

## SCHOOL VISITS POLICY

In considering approval for school visits, the Governing Body of XXXXXX School will expect the following basic principles to be adhered to in accordance with the DfEE publication Health and Safety for Pupils on Educational Visits (July 2002) and the recently revised version of Educational Visits and Journeys (Bedfordshire County Council Summer 2003)

NB: LA guidance takes precedence over DfES guidance)

1. The primary purpose of all visits must be educational. The nature of the activities undertaken must be suited to the ages, abilities and aptitude of the pupils.
2. There should be clear links between the activities undertaken on trips and the normal work of the school.
3. A visit should not cause undue disruption to the functioning of the school.
4. Visits and journeys which impose undue strain on those taking part, or those which involve a disproportionate amount of travel time, should not be undertaken.

### **SUPERVISION**

Definitions:

**Group Leader** - a teacher who has overall responsibility for the supervision and conduct of the visit or journey **at all times**. Where there is more than one teacher a Group Leader should be appointed who has authority over the whole group - usually the person who has the most experience in leading such visits.

**Supervisor** - any adult who accompanies the group under the direction of the group leader

**A supervisor may be:**

- a teacher employed by Bedfordshire County Council
- a non teacher employed by Bedfordshire County Council e.g. a teaching assistant, a learning support assistant
- an adult volunteer such as a parent, a spouse, a student, a governor, a teacher employed by another LA

5. It is **essential** that there is a high enough ratio of adult supervisors to pupils for any visit.

<b>Day Visits in the UK</b>	<b>Depending on the nature of the activity</b>
Year Group	Number of adults required
Foundation Years	1: 3 + 1
Years 1 - 3	1: 6 + 1
Year 4	1: 10 + 1

<b>Overnight Visits in the UK</b>	<b>Depending on the nature of the activity</b>
Year Group	Number of adults required
Years 1 - 3	1: 5 + 1
Year 4	1: 8 + 1

Each class will have a class teacher in charge.

There will be an overall group leader.

Each group **must** have an additional supervisor to cover an emergency or unforeseen circumstances.

Contingency plans must be available to cover the withdrawal of one or more supervisors through illness or other reason to cover unforeseen circumstances.

6. All adult supervisors, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times.

*Refer to Chapter 3 p23 -29 Supervision for more information*

## **RESPONSIBILITIES**

7. **Governors** should ensure that the Headteacher informs them about proposed visits well in advance. (see DfEE p4 paras 19-20/ LEA p2 1.)
8. **Headteachers** should ensure that all visits comply with the regulations and guidelines in the DfEE and LA documents.
9. There will be a named **Educational Visits Co-ordinator (EVC)** who will be involved in the planning and management of educational visits and adventure activities led by the school staff.
10. The **Group Leader** is a very important role. They manage the supervision and the conduct of the visit and should have regard for the health and safety of the group. The group leader is assigned by the EVC.  
**The Group Leader** must have an accurate record of pupils and adults on the visit. She/he has the responsibility to brief all accompanying adults in their roles and responsibilities; this should include the safety and control of the children. Children should also be briefed and instructed on behaviour and safety procedure.  
The Group Leader **must** take a copy of the Field File on visits and journeys.

*Refer to Chapter 1 p1-12 Roles and responsibilities for more information*

## **PARENTAL CONSENT**

11. The prior written consent of parents or legal guardians must be obtained before any pupil participates in a visit or journey, which is not part of the everyday routine of the establishment.
12. Parents or legal guardians should receive sufficient details of the proposed visit or journey in ample time to make appropriate arrangements.
13. In the absence of written permission from parents or legal guardians, the pupil will not participate in the visit or journey.

14. If a parent or legal guardian absolutely withholds consent the child should not be taken but the curricular aims of the visit should be delivered in some other way where possible.

## **CHARGES**

15. Charges for school visits and journeys must be in accordance with the school's policy on charges and remission of charges under Section 110 of the 1998 Education Reform Act.
16. No pupil should be excluded from a school visit or journey in school session time by reason of the unwillingness or inability of those with parental responsibility to pay.

