



# Educational Visits Policy

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## WINSOR PRIMARY SCHOOL

### EDUCATIONAL VISITS POLICY

The Governing Body of Winsor Primary School believes that pupils benefit enormously from taking part in educational visits with the school. In particular, they have the opportunity to undergo experiences not available in the classroom and such visits help the school to provide a broad and balanced curriculum that is stimulating and interesting.

The Governing Body delegated to the Head Teacher, has the responsibility for establishing the school's detailed procedures, consistent with the LVA and Department of Education guidance. These detailed procedures will encompass the following:-

- Approval of an educational visit.
- Arranging and obtaining consent.
- Charging and remissions policy.
- The level of acceptable supervision and ratios.
- Insurance arrangements.
- Competence of group leader.
- Planning procedures.
- Conduct and safety.
- Information to parents/carers and pupils.
- Medical consent.
- Emergency procedures including first aid arrangements and Plan B.
- Risk assessment.
- Arrangements for residential visits.
- Evaluation and monitoring.
- Arrangements for visits abroad.
- Travel on public transport.
- Hire of minibuses.
- Use of private cars.
- Pupils travelling unaccompanied.

The Governing Body requires the Head Teacher and the Educational Visits Coordinator to maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the Governing Body as appropriate.

The Governing Body delegates the approval of educational visits as follows:

- Extension of the classroom (e.g. a visit that can be accomplished without transport and within a morning and/or afternoon session) must be approved by Educational Visits Coordinator
- A half or whole day visit that requires the use of transport must be approved by Educational Visits Coordinator
- A half or whole day visit that requires one or more nights residential accommodation must be approved by Educational Visits Coordinator and Head Teacher
- A day visit abroad must be approved by Educational Visits Coordinator, Head Teacher and Governing Body
- A visit abroad requiring one or more nights residential must be approved by Educational Visits Coordinator, Head Teacher and Governing Body
- An extra-curricular activity (e.g. sports fixture at another school) must be approved by Educational Visits Coordinator/Head teacher
- Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.) must be approved by Educational Visits Coordinator, Head Teacher and Governing Body

The current Educational Visits Co-ordinator (EVC) is Mrs. A. Kumar

## **LA INSURANCE**

### **General**

The purpose of this note is to set out clearly for Head Teachers the position regarding the insurance in relation to activities within the school and during an educational visit, whilst pupils are under care of school staff.

It is not possible to define all potential activities, but if there is any doubt, contact Alan Merry, NPW Head of School Support and Relationship Management on 020 8249 6970 (in his absence Geetha Unnithan 020 8249 6973), or LBN's Insurance Team for Insurance advice on 020 3373 9812.

### **Public liability**

London Borough Newham arranges public liability insurance with an appropriate insurance provider and offers this to schools as part of a service level agreement (SLA). This means that the LBN is covered for any action(s) of negligence by staff which result(s) in injury to a young person, or loss of, or damage to, their property. In such circumstances of negligence by the council, the parents/carers of young people may claim compensation for the injury that has been suffered.

This insurance covers all activities on and off site whilst young people are in the care of LBN employees or volunteers authorised for the activity.

LBN Schools are required to pay for this public liability insurance through the SLA. If schools make arrangements with another insurer, they must be to a comparable standard to that offered by the council. This must be approved by LBN's Insurance Manager (See NPW IB024 for a copy of the current policy).

### **Personal accident/School Journey Insurance**

London Borough Newham has arranged comprehensive insurance that will include cancellation and medical repatriation and will compensate for injuries or other loss which may generally occur in the course of an educational visit in the UK or abroad where there is no negligence by the council's staff. Full details are given in **NPW IB024 - Personal Accident Travel Policy Off-site activities insurance for schools and other educational establishments**. If parents wish to have additional insurance cover, they must make their own arrangements, and this information should be included in the school prospectus and/or handbook of the details given in Appendix 1.1, and also printed on the reverse of any educational

visit parent/carer consent form. LBN LA maintained schools are required to pay for school journey insurance through their SLA with LBN.

