



Tennyson Road Infant School

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www.tennysonroadinfants.org.uk

EDUCATIONAL VISITS POLICY

Safeguarding our children is our priority. All concerns must be reported to our Designated Safeguarding leads: Miss Hall and Mrs Hilbourne.

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1. AIMS

It is our aim at Tennyson Road Infant School to offer children a rich, broad and balanced curriculum. We believe that the curriculum can be enhanced through the provision of educational visits to a variety of places. Over the school year we will endeavour to ensure that every class will be involved in educational visits to support the curriculum at least once a year. All the staff at Tennyson Road will follow the guidance for organising educational visits Policy for Management of Learning Outside the Classroom (Guidance to Employees.) This document contains advice and procedures for Northamptonshire schools.

This purpose of this policy is to clarify details and give further guidance to staff and governors.

Tennyson Road Infant School has formally adopted the Northamptonshire/Learning outside the classroom (LOtC) Employer Guidance. (see <http://oeapeq.info/> for information).

Day to day information concerning out of school visits can be found on the following website.

www.northamptonshire.gov.uk/evc

Our priority is to ensure wherever possible that all visits will be **'safe, educational and enjoyable'**.

The following generic rules will always apply:

- No child will be allowed on an external trip without parental consent.
- When coaches are used to transport pupils only reputable companies will be employed and coaches will have seatbelts.
- When public transport is used it will be arranged according to guidelines and procedures.
- Someone who has a working knowledge of first aid will accompany all visits and an appropriate first aid kit will be carried with any required medication.
- Children whose behaviour could jeopardise the safety of the other pupils will be excluded from any educational visit by the Head teacher. Parents or carers will be fully consulted in these circumstances.

The following should take place as a matter of course.

- The teacher in charge will complete a preliminary visit where possible, before the trip is undertaken, appropriate risk assessments carried out and documentation completed. If unable to undertake a preliminary visit then a risk assessment should be obtained.
- All offsite activities must serve an educational purpose which must be clearly stated on the initial planning sheet.

Permission must be sought from the Head teacher before any educational visit is organised and where, details in writing (documentation related to visit) must be submitted

RISK ASSESSMENTS MUST BE CARRIED OUT FOR ALL TRIPS, EVEN A WALK IN THE LOCAL VICINITY

2. RISK ASSESSMENTS

- Risk assessments should be comprehensive but reasonable and proportionate.
- They must be used by all leaders as a visit/lesson plan.
- They must cover all aspects of the visit.
- They should identify possible hazards and provide satisfactory provision procedures.
- It must be a document which could withstand critical examination.
- It will be loaded on to the EVOLVE system

There will be a teacher nominated as *Teacher in Charge or Party Leader* of the trip. Students and NQTs cannot act as Party Leader but can organise it under supervision.

- Parents will be given as much notice as possible before a trip is undertaken to allow them an opportunity to budget for it.
- Completed consents must be obtained from parents for any Educational Visit. If money is required the phrase *voluntary contribution* must be included in the letter.
- A decision will be made regarding the financial viability of a visit. The Governing Body will underwrite the loss where parents are unable to pay the full amount due to financial constraints (e.g. low income & more than one family member attending the trip, the children of families on Income Support). This ensures that parents who have made the voluntary contribution are not paying a subsidy for those who are unable to do so.

3. RATIO

There is no official ratio, however we endeavour to ensure that the ratio of child to adult is at an appropriate level according to the visit taking place.

Foundation Stage – 1 adult to 5 children (max)

KS1 – 1 adult to 8 children (max)

- There should be a minimum of 1 teacher on any trip and 2 teachers for extended day visits (over 30 miles). The remaining adults to reach the required number should be classroom support staff and parents/friends of the school. A list of all helpers and pupils should be left in the school office. Each helper should also fill in a form giving details of next of kin contact numbers before the start of each trip.
- School uniform should be worn when practical.

Approval **MUST** be obtained from the Education Department via the Off-site and Outdoor Advisory Service and the Governing body for the following:

- Trips that will last more than 24 hours
- Trips that involve either an overnight stay, or a journey by Air or Sea.

The appropriate forms and risk assessments must be completed and given to the EVO at least 48 hours before the intended visit. (Preferably earlier if the visit is not within the local vicinity). Where approval was sought, copies must be submitted to LA Off-site Advisory Service (eVisit) a minimum of 4 weeks before the visit.

