the incident, the school and parents.

Support and counselling would be arranged for families, pupils and staff.

Check List - Group leader Emergency Actions

Immediately following the incident:

1. Ensure safety and account for all party members
2. Delegate a responsible adult (Deputy Party Leader) to take care of the uninjured members of the party and to protect them from the media.
3. **No one** (except Party Leader) to phone **anyone**
4. Call the County Grave Emergency number which is **01183 589332**.

If you cannot get through on this number try the main switchboard number **01296 424666** and ask for the Control Room.

5. Ask the Control Room operator to page **the Duty Emergency Planning Officer**. Give the operator the following information:-

- your telephone number
- your name
- the name of your school

Please ensure you leave this information before any further discussion takes place, in case you are cut off.

6. These details will then be passed to the duty Emergency Planning Officer and a senior education officer to call you back. If you have no response from anyone to your initial call after 30 minutes please call again. As a last resort, please contact Thames Valley Police Headquarters and explain the position. The telephone number is **01865 846000**

7. When the Education Officer calls you back be prepared to provide the following information:

- reconfirm your name and name of your school
- your location
- some indication of the type of emergency
- type of assistance required
- how many in party

8. Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Maintain a detailed written log of all action taken and conversations held.

9. Do not make any public statements about the incident without prior approval of the County's Incident Control Team.

10. Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police.
- Begin to make appropriate arrangements for those not injured to return home immediately. (or delegate to Deputy Leader)
- Arrange to visit the injured in hospital and to obtain the necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays. (or delegate to Deputy Leader)

11. Obtain receipts for all expenditure connected with the incident.