## **RISK ASSESSMENT**

The Management of Health and Safety at Work Regulations 1992 require employers to assess the risks of activities.

17. A risk assessment should be completed well before the visit, and should be approved by the headteacher. It need not be complex but it should be comprehensive.
18. The risk assessment should be carried out by the group leader and if possible another member of staff. This will involve a preliminary fact finding visit and an assessment of any hazards. It should be recorded and copies given to all teachers and supervisors on the visit, with details of the measures they should take to avoid or reduce the risk.
19. When using generic risk assessments for regular visits e.g. the local middle school, the swimming pool ,specific concerns should still be identified (e.g. road works, particular behaviour issues) concerning that particular visit.
20. Where possible involve children in risk assessments by talking about the risks involved, teaching them how to minimise risks and deal with hazards, asking them how they would deal with a particular situation, involving them in the planning of a visit.
21. The group leader and other supervisors should monitor the risks throughout a journey and school visit and take appropriate action as necessary e.g. weather, illness, injury
22. Basic safety rules must be followed when visiting farms. Visits should be planned and a risk assessment carried out with the particular hazards in mind.  
See Educational Visits and Journeys (LA) p54 and 55 Avoiding ill health at open farms - advice to teachers and DfES: A handbook for Group leaders Advice on Specific Activities Farm Visits

## **FIRST AID AND MEDICAL NEEDS**

A properly maintained first aid kit must be taken on all journeys and visits.

23. The Group Leader should assess what level of first aid equipment might be needed and ensure that an adequate first aid box is taken.
24. There should be **one person** appointed to be in charge of the first aid arrangements

- 25. **Supervisors and other staff** should be aware of the contents of the first aid box and if necessary how they should be used.
- 26. **All supervisors** must be aware of allergies or illnesses suffered by participants. Group Leaders must make sure that this information is recorded before the visit and that it is available at all times including the journey.
- 27. Mobile phones should be taken on journeys and visits and everyone should be in possession of phone numbers
- 28. **All leaders** supervising a visit should be given the opportunity to talk through any concerns they may have about their ability to support a child with special needs e.g. medical, behavioural, learning. Extra help should be requested if necessary.

**FAMILIARISATION WITH PLACES TO BE VISITED**

- 29. It is **mandatory** for the Group Leader and class teachers to make a preliminary inspection visit to gain first hand knowledge of the places to be visited. This is primarily to ensure at first hand that the venue is suitable to meet the aims and objectives of the visit and to assess potential areas and levels of risk.

**SWIMMING**

- 30. The teacher accompanying the party is there to check that the teaching of the instructor meets the POS requirements of the national Curriculum. If there are any queries these should be referred to the PE Co-ordinator/Headteacher

**TRANSPORT**

- 31. Where the destination is beyond a reasonable walking distance a coach with fitted seat belts will be hired. Staff and supervisors will ensure that children remain seated with their seat belts secured throughout the journey.
- 32. Ensure that staff/supervisors sit in different areas of the coach to ensure supervision of all children.
- 33. **Private cars will not be used to carry children other than with their own parent.**

*This policy has been discussed with all members of staff and approved by the Governing Body.*

Signed.....Date.....

Signed.....Date.....

Signed.....Date.....

**Planning Checklist for a School Visit**

This checklist is to help the Headteacher and Group Leader to ensure:

- *the safety of pupils and staff*
- *the maximum educational benefit to pupils*
- *effective organisation and administration*

1. Identify need for visit.
2. Read school policy on school visits.
3. Identify venues that could meet the educational objectives.
4. Make preliminary visit to venue .
5. **Undertake a risk assessment.**  
Some venues also provide risk assessments, these are useful but should not replace a school risk assessment which may contain information pertinent to the children and staff going on the trip.
6. Determine date, costs and feasibility of the trip. The school secretary will assist if given sufficient notice.
7. **Application for approval of educational visit to be completed and submitted to the headteacher.**
8. Once approval has been given the date should be confirmed with the venue.
9. Organise transport for pupils, supervisory staff and Group Leader
10. Send letters to parents informing them of the visit (see Checklist of Information to parents and guardians.)
11. Monies received should be indicated on the class list and sent to the school secretary on a daily basis.
12. Check that all consent forms have been returned.
13. Make a list of children not able to be photographed and ensure that it is made known to any helpers.
14. **Let the kitchen know that you are going out and advise them of free school meals**
15. Complete a nominal register of pupils and adults, \* members of staff. Include information on any allergies or illnesses suffered by participants.
16. Ensure that first aid kit, all medicines; a mobile phone and field file are readily available.
17. Brief supervisory staff and pupils - ideally at a meeting a day before the visit
18. **Complete evaluation forms.**
19. Evaluation forms, details of class preparation and follow up work should be put in the school visits file.