### **For Further Advice**

Contact: Insurance Manager  
OneSource  
Insurance Section  
1<sup>st</sup> Floor West Side  
Newham Dockside  
1000 Dockside Rd  
London E16 2QU  
Tel: 020 3373 9812  
Email: [insurance@onesource.co.uk](mailto:insurance@onesource.co.uk)

### **Vehicle insurance**

Head Teachers (or equivalent) must ensure that appropriate insurance is in place when transport such as minibuses, private vehicles, etc. is either hired or driven by teachers or other adults.

### **Planning**

**Please remember the following when planning your visit:**

- It should be relevant to the planned work of the class and that year groups should plan visits jointly. A pre-visit to the venue is essential.
- Seek permission for the visit from the Head Teacher or EVC.
- The cost - we can only ask for a voluntary contribution. There may be some instances where we have to say that the visit will only take sufficient contributions.
- After -School Clubs (taking place off-site)  
These take place outside school hours (lunch time or after school) and are optional extras for which parents choose to allow their children to take part in, they must agree in advance to meet any charges.
- Residential journeys  
(In School Time)

Charges may be made for transport, board and lodging on a voluntary basis. Parents who are in receipt of income support or family credit will receive full remission of charges.

(Out of school time)

Parents/carers may be charged for transport, board and lodging on residential visits as well as the full costs when a visit is deemed as an "optional extra". An optional extra will fall mainly or wholly outside school hours; is not part of the National Curriculum; not part of a syllabus towards a prescribed public examination and not in scope of the statutory requirements relating to religious education. However, parents/carers must agree to pay in advance.

- The number of suitable adults (over 18) available to accompany the children must be listed on the school visits form.
- Risk assessments, school visit form and checklist must be completed and handed to the EVC.

**After permission has been given for the visit the person/s responsible for organising the visit must:**

- Arrange the booking in conjunction with the Admin Officer including any necessary transport.
- Please complete an information letter to send to parents. Please put a copy in the letters home file. If parents/carers withhold consent the pupil must not be taken on the visit but the curricular aims of the visit should be delivered to the pupil in another way. If parents/carers give conditional consent, the Head Teacher will need to consider whether the pupil is taken on the visit or not.
- A general consent form will be completed upon admission for each pupil. Consent must be completed for each pupil in the group. Besides conveying consent, it could also form the basis for obtaining details required. If a tour operator is used, it may be sensible to ask them what information to obtain and include this in the consent form. General issues to consider include:
  - An emergency contact number;
  - any allergies/phobias the pupil may have;
  - any medication the pupil is taking (if so what the dosage is and who is to administer it);
  - whether the pupil administers their own medication;

- any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the pupil;
- the name, address and phone number of the pupil's GP;
- any special/medical dietary requirements;
- whether the pupil has any night time tendencies such as sleepwalking for residential visits;
- the pupil's ability to swim in the pool or sea and their level of water safety awareness (you may wish to state a minimum standard);
- any other information which the parent thinks should be known;

### **Medical consent**

This should form part of the consent form. Parents/carers should be asked to agree to their child receiving emergency treatment, as considered necessary by the medical authorities.

- Make sure the school cook knows at least two weeks in advance the date of the visit, how many pupils will be out of school and how many packed lunches she needs to make.
- Arrange for the collection of the contributions including a list of who has paid (this could be done by a TA).
- Ensure that all the permission slips have been returned.
- Ensure that the adult child ratio is suitable and discuss groupings with the EVC.
- Ensure that a first aid pack is taken and any medication (asthma pumps etc.) needed is included.

The school may wish to seek advice from School Nurse regarding non-prescribed medicines such as insect repellent, antihistamines, indigestion remedies, etc.

### **ADULTS**

- The number of adults going will depend on the age of the children, children with any particular special needs, means of travel and the actual place being visited.  
A general guide is:  
1 adult for every 6 pupils in Years 1-3 (under 5's Reception and Nursery classes should have a higher ratio).  
1 adult for every 10-15 pupils in Years 4-6 (although we endeavour to have a lower ratio).

