



**ODST**  
Oxford Diocesan  
Schools Trust

# Bampton CE Primary School and Nursery

*Learning together with Respect, Friendship and Perseverance*



## *School Vision Statement*

*We endeavour to enable all individuals in our school community to learn together, grow in respect, tolerance and understanding of the world in which we live and embrace Christian values, to be the best that we can be.*

<b>Title of Policy</b>	<b>Educational Visits Policy</b>
<b>Date Adopted by the Governing Body</b>	<b>March 2020</b>
<b>Review Date</b>	<b>March 2023</b>
<b>Signed by the Chair of Governors</b>	

## CONTEXT

*"Purposeful experiences in the outdoors can be a catalyst for powerful and memorable learning" Outdoor Learning.Org*

*"Educational Trips and Visits are particularly effective when young people engage in well planned and structured, first hand experiences in small groups, with opportunities to reflect and build upon those experiences." Source: Educational Trips and Visits, Health and Safety Guidance Notes, City of Salford (Revised 2003)*

It has long been acknowledged that pupils can derive a good deal of educational benefit from taking part in visits with their schools. In particular, they have the opportunity to undergo experiences not available in the classroom. Outdoor learning supports academic achievement, for example through fieldwork projects, as well as the development of 'soft' skills and social skills, particularly in hard to reach children. It can take place on school trips, on visits in the local community or in the school grounds. Outdoor Education gives depth to the curriculum and makes an important contribution to student's spiritual, physical, personal and social education. It underpins our curriculum which aims to educate the whole child to be the best they can be. An educational visit can therefore be seen as any aspect of a pupil's education that takes place off the main school site and should include visits to such places as parks, museums, galleries, theatres, swimming pools etc. as well as residential trips.

## INTRODUCTION

Off site visits are activities arranged by, or on behalf of the school and which take place outside of the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences and opportunities.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils and staff at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with Special Educational Needs and Disabilities. Visits usually take place within the school day.

## AIMS

The aims of our off site visits are to:

- Enhance curricular and recreational opportunities for our pupils;
- Provide a wider range of experiences for our pupils than could not be provided on the school site alone;
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with shorter excursions into the local area and beyond in the Early Years, and progress to a residential experience in Year 6.

## AUTHORISATION OF VISITS

The Head teacher will approve the appointment of a group leader to be responsible for the running of the activity. This will be a teacher employed at the school. The Head teacher is the school's Educational Visits Co-ordinator and is involved in the planning and management of off-site visits in the following way:

- Ensuring that risk assessments are completed and checked prior to the activity taking place.
- Supporting the governing body in their decisions
- Assigning competent staff to lead and help with trips
- Advising group leaders on staff: pupil ratio
- Organising related staff training
- Verifying that all adults accompanying visits who will be in sole charge of children have had the necessary safeguarding checks and that any remaining adults on the visit will be closely supervised and will not be left unaccompanied with a child other than their own at any time
- Liaising with the group leader prior to the activity to ensure that all medical and/or permission slips have been obtained.
- Keep records of visits and ensure there are regular generic assessments of the risks (e.g. walking in groups) where there are frequent visits to local venues (e.g. swimming baths.)

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Head teacher before any commitment is made on behalf of the school. A comprehensive visit plan and risk assessments should be provided by the member of staff to allow for an informed decision to be made.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by air or sea, the Head teacher will seek the approval of the governing body and ODST before permitting the activity to take place.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip; we will make every effort to ensure that he/she is included. We may need to seek help/advice/guidance from parents or ODST to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

All Educational Visits Co-ordinators must undertake a Department approved training course and ensure that they attend refresher training at least every three years.

There are three categories of trip/visit.

**1. Category A activities – These comprise activities that present no significant risks with no need for the group leader to have National Governing Body or other accreditation Includes visits, journeys and environmental studies for which the element of risk is similar to those encountered in daily life.**

- Environmental and country walks
- Field studies - non technical
- Historic sites
- Local sports tours
- Sites of commercial interest
- Walking - not in remote locations

Farm Visits - The following still applies to all farm visits:

- There must be a risk management document used by all leaders for supervision during

- the visit.
- Parents must give approval for the visit.
- Hand hygiene is essential.

## **2. Category B activities – Activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and / or location**

Higher risk activities which require that the leader has undergone an additional familiarisation process or induction, specific to the visit and/or location.

The leader will be approved as competent by the Education Visits Co-ordinator (EVC)

Where appropriate a National Governing Body Award (such as Award of Basic Expedition Leadership or NVQ in Activity Leadership) will be a measure of competence.

