

William Austin Junior School

Policy for Educational Visits



Overview

The school acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils. Under guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Coordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DCSF Requirements and LA guidelines.

This school's EVC is the Assistant Headteacher. The role of the EVC is detailed in the Educational Visits Guidance folder compiled by the local authority.

All Visit Leaders are required to be familiar with the guidance in conjunction with this policy. All forms referred to in this policy are available from the EVC, or may be downloaded from EVOLVE.

Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.

All visits off the school site, but still within the UK need entering onto the EVOLVE system but approval is delegated to school. However, visits that are either:

- overseas
- residential or
- involving an adventurous activity

will require the additional approval of the LA (Visit Form online through EVOLVE). The Governing Body will also need to be informed about these visits prior to a commitment being made.

Competence to Lead

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the EVC. In the case of the leading (i.e. instructing) of adventurous activities the assessment is undertaken by the LA by means of an online Activity Leader Form, available via EVOLVE.

Reasons for Visits

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks – normal risks attached to any activity out of school. These should be recorded on ESRA Form.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. This includes any potential risks associated with the particular children that are attending. These should be recorded on ESRA Form.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Staffing Ratios

A professional judgement must be made by the Visit Leader, Headteacher and EVC as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEND /medical)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

The school's normal guideline is that there should be a minimum of one adult to 10 pupils plus an additional adult.

Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must consider factors such as:

- prior experience of pupils
- age of pupils
- responsibility of pupils
- competence/experience of staff
- environment/venue

When working in groups, there should be an adult with each group, where pupils can easily see the adult, or know where the adult is waiting.

Role of Supervising Parents

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care.

First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid; where possible a qualified First Aiders will accompany the trip. First aid kits are available from the Medical Room prior to the visit. If the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. No child should seat on the middle seat on the back row of a coach or bus. Staff must ensure that pupils comply with these rules; pupils may also be asked to check the seat belt of their neighbour.

Travelling in staff or parent vehicles is discouraged. However, if any pupils are to travel by car, the driver must complete the Volunteer Driver Form from the LBC guidance document. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year. Appendix 1

Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in RoSPA 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is available via EVOLVE in the Guidance and Resources section.

Educational Visits Checklist

This checklist is an essential part of the risk management process and is applicable for all visits. A copy of this is available via EVOLVE in the Guidance and Resources section.

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

Before each trip a letter to parents will give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. The letter should also state the cost of the visit per child.

The reply slip reads:-

"I am willing for my child in class to take part in the Year.... visit to"

I consent to any EMERGENCY treatment necessary during the course of the visit.

I am entitled to free meals and would like the school to provide a packed lunch

I enclose the full payment of/ I enclose £XX and will pay the balance

I understand that, while the school staff in charge of the party will take all reasonable care of the children, neither they nor the Authority can necessarily be held liable in respect of loss, damage or injury suffered by my child arising during or out of the school visit.

I have been informed of the Insurance provided." Appendix 2

In the case of sports fixtures, the reply slip reads:-

"I give permission for my child..... class to take part in the match on"

I consent to any emergency treatment that may be required

I will collect my child

My child will walk home

Contact telephone number:....." Appendix 3

Before the Visit

1a) Request permission for the visit from the Headteacher and EVC.

1b) In the case of residential, overseas, or adventurous activities, complete relevant forms as detailed in 'Approval for Visits' above.

If approved:-

2) Conduct a visit of the proposed venue (where possible)

3) Team meeting to discuss any risk associated with the visit (and control measures)

4) Group leader to complete ESRA, Form Appendix 5

5) Complete group lists (including who is to travel on each coach)

6) Complete a detailed, proposed itinerary

7) Ask the office to book Visit.

8) Ask the office to book Transport.

9) Ask the office to send letter home.

10) Brief all adults going on the trip.

11) Meet with pupils to inform them of the trip, code of conduct expected, activities to be carried out, things to bring e.g. coat, lunch, money etc.

On the Day of the Visit

Be sure to:-

- collect first aid kit(s);
- collect bucket if appropriate;
- collect a copy of the Emergency Card (Visit Leader) from the office Appendix 4;
- print out a copy of the ERSA and take with you;
- Ensure a named adult has all medication packed.
- Distribute hi-vis jackets to all pupils;
- brief supervising parents;
- give supervising adults their lists of pupils;
- Collect the school mobile phone. Ensure staff have their own mobile phone where possible (to remain unused and in pocket/bag unless necessary);
- count pupils.

A copy of the Risk Assessment should be taken with the Emergency Card (Visit Leader) on the back. Appendix 5

During the course of the visit, pupils should be counted as regularly as appropriate, and always when changing locations. Always 'double-count'.