## Useful information and definitions

### **RISK ASSESSMENTS**

A risk assessment is a careful examination of what in your visit could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Risk assessment doesn't stop when you are on the trip. It is continuous throughout the visit and after. Any risk assessment recommendations should be recorded on the evaluation form for future reference.

All adults involved need to know what's on the risk assessment

All children involved should know about risk assessment and ideally should be involved in the writing.

**CRB CLEARANCE** is not statutory but it is advisable.

### **GROUP LEADERS**

The role of the **Group Leader** is important, she/he has the overall responsibility for the supervision and conduct of the visit and should have regard for the health and safety of the group.

The **Group Leader** is in charge of preparing and taking a copy of the field file on all visits and journeys.

The **Group Leader** must report any accidents, incidents or near misses to the headteacher.

The **Group Leader** should be aware of Emergency Procedures (see recommended framework of procedures Chapter 10 p79 Educational Visits and Journeys. (LEA)

The **Group Leader** will complete an evaluation of the visit upon return.

Ideally the **Group Leader** should be 'free' from responsibility for a group of children so that they are in a position to oversee and problem solve where necessary.

### **FIELD FILE**

#### **Contents of the Field File**

Up to date copies of:

- Completed parental consent forms
- Completed nominal roll including details of children with illnesses/allergies and medicines required.
- List of adult helpers including any relevant medical details
- Copy of insurance details and telephone numbers
- Local point of contact details e.g. address, phone number
- Incident/Accident report form
- The itinerary for the visit
- Mobile numbers of all adults
- The school telephone number.
- Completed risk assessment form
- School incident flow chart
- Photographs of children on trip

The **Group Leader** must take a copy of the Field File on Educational Visits and Journeys. It may be necessary to take more copies of the Field File where group members divide into separate groups.

A further copy of the Field File must be held by the Headteacher.

### **FIRST AID**

On all visits there must be an appointed person for first aid. The "appointed person" knows what to do in an emergency but does not necessarily administer first aid. It would be *best practice* for the "appointed person" to have undertaken the Emergency First Aid training course. Schools should satisfy themselves as part of their own risk assessment that first aid cover will be provided throughout their visit or journey, both during transportation and at the destination.

## Application of approval for an educational visit

Year Group:

Number of pupils:

Adult to pupil ratio:

Visit to:

Date:

Time:

Transport arrangements:

Purpose of visit:

Approximate cost:

Group Leader:

Person in charge of first aid arrangements:

Accompanying staff/adult supervisors:

Class preparation and follow up activities:

Risk Assessment attached to this application.

Existing knowledge of place to be visited and whether a preliminary visit is intended:

**To the Headteacher**

I /We request approval for the proposed visit

Signed: .....date:.....

Group Leader(s).....

**To be completed by the Headteacher**

I have studied this application. I am satisfied with all aspects, including the planning, risk assessment, organisation and staffing and give it my approval.

Please ensure that I have all relevant information, including the nominal roll, an itinerary and parental consent information as soon as possible.

**Your report and evaluation of the visit should be filed within 14 days of return.**

**Please inform me immediately on return of any incidents which occurred.**

Signed ..... Date:.....

The Headteacher should retain a copy of the completed application form and details of any subsequent changes.



## School Visit Evaluation Sheet

Curriculum area of interest:

Destination:

Date:

Teacher's observations and comments:

Was the destination appropriate?

Were the aims of the visit met satisfactorily?

Were the transport arrangements satisfactory?

Would you recommend a similar school visit in the future?