One to one support assistants for pupils with SEN must not count as part of the ratio for the whole group.

- Adults must be told what is expected of them before the visit - their responsibilities, the number and names of the children for whom they will be responsible and what they should do in an emergency.
- Where possible there should be an adult of each sex on the visit.

## **CONDUCT**

1. Children must be told how they should behave before they go
  - a) how they are expected to walk along pavements
  - b) how they should wait at bus stops or on station platforms
  - c) that they must sit on coaches and other means of transport if possible
  - d) they will wear seatbelts provided
  - e) how they are to board buses and trains
  - f) how they will cross roads
  - g) how they will conduct themselves at the place they are visiting
  - h) when they will be eating
  - i) what they should do if they get lost
2. Children must be accompanied at all times. If they are to be allowed freedom in a space, e.g. a room in a museum, make it very clear that they must not leave that area.
3. At all times, arrange the adults so that all the members of the party can be seen.
4. When crossing roads, ensure that there is an adult at the front of the line and an adult at the back. If possible, have an adult in the middle of the road as the children cross.
5. When boarding transport, ensure that an adult is at the front and at the back.
6. Make frequent head counts through preparation to ensure that no child is missing.
7. Contingency Plans must be considered to ensure that one-to-one children are able to take part.

## **GENERAL**

- A visit should be planned with the intention of taking all children.
- Make sure that the person in charge knows what to do in an emergency and that they contact the school as soon as possible if an emergency arises.

- The person in charge should make sure that they leave their mobile phone number with the school office and the EVC.
- If the visit involves water, activities then there must be a qualified life saver who is in charge of no more than 10 pupils at a time.
- Local visits which take part in school time, e.g. to the park or shops are covered by the general consent form. The person in charge should check that each child has a signed form. If there are sufficient adults and a risk assessment has been done for that specific visit, the EVC can just be notified of the departure time and return time.
- When planning a visit to a farm, please refer to the separate checklist on precautions for a farm visit.

### **FARM VISITS - CHECKLIST OF THE MAIN PRECAUTIONS**

#### **Preparation for the visit**

1. Ensure that those leading the educational visit are familiar with their own school/LA guidelines on educational visits.
2. Check that the farm is well-managed: that it has a good reputation for safety standards and animal welfare; that it maintains good washing facilities, clean grounds and public areas. A prior visit to the location is essential.
3. Never let pupils:
  - place their faces against the animals or put their hands in their own mouths after feeding the animals
  - eat until they have washed their hands
  - sample any foodstuffs
  - drink from farm taps other than those clearly labelled for public use
  - ride on any farm machinery
  - play in the farm working area
4. Female visitors should be warned that there is a possible risk of diseases being transmitted to pregnant women during lambing time.
5. Inform parents of the advantages of wearing footwear that can be easily cleaned. Wellington boots are ideal, but any closed shoe is preferable to open footwear.
6. Explain that visitors should not eat or drink anything including chewing gum, etc. while touring the farm, because of risk of infection and the risk of contact with toxic pesticides and any other chemicals.
6. Before contact with animals, ensure that cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals, all visitors must wash and dry their hands thoroughly.

7. Lunch and snacks should be eaten well away from areas where animals are kept, and no-one should eat anything that has fallen on the ground.

Further advice is contained in the HSE guidance document: **Preventing accidents to children on farms** (<http://www.hse.gov.uk/pubns/indg472.pdf>).

### Residential Visits

Residential visits have significant value for young people and their learning, whether at school, as part of curriculum learning, or as part of an extra-curricular, voluntary or leisure activity. At all times a Risk Assessment should be requested from the providers, all details checked by EVC Co-ordinator and kept on file.

Because residential visits involve being responsible for the care, health and wellbeing of young people as well as for their learning 24 hours a day, there are specific considerations to be made in the planning, preparation and execution of residential visits.