The school mobile phone(s) should be switched on during the entire trip and on the homeward journey. Personal mobile phones should not be used except in an emergency. The Group Leader's mobile phone number should be detailed on the ESRA.

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning. An evaluation form should be completed on the EVOLVE system by the group leader.

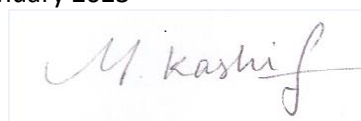
This policy will be monitored and reviewed by the Educational Visits Co-ordinator on an annual basis.

Policy updated: November 22

Staff responsible: Andrew McMulkin

This policy was ratified by the Governing body on: 11 January 2023

Signed on behalf of the Governing Body:

A handwritten signature in black ink, appearing to read 'M. Kashif', is enclosed within a thin black rectangular border.

(signature)

M. Kashif - Chair of Governors (printed)

Appendix 1

VOLUNTEER DRIVERS FORM

1	To: The Headteacher William Austin Junior School
	I confirm that I am willing to use my own vehicle for transporting pupils on Educational Visits. I accept responsibility for maintaining appropriate insurance cover (Social, Domestic and Pleasure). I have a current valid Driving Licence and will ensure that my vehicle is roadworthy in all respects.
2	Signed:
3	Address:
4	Date:

The Borough Council and the School reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence.

Letter No 4c

Dear Family

We have this year arranged a trip for Year 6 children to Legoland. This offers the children the opportunity to have a fun and educational day out.

The visit has been arranged for **Monday 24th June**. We will leave school at 8.45 am and return to school at approximately **6 pm**.

If you would like your child to take part in this visit, the cost will be £17. Please complete the reply slip on the reverse of this letter. However, as this trip is a little more expensive than other trips, we are giving parents the opportunity to pay in two instalments; one of £10 and one of £7 if preferred. Full payment should be received by **Friday 21st June**. Cheques should be made payable to William Austin Junior School and have your child's name written on the back. If you are entitled to free school meals, the cost of this visit will be met from the Pupil Premium fund.

Please note that the visit cannot go ahead if sufficient contributions are not received.

On the day children will be allowed to wear casual clothes. More details will be given nearer the time. Your child will need a packed lunch and non-fizzy drinks. A small amount of pocket money may be given if you wish.

If your child is entitled to free meals and you would like the kitchen to provide you with a packed lunch, please tick the box on the reply slip which should be returned as soon as possible. A drink is not included so please ensure you provide your own.

Yours sincerely

Mrs J Adams
Headteacher

PLEASE TURN OVER AND READ AND SIGN THE CONSENT FORM OVERLEAF

STATEMENT TO PARENTS/GUARDIANS ON INSURANCE COVER

- 1 Where a pupil is injured or their personal property damaged by an accident caused by the Local Authority, its employees or any voluntary helper, a legal claim for damages can be made against the Local Authority. The Local Authority has insurance cover to meet such proven claims.
- 2 If the accident was not caused by the Local Authority, its employees or voluntary helpers, then you cannot be compensated by the Local Authority. You may however be able to make a claim on a third party such as a motorist if involved in the accident.
- 3 If your child is going on a school trip or outing, then the above advice is the same, but this school has also arranged additional insurance to cover for accidents, loss of possessions and medical expenses. Full details are available from the school office.



Parental Consent Form

I am willing for my child in class

to take part in the Year 6 visit to Legoland on Monday 24th June.

I enclose the full payment of £17

☐

I enclose £10 and will pay the balance of £7 by 21st June

☐

I am entitled to free meals (no payment required) and would like the school to provide a packed lunch

☐

I understand that, while the school staff in charge of the party will take all reasonable care of the children, neither they nor the Authority can necessarily be held liable in respect of loss, damage or injury suffered by my child arising during or out of the school visit.

I consent to any EMERGENCY treatment necessary during the course of the visit.

I have been informed of the Insurance provided. (Please read the Statement on Insurance Cover above.)

SignedParent/Guardian Date

Emergency Contact Number.....

W:\wpshared.insurance statement

9th September 2013

Letter No. 1c

Dear Family

We would like your child to be part of the Year 6 football squad. This will involve taking part in weekly training sessions or fixtures against other schools. These fixtures may be home or away.

As the programme of fixtures has yet to be finalised with the other schools, we cannot tell you which dates the matches and training sessions will be yet but I will notify you and the boys as far in advance as possible. Please note that not every child will be required for every training session or fixture.

The training sessions will run from 3.30 to 4.30 pm. Pupils will need their PE kit and trainers or football boots. Our matches could be home or away and have a later finishing time. Again, we will notify the boys of this as far in advance as possible.