- Camping - not in remote locations (see definition above)
- Cycling - on roads or off road terrain not in remote locations
- Low level initiative challenges
- Orienteering
- Swimming lessons in off-site swimming pools
- Zoo visits

## **3. Category C activities – Higher risk activities which need approval by the County Council Outdoor Education Advisor and ODST**

The following are just a few examples of potentially hazardous activities which will require approval by the Outdoor Education Advisor. This list is not exhaustive.

- Abseiling
- Archery
- Boating
- Camping in remote locations
- Canoeing
- Caving / Potholing
- Field studies in high hazardous environments (e.g. glacial, streams, beaches)
- Gorge or ghyll scrambling and river walking
- Hang gliding
- Horse riding / pony trekking
- Kayaking
- Mountain walking / scrambling
- Night activities or activities in poor / reduced visibility
- Overseas trips
- Rock climbing including sea level traversing
- High Ropes courses / adventure playgrounds (including commercial establishments)
- Sailing
- Water based activities

Category A and B visits can be approved at establishment level. Each establishment should establish a protocol for agreeing trips / visits. This may include approval by the Educational Visits Co-ordinator, Head-teacher or Governing Body.

All educational establishments must seek and obtain the approval of the Outdoor Education Adviser and ODST before undertaking any trip or visit which falls into Category C.

## **ROLES AND RESPONSIBILITIES**

We all have a common law duty of care to do what is reasonable to prevent harm occurring to another person. A higher level of duty of care is expected of teachers (or other professionals) as a result of their specialised training and knowledge.

### **Governors**

The Governing Body will:

- Appoint a Health and Safety Governor who will monitor the implementation of this policy and report back to the Governing Body.
- Ensure that a budget is allocated to Educational Trips to enable children to access whole school and residential trips even if their parent is unable to make financial voluntary contributions, wherever possible.
- Ensure that adequate budget is allocated for the training of staff.
- Support the Headteacher in her decision to cancel a trip if insufficient voluntary contributions are received from parents, thus making the trip non-viable.
- Support the school in its efforts to ensure that steps have been taken to maximise safety for all participants.

### **Headteacher as Educational Visit Coordinator (EVC) will:**

- Ensure that one member of staff accompanying school visits is judged to be competent to lead the trip and, where possible, has undertaken Visit Leader Training.
- Liaise with parents with regard to voluntary contributions towards the cost of trips, and put together a pay-plan as required.
- Make the decision to cancel a trip if it is non-viable for financial reasons, and support the EVC in cancelling a trip if other factors e.g. inclement weather mean that safety would be compromised.
- All necessary Risk Assessments have been completed and signed off before the visit begins.
- That all elements contained within the list of “things to do” below have been carried out.
- The visit leader is competent to organise the group effectively.
- The visit leader has relevant skills, qualifications (and experience if acting as an instructor), and knows the location of the activity.
- All supervisors on the visit are appropriate people to supervise children and have appropriate clearance.
- Parents have signed consent forms.
- Arrangements have been made for all the medical needs and special educational needs of all the children.
- The mode of travel is appropriate.
- Travel times out and back are known.
- Appropriate measures for contacting parents, for example in the event of a delay arriving home, are in place.
- They have the address and phone number of the venue to be visited and have a contact name.

- That they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the next of kin details of staff and volunteers.
- “ICE” (In Case of Emergency) numbers for all adults on the trip are logged into individual’s mobile phones during Residential Trips.
- An out of hours contact number is available arranged for 24/7 contact with a staff member based at “home” i.e. not attending the residential.

### **Visit Leader**

The Visit Leader is responsible overall for the supervision and conduct of the visit. The Visit Leader should:

- Be able to control and lead pupils of the relevant age range.
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment and have these signed off by the EVC.
- Have regard to the health and safety of the group at all times.
- Know all the pupils proposed for the visit to assess their suitability.
- Observe the guidance set out for teachers and other adults below.
- Ensure that pupils understand their responsibilities.

### **All Teachers and Adults Involved in a Visit**

Teachers on school-led visits act as employees of ODST. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Headteacher if some of their time on the visit falls outside normal hours.

#### **Teacher and other adults on the visit must:**

- Do their best to ensure the health and safety of everyone in the group.
- Care for each individual pupil as any reasonable parent would.
- Follow the instructions of the leader and help with control and discipline.
- Take a full and active part in all the trip activities.
- Ensure their mobile phone is fully charged at the beginning of everyday.
- Ensure the visit leader is aware if their mobile phone does not receive a signal.

