



WELLESBOURNE PRIMARY
AND NURSERY SCHOOL



REACH for the stars

Educational Visits and Trips Policy October 2021



Respect

Effort

Attend

Cooperate

Honest

Educational Visits and Trips Policy

Introduction

Pupils can derive considerable educational benefit from taking part in trips. They have the opportunity to undergo experiences not available in the classroom; visits help to develop pupil's investigative skills and also encourage greater independence. They also provide pupils with knowledge and awareness of the world around them and encourage personal and social development.

However, the safety of all children and adults participating in any planned educational visit or journey is of paramount importance. It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Education Visit Co-ordinator (EVC). If in any doubt about the safety of any member of the party the visit should not go ahead. All risk assessments must be given to the EVC and retained for future reference. A Risk Assessment document is a legal requirement and subject to audit.

Planning Visits

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them.

The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

The group leader/trip organiser should take the following factors into consideration:

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of teachers to pupils.
- The special educational or medical needs of pupils.
- The quality and suitability of available equipment.
- Seasonal conditions.
- Emergency procedures.
- How to cope when a pupil becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit

Other considerations which should form part of the planning stage include:

- Communication arrangements.
- Supervision ratios.
- Contingency measures for enforced change of plan or late return.
- Information to parents.
- Preparing pupils.
- Emergency arrangements.
- Arrangements for sending pupils home early.

The Organiser of the Visit will:

- Liaise with the EVC throughout the process;
- Ensure the Checklist for Planning an Educational Visit is followed
- Fill in a detailed Risk Assessment
- Discuss the risk assessment with the EVC who will then pass on relevant documents to the Head teacher for approval
- Send a letter to parents outlining the event and requesting parental consent
- Choose adult supervision with care
- The capabilities, experience, talents and qualifications of all accompanying adults should be given appropriate consideration
- Every person accompanying children on a school visit must have an enhanced DBS
- A Paediatric First Aider must accompany every visit
- Brief all adults, before the visits r/e their roles and responsibilities and what to do in case of a critical incident;
- On return complete an Evaluation sheet and fill in any additional accident / incident forms as appropriate.

Levels of Supervision

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

As a guide:

- Nursery children should be supervised at a level of 1:2
- Reception children should have a minimum adult to pupil ratio of 1:4
- KS1 adult : pupil ratio – a minimum of 1:6
- Lower KS2 adult : pupil ratio -a minimum of 1:8
- Upper KS2 adult : pupil ratio - a minimum of 1:10

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times. A qualified teacher must accompany children on all visits.

Inclusion

The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc.

The visit organiser will take all reasonable steps to ensure inclusion for all.

First Aid:

First Aid requirements should form part of the risk assessment. The level of first aid cover will be decided at the planning stage. The level of competence will depend upon the nature of the visit. A full first aid kit will be taken on any visit, where additional first aid is not available. This will be determined through preliminary

checks. Additional medications required by pupils must also be made available, along with the necessary protocol for use.

Transport

Local coach companies are used to transport children which will be booked by the Office Manager.

In the event of an accident:

- Attempt to park in a safe place
- Keep the passengers in the vehicle unless they are at risk by doing so.
- On a motorway children should be taken away from the road.
- Note the precise location.
- Assess the situation and report the details to school as soon as possible.
- An adult must stay with the children at all times.

Planning Transport

The group leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- Type of journey – local or will it include long distance driving, i.e. motorways.
- Traffic conditions.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.

Seat Belts

All minibuses and coaches which carry groups of 3 or more children aged between 3 and 15 years inclusive, must be fitted with a seat belt for each child.

Supervision on Transport

The group leader is responsible for the party at all times, including maintaining good discipline.

All group members should be made aware of the position of the emergency door and first-aid and anti-fire equipment on transport.

Factors that the group leader should consider when planning supervision on transport include:

- Safety when crossing roads – pupils need to know how to observe the safety rules set out in the Highway Code and the Green Cross Code.
- Appropriate supervision and discipline should be maintained at all times.
- Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.

- Head counts, by the group leader or another delegated teacher, should always be carried out when the group is getting off or onto transport.
- Responsibility for checking that seat belts are worn.

Delays

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.