- The leader of an extended visit will liaise with the Head teacher/Chair of Governors concerning and potentially hazardous activities and ensure that the necessary paperwork is completed.
- There should be 'Plan B' in place for alternatives if events do not turn out as arranged.
- Fully charged mobile telephones should be carried at all times. Where travelling by coach/public transport/car a mobile should be carried in each vehicle. Pupils should not be allowed to carry mobile telephones.
- Parents will always be notified of any trips that are due to take place outside of the normal school hours. Should any parent not have received official notification from the school or should they have any queries regarding a trip, they should contact the school immediately.
- It is desirable that at least one member of the party should have knowledge of first aid if not a qualification. A first aid kit must always be carried.
- Each group leader will be responsible for any medicines required by children in their group e.g., inhalers, EpiPen etc.
- Should an emergency arise the normal school procedures should be followed. If a child needs to go to hospital an adult (member of school staff) should accompany them.
- A critical incident plan should be carried with each First Aid pack with details of who to call in an emergency
- Every effort will be made by the school to contact the child's parents; however in an emergency situation the school has duty of care over the child and can make medical decisions. In such a case the safety of the rest of the children must not be compromised through a reduced number of supervising adults. Therefore the group leader, after discussion with the school, needs to make the decision whether or not to terminate the visit.
- An estimated time of return should be submitted to those concerned e.g., parents, staff.
- Swimming – a qualified lifeguard must always be on duty. At no time must sea, lake or river swimming be allowed. Supervised paddling at the sea edge is allowed up to ankle height.

- Accompanying school staff must have an disclosure check by the Criminal Records Bureau. Other adult helpers should have had a police check and should not be expected to supervise children alone.
- **Children with medical conditions (diabetes, epilepsy, heart conditions, severe allergies) should be named on the risk assessment and where necessary should have their own risk assessment.**
- All adult helpers should be given an information sheet, have read the risk assessment about the visit and been briefed, before the visit takes place.
- Procedures should be in place before the visit to deal with an emergency should it arise.

4. PARTY LEADER RESPONSIBILITIES

- It is the Party Leader's responsibility to carry out 'on the spot' risk assessments and to act upon them if necessary (e.g. request a coach driver slowdown if tailgating/driving dangerously etc)
- It is the Party Leader's responsibility to speak to all the children in their care about expected behaviour, risks and safety.
- It is the Party Leader's responsibility, along with accompanying staff, to maintain good discipline during the trip.
- It is the Party Leader's responsibility. Along with accompanying staff, to ensure that pupils are supervised at all times during the visit.

5. HEADCOUNT

- At intervals throughout the day (on and off coaches, in and out of building etc) a headcount should be taken.
- Each group leader should have a list of the children in their group, and of the children in other groups. These should be checked regularly.

6. VEHICLES

- Coaches/minibuses must be fitted with seatbelts. An adult must always sit by the emergency door and main entrance/exit with the remaining interspersed throughout the vehicle.
- Where coaches/minibuses are used a first aid kit should be available in each vehicle.
- There should always be at least 2 adults in a minibus with the driver having no supervision requirement.
- Parents should be notified if children are to be transported in private vehicles.
- Any private vehicle must have fully comprehensive insurance cover. If the vehicle belongs to a member of staff, the insurance policy must include the appropriate business clause. Confirmation of insurance details must be provided before a private vehicle can be used. **All staff have business cover under the school insurance policy.**
- During school hours the school telephone will always be manned, after school hours a telephone will always be manned for emergencies and numbers given to the Party Leader. This will include the 24 hour emergency Off-sites Advisory telephone number.
- Any incident/accident or near incident/accident must be advised to the LA within 24 hours together with any action taken.

ALL TRIPS SHOULD BE REVIEWED AFTERWARDS TO HIGHLIGHT ANY UNIDENTIFIED RISKS

7. DUTY OF CARE

When teachers or others are responsible for the care, custody and control of children or others, they must 'take the same care that a reasonable, prudent and careful adult would take in the same circumstances'.

7.1 Implementing the Dufy of Care

In implementing this principle and interpreting the meaning of 'reasonable, prudent and careful', common sense should be applied. In doing so those involved should:

- Try to think as a parent would in similar circumstances;
- Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect and ultimately in a court of law;
- If there are any doubts the visit should not go ahead unless there is sufficient further advice to remove the doubt;

The duty of care applies to all who take responsibility for the children of others **but the law is likely to expect a higher standard of care from professionals and those who hold qualifications, because of their training.**

7.2 Outside Agencies

Where an activity involves an outside agency the party leader must take great care to ensure that the agency involved is competent and any establishment safe.

7.3 Educational Visits Coordinator

There will be nominated trained Educational Visits Coordinator (EVC) on the school staff (who is a senior member of staff) (Miss Hall, Mr O'Ceallaigh)

Their role will be:

- To attend all LA training for EVC's (every three years).
- To feedback current information to all staff and governors.
- To produce and update an Educational Visits Policy
- To ensure that LA guidance is readily assessable to all staff.
- To inform the LA of residential visits.

REVIEW AND UPDATE

Reviewed: January 2021

Signed by:

Head Teacher: Miss C Hall

Chair of Governors: Mr M Kendall

Review date: January 2022

Edited: May 2022