#### *a) Accommodation*

Some key considerations in advance will include:

- The location of the group, ideally in one part of the building and above the ground floor, with adult accommodation as near as possible to that of young people. The visit leader should be familiar in advance with a floor plan showing the location of the rooms
- Planning the allocation of accommodation (including both sleeping and bathrooms/lavatories), taking account of gender and other considerations
- Adopting a bespoke planning approach to accommodation depending on the type of residence being used, e.g. having sole occupancy of a residential centre as opposed to sharing with other young people groups; booking all rooms at a youth hostel as opposed to staying at a hotel bookable by the general public
- The appropriateness of security arrangements including staffing and the responsibility of visit staff within these arrangements
- Young people's security within their bedrooms and ensuring emergency access at all times
- That fire safety and evacuation arrangements are in place
- Whether lighting, heating and ventilation are suitable and sufficient

- Checking that balconies are stable, windows secure and electrical connections safe
- Safe storage of property, luggage, equipment, etc. and safekeeping of valuables
- That the accommodation can provide for religious or cultural needs, e.g. halal meat or kosher food, religious observance requirements etc
- That other facilities, where provided, are appropriate, e.g. recreation, laundry, drying, etc.
- Where possible/appropriate, the suitability of centre/venue staff to work with young people, so that visit staff are clear about supervision arrangements where there are non DBS checked employees.

*b) During the visit*

These considerations will apply:

- The whole group should be made aware of the lay-out of the accommodation, fire safety and evacuation procedures, key personnel in case of emergency and how visit staff can be contacted (e.g. in the middle of the night)
- Supervision arrangements, including down time, building in appropriate rest breaks for visit staff, and including overnight arrangements
- Supervision of all activities, taking into account specialist activity staff e.g. for musical or adventurous activities, or centre staff
- Provision for young people with special needs or disability, including during down time
- Arrangements for illness during the visit, including that of adults.

*c) Charging for residential visits (see also Paragraph 1.6)*

Schools, settings and services must have a charging and remissions policy. No charge can be made for visits within school hours unless that visit is a voluntary activity (see below).

Charges may be made for residential accommodation. Parents/carers who received either income support or family credit are entitled to a reduced rate of voluntary payment.

**Managing an emergency on a visit and areas of responsibility**

In an emergency, the visit leader is the person 'on the ground' who will normally take charge and ensure that emergency procedures are in place and that back up cover is arranged. Other staff, who can be expected to support, will take responsibility as designated by the visit leader. For this

reason all staff (and volunteers as appropriate) should be expected to familiarise themselves with this paragraph.

It is expected that, owing to their competence (as assessed by the EVC in advance of the visit) visit leaders will control the management of the incident and make other key decisions. Other staff are expected to follow these reasonable management instructions.

NB: if the visit leader is a casualty of the incident and unable to assume control it is essential that another adult assumes the leadership role.

a) *Taking responsibility*

The visit leader should assess the situation and decide the level of seriousness. If their assessment suggests that additional support is required they should contact the EHC at the earliest opportunity.

Once this is done, the visit leader's responsibility is solely for matters at the scene, while other actions and support become the responsibility of the Emergency Home Contact (EHC). As far as possible the visit leader should be able to make one phone call back to base then deal with the incident in situ. The visit leader must keep in touch with the EHC at appropriate intervals so that the flow of communication supports a speedy resolution of the situation.

b) *Accident and emergency actions and responsibilities - visit leader (see Appendix 3.1)*

The visit leader should be prepared to delegate responsibilities, e.g. contacting emergency services, etc., to maintain an overview and take charge until help arrives.

In line with Appendix 3.1 the visit leader should ensure the following actions are taken:

- Establish the nature and extent of the emergency as quickly as possible
- Ensure that all in the group are accounted for, safe and looked after
- Administer emergency first aid if required
- If emergency services are not needed, manage the situation and make a decision whether or not to continue the visit.

