

St. Caireall's Primary School

Educational Visits Policy Practice & Procedures



DEFINITION

Within this policy the term “educational visits” refer to:-

“All academic, sporting, cultural, creative and personal development activities, which take place away from the young persons` school, making a significant contribution to learning and development of those participating.”

CATEGORIES OF EDUCATIONAL VISIT

- Visits, which take place on a regular basis and occur largely within establishment hours e.g. sporting fixtures, swimming pool visits, outing etc.
- One off day/evening excursions e.g. field study trips, theatre visits, educational visits.

The basic principles of Child protection must always be borne in mind when undertaking an educational visit particularly where it includes a residential element.

The child`s welfare must always be paramount and this overrides all other considerations.

All children have the fundamental right to be protected from harm.

Children and young people have a right to be heard, to be listened to and taken seriously.

Where a child or young person has special educational needs, these must be taken into consideration, as such children may be especially vulnerable.

ROLES AND RESPONSIBILITIES

The Board of Governors

The Board of Governors will consider and approve the schools planned programme of educational visits and in doing so will require to be assured that:-

- Visits have specific educational objectives.
- Appropriate risk assessments have been carried out and that appropriate safety measures are in place.
- All arrangements comply with St.Caireall's Primary School's Child Protection and Health and Safety policies.
- The Principal demonstrates how proposals comply with best practice.
- There is an acceptable Code of Conduct for both leaders and young people.

Educational Visits Co-ordinator

This role will be undertaken by the Principal

The Educational Visits Co-ordinator should be satisfied that:

- The planned programme of educational visits is approved by the Board of Governors.
- There is an acceptable Code of Conduct for leaders and participants.
- The visit is approved and complies with best practice.
- A competent Group Leader is selected.
- Child Protection procedures are adhered to in the planning process, including the vetting of volunteer supervisors.
- All necessary arrangements and preparations have been completed including risk assessment, before the visit begins.
- All relevant checks have been undertaken if an external provider is to be used.
- The Group Leader has experience in supervising young people of similar age and ability to those participating and will organise and manage the group effectively.
- Where relevant, the Group Leader or one of the Leaders is suitably qualified and competent to supervise and/or instruct the young people during activities.

- The Group Leader has taken reasonable steps to familiarise him/herself with the location/centre where the activity will take place.
- Voluntary supervisors on the visit are appropriate people to supervise children.
- The ratio of leaders to young people is appropriate.
- Proper procedures have been followed in planning the visit.
- There is adequate and relevant insurance cover.
- The Group Leader has the address and phone number of the venue to be visited and has a contact name.
- A school contact has been nominated and the Group Leader has details.
- The Group Leader, accompanying staff, volunteer supervisors and nominated school contact are aware of the agreed emergency contingency arrangements.
- The Group Leader, leaders and nominated contact have all relevant information on the group members.
- Establish any arrangements which may be required for the early return of individual participants.

Group Leader/Teacher in Charge

The group leader/teacher in charge, appointed by the Principal, is responsible for the organisation and monitoring of the visit. The teacher in charge is responsible for the safety and welfare of the pupils to the Principal and the employing authorities. The teacher is deemed to be “in loco parentis”, i.e. he/she must take “such reasonable care of the pupils as a careful parent would take of his/her children, having regard to all the circumstances”.

A single member of staff should be appointed or approved by the principal, as group leader.

The group leader, will have overall responsibility for supervision, discipline and overall conduct of the visit, therefore they should be experienced in visit organisations, pupil supervision and health and safety matters.

The group leader has a crucial role to play in the successful and safe completion of an educational visit.