#### **Responsibilities of Pupils**

Pupils should:

- Avoid unnecessary risks.
- Follow the instructions of the leader and other adults.
- Dress and behave sensibly and responsibly.
- Look out for anything that might hurt or threaten anyone in the group and tell the visit leader about it. Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

Parents

Parents must:

- Fully complete and sign the consent forms.
- Give the visit leader relevant information about their child’s health which might be relevant to the visit.
- Support the school in managing payment of school trips and visits by informing the Headteacher at the earliest opportunity they have of any financial concerns regarding voluntary contributions towards trip/visit payments.

- Support the school in managing their child's health and/or behavioural needs in order that Health and Safety requirements for all participants can be met.
- Legal expectation is the "reasonably practicable" and is NOT "perfection".

### **RISK ASSESSMENTS AND MANAGEMENT**

Appropriate comprehensive risk assessments are carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Have the children been fully involved in the risk management process?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should ideally make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and health and safety. Venues providing instructor lead activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if he/she lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health and safety, or security issues that are identified during the preliminary visit. Any such issues should be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. A risk assessment must also cover transport to and from the venue. The coach company used on a regular basis should be LA approved.

The group leader will check with the Headteacher that all adults planned to supervise the visit have been subject to appropriate safeguarding checks. It may be appropriate on some visits for adults without full safeguarding checks to accompany the children (e.g. family learning days, activities which promoting community cohesion and involvement in children's learning). On these occasions, the party leader must be aware that these adults cannot count towards the provision of adequate supervision ratios and should plan wisely, in collaboration with the school diary and staff availability, to ensure appropriate ratios are available. Adults without CRB clearance will not be responsible for any groups of children, nor be left unattended with pupils at any time.

For non-residential visits, a copy of the completed risk assessments must be given to the Educational Visits Co-ordinator at least the day prior to the actual activity, to allow the Co-ordinator to check the risk assessment and hold further discussions with the party leader if required. For residential/adventurous activity visits, this must be more than 12 weeks in advance to allow for the paperwork to be forwarded to the Local Authority within 8 weeks

of the visit. A file containing all visit plans and risk assessments will be kept in the school office. A new file will be created for each new academic year and the old file archived.

**Key ingredients for effective risk management:**

- Activity and visit appropriate for the group
- Participants appropriately trained / prepared
- Suitable clothing and equipment (Personal Protective Equipment (PPE) required?)
- Appropriate level of supervision
- Suitable conditions for the activity
- If uncomfortable: alternative method/activity?
- If not resolved: discontinue the activity?
- Knowing when to turn back or move to 'Plan B'

**COSTINGS**

The costing of any off site activities should include the following that apply:

- Transport
- Entrance fees
- Insurance
- Provision of any special resources or equipment
- Costs related to adult helpers (admission fees etc.)

Costs to children reflect the actual cost of the trip; all trips are run on a no profit making basis; and no costs incurred by additional adult supervision are passed onto the children.

Transport arrangements will allow a seat for each member of the party. The school will only use coaches fitted with seat or lap belts and insist that all members of the party wear the belt when on the coach.

The group leader will ensure all members of the party are wearing the seat belts appropriately prior to setting off on the journey. The group leader will ensure the driver does not move the vehicle prior to this checking process.

Where private cars are used for transport, the group leader is responsible for ensuring the driver presents evidence (current Business Insurance details, MOT Certificate) to the Headteacher and completes the necessary documentation. Permissions must be sought from the parents of children travelling in private cars and booster seats provided if required.

**COMMUNICATION WITH PARENTS**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activity.

A generic local off site activity permission slip is completed by parents when their child begins at Bampton CE Primary School and Nursery, which gives permission for children to be taken out into the local area, for example to undertake fieldwork or to attend a local church service etc. In addition to this, group leaders should ensure that parents have been sent relevant information about when these activities will take place.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of board and lodging for residential visits – which can be waived at the discretion of the Headteacher). This is made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from any activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through letters sent home about intended visits.

The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.

### **FURTHER HEALTH AND SAFETY CONSIDERATIONS**

Group leaders must ensure that all adults attending the off-site visit are made aware of the risk assessments and that whilst they may be accompanying their children, the group leader is still ultimately responsible for the overall health and safety of all group members.

Group leaders should ensure that children are part of the risk assessment/management process, and all risk assessment are shared with children prior to the visit (at a level appropriate to the age of the child) to enable the children to assist with managing risk and understanding how to promote their own safety.

Each adult member of the group must be provided with the school number and a number of a designated emergency contact where possible. A list of mobile telephone numbers will be shared amongst the group (kept securely and destroyed after the visit).