If a more serious incident:

- Contact emergency services and the EHC

- Establish the names of any casualties and get immediate medical attention for them
- Telephone or send for external assistance (e.g. mountain rescue/ambulance) if required
- Assign roles and responsibilities, including those of the visit leader so that staff and other adults are appropriately deployed to manage the situation until its resolution. If the group needs to be separated assign a lead adult in each location and maintain regular telephone contact
- Ensure that adequate supervision is in place for all young people and, if the group is to be separated (e.g. one or more people need hospital treatment) adequate levels of supervision are maintained for all
- Ensure that an adult (known to the casualty if possible) accompanies casualties to hospital and that contact can be maintained easily with the adult
- Inform young people as appropriate ensuring that the flow of information is well managed in the best interests of everyone involved
- Restrict young people's access to mobile phones as part of sensible information flow management
- Maintain regular communication with the EHC, sharing details and information
- Monitor accessibility of telephone contact especially in a remote area and reliant on mobile telephone coverage.
- Make notes as soon as possible including all relevant facts and witness details and preserve any vital evidence
- Consider the implications for the rest of the visit and make decisions accordingly in discussion with the EHC.

Note that:

- No-one in the group should speak to the media, unless specifically authorised to do so
- No specific or personal details can be given to the media
- Media enquiries should be referred to the EHC or the LA
- No-one in the group should admit or discuss legal liability with other parties.

*c) Accident and emergency actions and responsibilities - EHC (see paragraph 3.4)*

The EHC acts as the first contact, central liaison and communications link between the groups, the school, parents/carers. In an emergency the EHC will be expected to liaise with the LA and other agencies as required.

Because the EHC is required to advise, make decisions and when necessary act on the visit leaders behalf they must have access to all the visit details. The visit leader must ensure that a full copy of the visit paperwork is given to the EHC. Below is a checklist of what is required:

*For all visits*

- A copy of the approval form
- Relevant risk assessments
- An accurate list of all the group members (including adults)
- Contact details of the young peoples' parents/carers and emergency contacts
- Contact details (e.g. mobile phone number) of the visit leader and other leaders if appropriate);
- Medical consent information
- The group's programme/itinerary
- Any other relevant paperwork required by the school, setting or service.

*For UK residential and overseas visits*

- Name of group's accommodation and contact details
- Other details about the visit plans
- Contact details of the tour operator (if applicable)
- Copies of relevant insurance documents and contracts with travel operators
- Emergency contact details for accompanying adults with appropriate medical information (e.g GP contact details)
- Details of the agreed senior leadership contact for the duration of the visit
- Contact details of LBN Emergency Services.

The EHC must be available at all times to advise the visit leader on non-emergency matters throughout the visit.

In the unlikely event of an emergency the EHC must take control of the situation 'back at base' on behalf of the visit leader, whose duty it is to manage matters on the ground.

The EHC should carry out the following procedures and make a record of all events and actions taken using an incident log. Appendix 3.4 provides a checklist and log sheet covering all LBN requirements.

- Obtain facts and information
- Provide reassurance

- Ensure that appropriate emergency services have been called for if needed
- Establish if any additional assistance is required from the school base
- Confirm who is in charge at the scene, and check if any back-up staff are available or required
- Notify and inform head teacher or equivalent/manager and other senior leaders as appropriate in line with incident log
- Notify and inform others as appropriate in line with the incident log
- Establish with the visit leader who will be responsible for which parts of the incident and ensure that communication lines are established and manageable throughout the incident
- If the incident requires additional support inform and meet with the appropriate staff to designate tasks
- Maintain an overview of the work in progress, keeping in touch with the incident and ensuring all support tasks at base are completed.

*d) Essential information for the visit leader and the EVC*

*LBN emergency and security services contact numbers*

As stated, in an emergency on an educational visit, the visit leader needs to concern themselves with managing the situation on the ground. Therefore the principle should apply that the visit leader makes ONE initial phone call to the EVC (see paragraph 5 in this section) who in turn liaises with others as required.

If the EVC is unavailable, the visit leader should use the following emergency 24-hour contact telephone lines:

LBN Security and Emergency Services 24 hours contact number	020 3373 2397/73
Head of School Support & Relationship Management	07770 227094

The LA will provide access to a wide range of support and guidance in an emergency. Head Teacher (or equivalent), EVCs and visit leaders should note that at weekends and during holiday periods, a reduced level of service may be available.