The following procedure will be followed:-

1. Consult the Principal with details of the planned visit, the proposed activities and supervisory provision.

2. Ensure that all relevant checks have been undertaken if an external provider is to be used.
3. The Principal will have consulted the Board of Governors on the programme of visits.
4. Where appropriate, the Principal will inform the Education Authority Legal Department of the proposed visit and ensure insurance is in place.
5. Consult with parents informing them of full details, i.e. aims, activities, duration, cost, insurance cover (where appropriate), etc and have them complete a permission slip/consent document attached to letter.
6. Complete a Risk Assessment which will be signed by the Principal.
7. Ensure that Child Protection are adhered to during the visit and report any concern or control weakness to the Principal.
8. Ensure that adequate first aid provision is available and that appropriate arrangements are in place for pupils with special medical needs/dietary requirements.
9. Complete a risk assessment for the visit for the approval of the Principal.
10. Ensure the ratio of adults to children is correct and that any necessary vetting of adults has been carried out.
11. Ensure that emergency contact arrangements are available to all accompanying adults.

If appropriate, parents should also be requested to give details of any specialist medical attention that their child may require, this information being treated as confidential.

Staffing:

To assist the teacher in charge, the Principal may appoint other teachers from the school staff to meet the minimum staff ratio. Parents may also play a supportive role in supervision. The minimum staff to pupil ratio is deemed to be 1:10 for Foundation Stage to 1:15 for Key Stages One and Two for general activities. This ratio may be increased, where a larger party is being met and supervised by guides at proposed destination or where there is an extremely low risk to children's health and safety e.g. the cinema.

The Group Leader will:

- Obtain the Principal's prior agreement before any off-site visit takes place.

- Appoint a deputy, if appropriate, with the consent of the Principal.
- Adhere to policy and procedures.
- Undertake and complete the planning and preparation of the visit.
- Ensure the ratio of supervisors to young people is appropriate for the needs of the group and the nature of the activity to be undertaken.
- Clearly define the role of each member of accompanying staff and volunteer supervisor and ensure all tasks have been clearly assigned.
- Have proper regard to the health and safety of the young people and ensure that adequate supervision is provided at all times.
- Ensure that the established code of conduct is discussed with the pupils before the trip.
- Ensure that the established code of conduct is discussed with parents in the case of a residential trip.
- Ensure that the established code of conduct for both staff and young people is adhered to.
- Ensure child protection procedures are followed.
- Ensure that adequate first-aid provision will be available.

Ensure that, during the visit, they have up-to-date emergency contact details of;

Base contact

Parents/guardians

- Ensure that accompanying staff and volunteer supervisors and the school are aware of the emergency procedures.
- Ensure that the group's supervisors have the details of group members' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- Ensure that adequate insurance is in place to cover all aspects of the educational visit, including transport.
- Ensure that where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of: its suitability for the group and its compatibility with the objectives of the visit.
- Stop any visit or activity where they feel the children are in danger or harm.
- Regularly review visits/activities.

Accompanying Staff

Accompanying staff should:

- Accept the authority and follow the instructions of the group leader.
- Under direction of the group leader assist with the organisation of activities and discipline of the young people.
- Ensure that the established code of conduct, for both staff and participants is adhered to.

Consider stopping the activity and notify the Group Leader, if they think the risk of the health and safety of the group members in their charge, is unacceptable.

Volunteer Supervisors

Volunteer supervisors should:

- Do their best to ensure the health and safety of everyone in the group, be proactive.
- Not be left in sole charge of group members except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the group leader and other accompanying staff and help with control and discipline.
- Speak to the group leader or accompanying staff supervisors if concerned about the health or safety of the young people at any time during the visit.
- Endeavour to ensure that the establish code of conduct, is adhered to.

Parents

Parents should:

- Sign the permission slip/consent form.
- Provide the group leader with emergency contact number(s).
- Provide the group leader with relevant medical details, including any medication currently being taken, in writing (usually by means of the consent form) and any other relevant information (about their child`s emotional, psychological and physical health) which may affect their participation in the visit.

- Talk to their child or children about the Code of Conduct for school trips and outings.
- Agree the arrangements established for a member of the group returning home due to unforeseen circumstances.

Pupils

Pupils should:

- Act in accordance with the established Code of Conduct at all times.