Before leaving school, the group leader will ensure that they have a list of emergency contact numbers for all adults, and are aware of any medical needs relating to pupils, staff and any other adults taking part in the visits. Pupils' medical forms are taken on all educational visits. A first aider will be present on all off site visits. The only exception to this is when the group leader can provide evidence that there is adequate first aid cover on transport and at the event. The group leader is responsible for ensuring that a first aider is arranged for the visit. The safety of the party, and especially the children, is of paramount importance. During the activity, the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, it if is felt that the behaviour of an individual child is likely to compromise the safety of others, or the good name of the school, the group leader should discuss with the Headteacher the possibility of excluding that child from the activity. Where this is the case, the child's parents must be contacted to discuss this prior to the visit; however, all possible steps must to taken to adapt activities to help ensure that all pupils can be involved safely.

### **INSURANCE**

- The RPA insurance policy covers most eventualities – a copy of this is held at school.
- Sometimes the visit provider may include insurance in the price of the visit. In this case the county policy will also remain in effect. NB. Claims can only be made from one company.

### **ADMINISTERING MEDICATION WHEN ON A SCHOOL VISIT**

- There is no requirement to administer medication – staff undertake this with goodwill.
- A member of staff accompanying the students could take responsibility for this.
- Only prescribed medicines can be administered by a first-aid trained member of staff to children with full parental consent given (a signed form) previous to the visit. Prescribed medicines must be in the box that they originally came in with the prescribed dosage and students name clearly labelled and handed in to staff before embarking. Parents must sign to say that they have handed this medication to the member of staff.
- Any invasive procedures cannot be carried out by school staff and parents should contact school as soon as possible if their child needs this provision and wishes to go on a visit.
- Non-prescription medicines cannot be administered to children. Staff will however carry age appropriate pain relief 'Calpol' and a medical thermometer, in the case of a raised

temperature (38+ degrees). Parents will have given consent to this when signing the pre-visit medical form. Parents will be informed by telephone if there is a need to administer pain relief such as 'Calpol'. A record of administration will be kept by the visit leader and parents will be informed in a timely manner, usually when the trip returns to school.

- Every time the designated member of staff administers any medication it will be recorded on the relevant sheet and witnessed by another member of staff.

#### **HOSPITALISATION OR NEED TO SEE A MEDICAL PROFESSIONAL**

- If a pupil needs professional medical attention whilst away they will be accompanied by an adult member of the visit staff (who will all have been DBS checked). Preferably this adult will be of the same gender as the child but if this is not possible then an adult of the opposite gender will remain with them.

#### **PRE-VISIT AND VISIT PLAN**

The pre-visit and visit plan for intended educational visits may include the following:

- Applications for approval of visit
- Aims; objectives; benefits
- EVC / Head / Governors approval
- LA notification or approval
- Travel schedule and coach booking
- Risk assessments
- Informing parents (full details of activities)
- Parental consent and information from parents: Medical/Special needs; Allergies; Diets and appropriate support in place
- Make sure all who are involved in leading the visit are aware of additional needs – of children and staff
- Competence of visit leaders
- Kit list . . . behaviour expectations
- Itinerary /programme
- Value for money and accounting
  - charging policy
  - funding available
  - voluntary contributions
  - deposits & collection details...timing important
- Check out the provider
- Intended arrangements for supervision
- Insurance arrangements
- Plan of activities
- First aid arrangements
- General communication arrangements
- Completion of evaluations post-visit
- Accommodation plan

#### **EXPECTATIONS DURING VISIT**

- Ongoing risk management . . . weather
- Medical forms, home contact details
- First aid kit
- Base / school contact details
- Looking after money

- Staff duty rota for residential (if applicable)
- Downtime
- Rendezvous / meeting points
- Buddy systems, head counts, frequency?
- Group leaders, cards with names
- What if I get lost?
- Security of accommodation. . . Fire safety?

#### **EXPECTATIONS AFTER VISIT**

- Aims met?
- EVC / Head / Governors Feedback
- Evaluation / Review
- Visit details retained on file
- Accident/incident forms – follow LA procedures
- Near misses?
- Financial records - auditors
- Thanks to colleagues
- Ignore the staff that ask “Did you have a nice holiday?”
- Go home & reacquaint with family
- Plan the next one!

#### **EDUCATIONAL VISIT EVALUATION**

The school recognises that every educational trip requires considerable time and effort to organise. For this reason, the Trip Organiser is required to state the purpose of the visit at the outset when seeking initial approval. Staff are required to evaluate the visit on return and submit to the EVC or Headteacher.

- Were learning objectives met?
- Did staff and pupils enjoy and benefit from the visits?
- Was the visit value for money?
- Would you use the provider again?

This policy will be reviewed every two years by the Head taking into account all of the above and submitted to the Health and Safety Committee for approval.