



Educational Visits Policy

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| Date written: July 2016 |
| Author: Pat Myers |
| Date adopted by Governors: July 2016 |
| Reviewed: February 2018 |
| Next Review Date: February 2020 |

Policy Amendments:

| Review Date | Detail |
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| October 2017 | Update to reflect changes to payments and to push to 2 year review |
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Sunnyside Academy adopts the guidance and procedures issued in the Middlesbrough Council document "Educational/Off Site visits, Policy and Guidelines 2010". This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

Inclusion

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

Procedures

Under and health and safety laws, schools are required to obtain appropriate approval for Educational visits.

Type A

- Educational low risk off-site visits, up to one day duration, eg. theatre visits, museum visits, visits to local schools for an event.

Type B

- Educational off-site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.
- Visits involving adventurous activities.
- Visits to farms or theme parks- where children will come in direct contact with water or animals.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK, including Foreign Exchange visits.

Staff wishing to undertake a **Type A** visit should submit the detail to be signed by the EVC or Headteacher. They should also liaise with the School Office to cost and book the visit.

The Visit Leader must undertake the completion of the Risk Assessment. Venues to be visited may also supply their own risk assessments. It is highly recommended that staff visit venues prior to the visit in order to make informed assessments and at Sunnyside insist that this is carried out before the visit will be signed off to go ahead.

Staff wishing to undertake a **Type B** visit must have completed all forms and risk assessments. After the forms have been checked and approved by the EVC or Headteacher, they will be submitted onto the Evolve website by EVC. This is so the LA have information on trips from Sunnyside Academy. All trips should be submitted to EVC at least 2 weeks before the trip.

Following **all** visits the Visit Leader should undertake a review. Any incidents or accidents should be reported in accordance with the reporting requirements- near misses and accidents reported directly to DHT/ DOR. All trip information must remain in school for the duration of the child being at Sunnyside and if an accident/ incident occurs all information must be kept until the child is 25 years old.

Parent/Carer consent

It is a requirement that a signed parental consent form is obtained from the parents/ carers of all pupils participating in Educational Visits Proposed activities/aims of the educational visit should be outlined to parents/carers. Details of departure/arrival should be explained to parents. Medical information and emergency contacts must also be obtained. Local visits should be covered by the form for local visits which each child should have signed by parents at the beginning of each year.

Duties and responsibilities – before and during visit

- All staff have a duty of care for the welfare and safety of all children taking part in an educational visit.
- All visits are researched beforehand and visited by the visit leader or deputy to ensure the site is appropriate and that all activities are relevant and safe. All amenities must be reviewed at this time.
- Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.
- Every adult accompanying the visit must have a role.
- The Visit Leader should brief all adults as to their roles and responsibilities
- Staff must behave appropriately and responsibly at all times- staff should not smoke while on the educational visit.

By signing the Risk Assessment, the Visit Leader confirms that all adults on the visit have read, understood and adopted the written Risk Assessment.

Payments for Educational Visits

We have allocated an amount to support the costs of educational visits and visitors from our school budget. All visit costings must be submitted to the office and any additional costs should be received from parents as voluntary contributions.

Ratios

The staffing required to run the visit safely needs to be identified and should take the following factors into account:---

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off---site supervision.
- Duration and nature of journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

The following are regarded as the minimum ratio acceptable on any visit:-

- 1 adult for every 6 pupils in Years 1 – 3. (Under fives in the Early Years Foundation Stage should have a higher ratio).
- 1 adult for every 10 pupils in Years 4 – 6.

If any of the supervising adults are parents of a child participating in the visit, then one additional adult, who does not have a child on the visit, must be added to the total number required in line with the Authority's Policy.

Bus/Coach hire

Visit Leaders must liaise with the School Office to book an operator who holds a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken. Every passenger must have their own seat. All coach seats must be fitted with seat belts.

Emergency Procedures

Procedure in the event of an incident, accident or emergency – **this is the responsibility of the Visit Leader.**

- RA should be taken on every visit.
- Following the procedures on the checklist, as appropriate, in the circumstances.
- For all incidents, the Authority's Accident reporting procedure must be followed.

The Visit Leader should have the school telephone number and telephone numbers of a Base Contact, ie. Designated senior member of staff- DHT. They should leave their own mobile telephone number with the school office and with the Base Contact. They should also have a full list of names, addresses and telephone numbers of parents/carers of all pupils involved in the visit.

Packed Lunches

The school kitchen will provide packed lunches as required for children receiving Free School Meals.

Record of Verbal Consent

| <u>Date</u> | <u>Name</u> | <u>Activity</u> | <u>Verbal Consent received from</u> | <u>Person making the telephone call</u> | <u>Witnessed by</u> |
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