**First aid**

The following should be provided:-

- Risk Assessment from Provider which determines first aid on site.

- Risk Assessment done by EVC which determines first aid on site.

The Risk Assessments should determine the following:-

- The nature of the activity.
- The nature of the group.
- The likely injuries associated with the activity.
- The extent to which the group will be isolated from the support of the emergency services (both in terms of distance and response time).

There is a statutory requirement that at least one person who has a current paediatric first aid certificate must accompany pupils on visits undertaken in the EYFS.

### **Monitoring - school**

Monitoring involves undertaking a series of checks to ensure that visits are properly organised, suitably staffed and appropriate in achieving the planned outcomes. In parallel, ongoing checks ensure that suitable standards of safe practice are upheld and provide a helpful and effective means of feedback and guidance.

The EVC, as part of their duties, should maintain overview of visit evaluation and, good practice would suggest, could prepare a periodic summary evaluation report (e.g. for the Head Teacher (or equivalent) to report to governors)

An active self-monitoring process is integral to the school safety management system. This can be achieved by:-

- By occasionally checking to see if the written responses made by visit leaders when sending visit details for approval are indeed correct, and that actual practice matches learning outcomes
- By checking systems and feedback from the end of visit review, or evaluation information
- By carrying out their own announced or unannounced checks on educational visits and activities at regular intervals.

## **Transport Arrangements**

The visit leader must give careful thought to planning the transport arrangements made for young people and the safest route. This section sets out factors to include when choosing methods of transport and the necessary checks to undertake.

The main factors to consider include:

- Passenger safety
- Supervision.
- Contingency arrangements in case of breakdown/emergency
- Stopping points on long journeys for toilet and refreshments

NB: Plans may need to be amended on the day of the visit to take account of factors such as weather conditions and traffic.

***Seat belts:*** All minibuses and coaches that carry groups of three or more people must be fitted with a seat belt, or appropriate restraints system for each passenger. The seats must face forward and seat restraints must comply with legal requirements.

Young people using transport on a visit must be made aware of basic safety rules including:

- Do not rush towards the transport when it arrives
- Wear the seatbelt and stay seated whilst travelling on transport
- Never tamper with any of the vehicle's equipment or driving controls
- Bags or other personal items must not block aisles or cause obstructions
- Never attempt to get on or off moving transport.

## **Hiring coaches and buses**

The visit leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. Schools using operators to transport young people must ensure that the operators have the appropriate public service vehicle (PSV) operators' licence.

When booking transport, the visit leader must consider the availability of seat belts for young people and adults. Whilst seat belts must be fitted on coaches who carry groups of young people, they are not legally required on buses. Buses where seat belts are not fitted are normally inappropriate for long journeys.

If any of the group use a wheelchair or a walking aid, the visit leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps or specify the use of a tail or platform lift.

### **Staff own cars**

Some schools, settings and services rely on staff and/or parents/carers or other volunteers using their own vehicles to transport young people to and from extra-curricular activities off site.

Employees who undertake to do so must ensure that their insurance policy includes 'the correct endorsement' and covers them to use their car for their employer's business and transport young people in their vehicle.

Parents/carers must be informed that their children are likely to be transported in this way.

### **Visits that include adventurous activities**

#### *Licensing regulations and adventure activities*

Under the conditions of the Adventure Authority Licensing Regulations (2004) certain providers of adventure activities require a licence to operate as a provider. Such licences were previously provided by the Adventure Activities Licensing Authority (AALA), but with effect from 1<sup>st</sup> April 2007 the Health and Safety Executive (HSE) was designated the adventure licensing authority. HSE has contracted Tourism Quality Services LTD (TQS), the not-for-profit company that was formerly the AALA, to administer the scheme, carry out inspections and issue licenses on HSE's behalf. The contractor is trading as the Adventure Activities Licensing Service (AALS). The acronyms AALA, TQS and AALS may be seen in documentation supplied by licensed providers of adventure activities; these should be read as meaning HSE. When checking that a provider is appropriately licensed, schools, settings and services should check that the license reflects these changes to the licensing process.