Pupils Must Agree To:

- Follow our school's Golden Rules.
- Avoid taking unnecessary risks.
Stay close to adults in the group and never wander off from leaders.
- Follow the instructions of the Group Leader, staff and volunteer supervisors including those at the venue of the visit.
- Dress and behave sensibly and responsibly – if required wear full school uniform for ease of identification in a crowd.
- Respect the property of others.
- Look out for anything or anyone that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.
- Not undertake any task or activity that they fear or think might be dangerous.
- Comply with the school's Mobile Phone Policy.
- Respect the children and adults in their company and at the venue in their words and actions.
- Be sensitive to local codes, customs and the environment.
- Remember when they are on any trip, sporting event or event outside the school, they represent their school, family and the community and should endeavour to make them proud.

Any pupil whose behaviour may be considered dangerous to themselves or others or is in breach of the Code of Conduct may be stopped from participating in future trips and outings.

The establishment of agreed behaviours or a Code of Conduct for all those participating in educational visits is an effective basis upon which to ensure the achievement of safe and successful outcomes (See Appendix 5).

PREPARING FOR A VISIT

It is the responsibility of the appointed Group Leader to ensure the following:

Register:

A register of pupils taking part in the visit should be prepared, i.e. Name, Address, telephone number.

Supervision:

The necessary supervision should be arranged in line with the school's policy.

Communication:

Parents should be provided with the school's mobile phone number in advance of the trip. The Group leader should take the school mobile phone with him/her on the trip. The Group Leader's personal mobile phone number should not be available to parents.

In the case of a residential trip, all relevant telephone numbers will be given to parents prior to the trip.

The school also has a text messaging service which can be used for reminders, notifications of arrival and departure times, etc.

Central Contact Back at School:

The Central Contact Should:

- Retain details of the place to be visited, contact personnel and telephone number and mobile number, if appropriate.
- Retain a copy of the contact details of all the participants' parents/guardians/next of kin.
- Retain a copy of the contact details of the Principal.
- Be fully briefed and aware of his/her responsibilities including the action to take in the event of a serious incident (See Critical Illness Policy).

Briefing:

Guidance should be given to both parents and pupil on:

- The purpose and objectives of the visit;

- A description of suitable clothing, footwear, etc;
- The amount of pocket money allowed;
- The rules, emphasising the need for good behaviour and for safe practices (Code of Conduct) while out on the visit, and;
- The correct procedure to follow if lost or in distress.

Initial Visit:

It is recommended that teachers in charge of groups, which have not used the facilities at the proposed venue, should arrange a personal visit to familiarise with facilities offered.

TRIP LEADERSHIP (See Appendices 6 and 7)

Before Departure: The Group Leader in charge should check that:

- All members of the group have the correct clothing and footwear;
- All members of the group have lunch with them (if applicable);
- All equipment required for the visit is loaded;
- All pupils on the register are present;
- They have a register with the names and emergency contacts for each child and access to the school mobile phone;
- Pupils with medical conditions have appropriate medication, and;
- They have a contact number for the Principal or Vice-Principal.

Drug, Medicines and First Aid Kits:

Staff should only administer drugs and medicines supplied by parents under written precise instruction for their use. A basic first-aid kit should accompany the group in the field; in the event of a minor accident the injured person should be given first-aid and provided that the injured person is fit to continue, the visit may carry on. If unfit, help should be sought.

In the event of a serious accident, ensure the safety of the rest of the party, render immediate first-aid then emergency services should be summoned, e.g. ambulance service.

Group Management:

When out in the field the safe movement of the group should be assured by:

- Ensuring that all children wear their seatbelts correctly on the bus;
- Keeping the party together under supervision;
- Waiting to re-form after crossing obstacles;
- Being alert for potential hazards;
- Regularly checking the numbers in the group, and;

Allowing time for rest in safe places.

Road Safety:

On minor roads without footpaths, children should walk in pairs on the road of the roadway.

In town, children should walk in pairs on inside of footpath, taking due care at road crossings.

KS1 children require a minimum of two supervisors/teachers

Where KS2 children are accompanied by one teacher, the children should be supervised from an appropriate position.