If you would like your child to be part of this squad, please complete the permission slip below and return it to the school office.

Yours sincerely

Mr B R Oxley

✂.....

Permission Slip - Year 6 Football Squad

Childs name _____ Class _____

I give permission for my child to attend the football club including home and away matches.

☐

I consent to any emergency treatment that may be required

☐

I will collect my child

☐

My child will walk home

☐

Signed _____ parent/guardian

Contact telephone number _____

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member of Senior Management from the establishment.

In the event of an incident that **does** involve serious injury or fatality, and/or **is** likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** (01582 546083) and request the help of the Luton Borough Council Duty Emergency Planning Officer.

Luton Borough Council Emergency Contact – 01582 546083

or if abroad - +44 1582 546083

Ask for Duty Emergency Planning Officer (DEPO)

Be prepared to give:

- Your name and Establishment/Group
- Phone number & back up phone numbers
- Exact Location
- Nature of Incident
- Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made. You will be given advice and asked what the Council can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, Luton Borough Council will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the Council and for continuing contact with the Council during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by Luton Borough Council.
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
William Austin Junior School	01582 572100	07717 714325
Luton Borough Council Emergency Call Centre (for initial contact during an emergency only)	01582 546083	-

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact Mrs J Adams – Headteacher	01525 861060	07970 479539
Other Mrs T Parkar – Deputy Headteacher	01582 535262	07816 017959

EC (Estab)

Emergency Card (Establishment Contacts)

This 'card' must remain with the Luton establishment emergency contact(s) at all times.

The establishment's Emergency Contact(s) should have all visit information, including itinerary, venue details names, medical information and emergency contact details for all participants including staff.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit you should:

- Confirm the phone number at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required

If the incident **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention:

- Provide the required assistance if possible
- Seek further advice or pass on details to other establishment contacts who may be able to assist

If the incident **does** involve serious injury or fatality, and/or **is** likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back within 30 minutes

It is the responsibility of the Visit Leader to contact Luton Borough Council, however circumstances may prevent this if you are not 100% positive that the Council has been contacted, please contact Luton Borough Council on 01582 546083 and state that you require immediate assistance from Luton Borough Council Emergency Team. Give brief details of the incident.

- Your details will be taken and you will be phoned back within 30 minutes.
- You should also contact the Head of Establishment (if this is not you).
- Luton Borough Council Emergency Team will be brought into action to support the party, the establishment, and the parents. Teams of senior officers are briefed for this role and will provide continuous support from the moment the emergency occurs. The team would operate from the Emergency Control Centre and the Head of Establishment or a senior member of staff may be asked to join the team immediately.
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the Council in handling this.
- Luton Borough Council Emergency Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. Luton Borough Council Emergency Team will direct all actions; provide links with the media, rescue agencies, tour operators,

insurance companies etc. As appropriate Luton Borough Council Emergency Team would arrange for the return of the party or other transport where required.

- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the Council and for continuing contact with Luton Borough Council during the incident.
- Luton Borough Council will give accurate and periodic information through press releases, will arrange interviews and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate support and counselling will be arranged for families, participants and staff.

Name	Home	Mobile
Head of Establishment	01525 861060	07970 479539
Deputy Head of Establishment	01582 535262	07816 017959
Luton Borough Council Emergency Centre (for initial contact during an emergency only)	01582 546083	
Chair of Governing Body		

Event Specific Risk Assessment (ESRA)

May be completed electronically to expand the boxes

Visit Details:			Date:			
Visit Leader:			Person completing ERSA:			
			Who to be informed			
Identifying the Specific Issues/hazards List significant hazards which may result in serious harm or affect several people	H/M/L rating	How to manage it What procedures/control measures will you have to reduce the risk	Parents	Staff	Participants	H/M/L outcome
The Journey						
The Venue						
The Group (including staff)						
The activities						

Generic/Establishment Risk Assessments/guidance used to support this visit:

There is no need to repeat any generic/establishment risk assessments or procedures used, however please list below any that accompanying staff/pupils need to be aware of that are relevant to this visit.

Ongoing Risk Management**Ongoing risk management notes**

1 Apply the Control Measures

2 Monitor how effective they are

3 Change, adapt and revise as required

4 Make notes of the changes

Examples:

- Monitor the weather
- Monitor traffic on the road
- Monitor the group and leader motivation

Alternative plans (Plan B) - This must be completed for all visits

Home/base Emergency contact name/number:

On site/venue Emergency contact name/number:

Contact number for Local police:

Contact number for Local doctor:

Signed by EVC _____

Date _____