Would you add anything further to your risk assessment?

Any other comments?

Signed .....

### NOMINAL ROLL for adults

To be completed for all groups involved in Educational Visits and Journeys.

One copy of this form to

- i. Headteacher
- ii. The Field File which will accompany this group

Name of group: \_\_\_\_\_

Place of visit and address \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_

Names of teaching staff and supervisors on visit with contact numbers

List of adults with allergies / illnesses and accompanying medicines

Name of adults accompanying trip	Contact number in case of emergency	Mobile number	Any allergy/illness/medication

### NOMINAL ROLL for pupils

To be completed for all groups involved in Educational Visits and Journeys.

One copy of this form to

- iii. Headteacher
- iv. The Field File which will accompany this group

Name of group: \_\_\_\_\_

Place of visit and address \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

Date: \_\_\_\_\_

Names of pupils on visit: attach class list(s)

List of pupils with allergies / illnesses and accompanying medicines

Name of pupil	Allergy /illness	Medication

It is good practice to have meeting of all adults involved before the trip to explain procedures, go through risk assessment etc

1. Date of visit
2. Times of visit
3. Purpose of visit
4. Areas of responsibility
5. Names of children that they are responsible for.
6. Details of any relevant allergies/illnesses
7. Name of Group Leader
8. Name of person in charge of first aid arrangements
9. Copy of Risk assessment

## Checklist of information to parents/guardians

1. Dates.
2. Times of departure and return.
3. Method of travel.
4. Names of Group Leader(s) and accompanying staff.
5. Request for parent helpers. (supervisors)
6. Broad aim of visit and details of activities planned.
7. Charges of voluntary contributions; what they cover and do not cover.
8. Methods of payment.  
(In some cases where the cost of the trip is high a "pre - letter" may be sent detailing the cost so that the school can gauge whether the take up for the trip will be sufficient to cover costs.)
9. Whether the pupil will require a packed lunch from the school kitchen. (Free school meals)
10. Advice on pocket money.
11. Advice on clothing/footwear and other items to be taken.
12. Prohibited items.
13. Parent/guardian consent form.
14. Any details relating to emergency treatment.
15. A reminder that a pupil cannot take part in visits without a consent form.

## Just before I go...

**Have I got the:**

### **FIELD FILE**

#### **Contents of the Field File**

Up to date copies of:

- Completed parental consent forms
- Parent Emergency Contact numbers
- Completed nominal roll including details of children with illnesses/allergies and medicines required.
- List of adult helpers including any relevant medical details
- Local point of contact details e.g. address, phone number
- Incident/Accident report form
- The itinerary for the visit
- Mobile numbers of all adults
- The school telephone number.
- Completed Risk assessment form
- School incident flow chart
- Photographs of children on visit

### **MAPS AND ADDRESSES**

### **FIRST AID KIT**

### **MEDICINES**

**MOBILE PHONE (don't forget to charge it)**

### **CHEQUE FOR PAYMENT**

### **SICK BUCKET/SAWDUST/WIPES**

**HAS EVERYBODY GOT A LUNCH (including free school meals)**

## CONTENTS OF PACK

1. School Visits Policy
2. Planning Checklist for a School Visit
3. Useful Information/definitions
4. Outline of proposed school visit
5. Risk Assessment Form - completed example
6. Risk Assessment Form
7. Application of approval for an educational visit
8. School Visit Evaluation Sheet
9. Nominal Roll for adults
10. Nominal Roll for pupils
11. Checklist for Supervisors
12. Checklist of information for parents/guardians
13. Model of itinerary
14. Copy of Incident/Accident report form
15. Adult information forms
16. Copy of School incident flowchart
17. Just before I go...

# FIELD FILE

## Contents of the Field File

- Completed parental consent forms
- Completed nominal roll including details of children with illnesses/allergies and medicines required.
- List of adult helpers including any relevant medical details and mobile numbers
- Copy of insurance details and telephone numbers
- Local point of contact details e.g. address, phone number
- Incident/accident report form
- The itinerary for the visit
- Mobile numbers of all adults involved
- The school telephone number
- Copy of school incidents flowchart
- Photographs of children on visit