Water Safety Precautions:

Children should not be permitted near deep water.

The teacher/supervisor should closely accompany children in the vicinity of water.

Farm Visits:

All farm animals must be treated with caution, particularly where animals and children will be in close contact.

Pupils should be prevented from “playing” on farm machinery.

Potential hazards associated with farms and chemical sprays, grain stores, hay sheds, wells and all items of equipment and machinery including tractors.

On no account should any pupils be allowed to operate any equipment.

Hands should ALWAYS be washed before food is consumed and children should be reminded regularly not to put their hands in or near their mouths before they have been washed.

Woods and Forestry Plantations: When operating in a forest, the group must stay close together.

Periodic checking of the group numbers should be made.

Stay on recognised pathways and avoid stacked timber and unsound trees.

TRANSPORT

Pupils will travel by bus (E.A. or appropriate private hire) or by their own parents in their parent's car.

On return:

Where a group is to return after end of school, the Group Leader must ensure that arrangements are made for all members of the group to get home safely upon completion of the visit.

EMERGENCY PROCEDURES

Emergency procedures must be established by the Group Leader and must be communicated to and understood by all members of the party.

The Group Leader should ensure that adequate First Aid provision is available.

In the event of a pupil being injured, specialist help must be sought as appropriate and parents informed as soon as possible. Where the accident/injury is serious the Principal in charge should be contacted. Responsibility for informing relevant authorities rests with the Principal.

If it is necessary, due to the seriousness of the circumstances, for the parents to visit the young person(s), the Principal in conjunction with the governing body should make arrangements for them to do so.

A 'lost' procedure should be known in advance by every member of the group including:

- Action to be taken if separated from the group or lost.
- Advice on where assistance may be sought.
- Names of personnel and their contact details.
- Notification of safe return.

If any leader has cause to believe that a pupil has been abducted or had absconded the Police must be notified.

St. Caireall's P.S.

Safety Policy for out of School Activities

The Safety Policy has been agreed by the Board of Governors and the Principal will be responsible for implementing it.

Safety is of paramount importance and the Principal and Staff aim to ensure that children are safe and secure and supervised by suitably qualified, responsible adults at all times during any extra curricular activities or after school clubs.

Before embarking on any after school activity the following points will be enforced;

- A risk assessment of each activity will be carried out in advance, by a competent person.
- The level of risk will be reduced to a minimum, any risk which cannot be eliminated will be monitored closely.
- A register will be kept and the names of all those pupils taking part will be checked before they leave the school, on arrival and before departing for home. An adult in the group will hold responsibility for their task.
- A note giving consent from parents or a guardian is essential for each child.
- Parents will be fully informed of any activity taking place outside of school hours and some will be encouraged to give their assistance voluntarily in supervising these activities.
- Epi pens for the 2 children who may require them will be taken on each trip – at present their names are, Adrianna Wells-Doherty and James Gallen - this will be updated during the course of the year.

- All staff will have basic knowledge of First aid procedures and if possible a trained first-aider will accompany the party.
- One teacher in the group will have access to a mobile phone to enable her to keep in constant communication with the school or if necessary the emergency services.
- All pupils will be made aware of rules and regulations regarding conduct and behaviour. Any pupil not prepared to obey instructions from an adult will be automatically prohibited from going on the outing.
- Any minor lapses in behaviour while on an excursion will be viewed very seriously and the child concerned will have to remain with the adult in charge at all times and will not be allowed to take part in activities with the rest of the group.
- It is important to check that pupils have adequate and suitable clothing and equipment before leaving the school.
- Pupils will be made aware of the procedure in the event of an accident or what to do if some of them find themselves isolated from the rest of the group. It is essential that a meeting point is established in the event of an emergency, before leaving the bus.
- Pupils will be briefed beforehand on whether or not they need to wear full school uniform.
- Asthmatic children will be required to carry their inhaler.
- Teacher and supervisor have to be made aware of any medical conditions so that appropriate action will be taken if the need arises.

