

**BRIZE NORTON PRIMARY SCHOOL**  
**Educational Visits Policy**

<b>Review Date Planned</b>	<b>Review Date</b>	<b>Date adopted by Governing Body</b>
17 <sup>th</sup> March 2012	19 <sup>th</sup> March 2012	22 <sup>nd</sup> March 2012
22 <sup>nd</sup> March 2013	8 <sup>th</sup> March 2013	14 <sup>th</sup> March 2013
8 <sup>th</sup> March 2015	April 2015	April 2015
April 2018		

### **Rationale**

At Brize Norton Primary School we value the role of educational visits and regard them as an important part of school life. To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to.

The range of activities covered by this document include:

- Residential Activities.
- Day Visits using transport
- Day or Part Day Visits on foot
- Sporting Activities
- Swimming Pool Visits
- Farm Visits

These guidelines are to be read in conjunction with the following documentation:

DFEE – Health & Safety Responsibility & Powers DFES.0803/2001

Standards for Adventures DFES.0565/2002

Handbook for Group Leaders DFES.0565/2002

Oxfordshire Outdoor Learning

Health & Safety of Pupils on Educational Visits DFES HSPV 2 1998

BAALPE Safe Practice in Physical Education Part 1 Section 1,2,5,5.7,6,6.1,6.2,7,8,9,10 Part 2 Section 17 Appendices 3&6

Any more? Check Schools website

School Visits benefit young people in many ways, including:

- Being able to apply a different range of skills than those used in the classroom.
- Enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable learning.
- Assessing and Managing Risks (Safety).
- Associating the work of schools and teachers directly with the work outside school.
- Developing talents, abilities and interests, which can be motivational and have lifelong relevance.

Teachers, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating.

### **Planning**

Guidance from the Oxfordshire Outdoor Learning Service is used for planning all educational visits.

Group leaders should refer to the 'essential forms and documents for planning off-site visits and activities' when planning a visit held in the school office and available at

<http://www.oxfordshireoutdoors.co.uk>

The following documents are found within the planning guidance:

- Visit Leader's Checklist
- Consent form for off-site visits and activities
- Notification of Visits Form (cat C visits)
- Provider Questionnaire
- Emergency Procedures for Visits and Activity Leaders
- Volunteer Driver Declaration
- TVP form

- Risk Benefit form

In addition as a school we continue to use at present:

- Form OA1 - Parental/Guardian Consent Form
- Form OA2 - Confidential information from Parents/Guardians
- Form OA5 - Activities Off-site - Internal Approval Form
- Form MA1 - Monitoring and Approval of Visit Application - Potentially hazardous activities and all visits abroad
- Form OA6 - Summarised Site Information For Parents and Guardians

The EVC Champion for Brize Norton Primary School is Mrs Helen Barker.

From March 2013, the school EVC leader was authorised by the Oxfordshire Outdoor Learning Service to approve cat C (MA1) visits in-house and the school will then inform the LA of such visits.

### **Vetting and DBS Checks**

All staff at Brize Norton Primary School have an enhanced DBS disclosure. Where parents are asked to help on a school trip, wherever possible, only parent volunteers with DBS checks are asked to help. Parents helping on any overnight residential visits must have an enhanced DBS disclosure.

The school recognises that a DBS check in itself is no guarantee as to the suitability of an adult to work with a given group of children. The placement of an adult within a situation of professional trust should always be on the understanding that a full risk-benefit assessment is completed beforehand.

Any volunteer drivers used to support off-site visits and activities must comply with the school's volunteer drivers' procedures. Where are these?

### **The Governing Body should:**

- Satisfy itself that risk assessments have been undertaken and that appropriate safety measures have been put in place.
- Ensure that all training needs have been addressed.
- Check that they are notified of all school visits.
- Be confident that every visit has specific and stated objectives.
- Be confident that that planning complies with regulations and guidelines, including the school's Health and Safety policies.

### **The Headteacher should:**

- Ensure that visits comply with regulations and guidelines provided by the LA, the Schools Governing Body and the Schools Health & Safety Policy.
- Ensure that the group leader is competent to monitor risks throughout the visit.
- Be aware of their role on any visit they take part in.
- Ensure adequate child protection procedures are in place.
- Ensure all necessary actions have been completed before the visit takes place.
- Ensure the risk assessment has been completed and appropriate safety measures are in place.
- Ensure training needs have been assessed by a competent person and the needs of the staff and pupils have been considered.
- Ensure the group leader has experience in supervising the age groups on the visit and will organise the group effectively.
- Ensure the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/ centre where the activity will take place.
- Ensure group leaders are allowed sufficient time to organise visits properly.
- Ensure non teacher helpers on the visit are appropriate to supervise children.
- Ensure ratios of staff to pupils are appropriate.
- Ensure the LA or the Governing Body has approved the visit, if necessary
- Ensure parents have signed consent forms.
- Ensure arrangements have been made for the medical and special educational needs of the pupils.
- Ensure adequate first aid provision will be in place.
- Ensure the mode of transport is appropriate.
- Ensure travel times out and back are known in school.
- Ensure there is adequate and relevant insurance cover.

- Ensure they have the address and phone number of the visits venue and have a contact name.
- Ensure a school contact has been nominated and the group leader has the details.
- Ensure the group leader, helpers and nominated contact have a copy of the agreed emergency procedures.
- Ensure the group leader, helpers and nominated contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other helpers' next of kin.
- Ensure there is a contingency plan for any delays including a late return home.

### **Risk Assessment**

Risk assessments for school visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. Visits/site specific risk assessments, which will differ from place to place and group to group.
3. On-going risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

All educational visits should be planned using the guidance in Oxfordshire Outdoor Learning Service and the new Risk Benefit Form should be used to risk assess all visits from March 2013.

### **Emergency Planning and Critical Incidents**

A critical incident is an incident where any member of a group undertaking an off-site activity:

- has either suffered a life threatening injury or fatality;
- is at serious risk;
- has gone missing for a significant and unacceptable period.
- has suffered acute ill health

As an employer, OCC is committed to providing emergency planning procedures to support establishments in the event of a critical incident. Brize Norton Primary School has a Critical Incident Plan which is reviewed annually and given to all members of staff. Copies of this document can be found in the school office.

To activate support from OCC, the following telephone numbers should be used:

24 hour OCC contact for major emergencies: 01865 379789 (Fire Service Control)

This number should be carried by leaders at all times during an off-site activity but should only be used in the case of a genuine emergency. Under no circumstances should this number be given to young people or to a parent / guardian.

### **Pre-Visits**

In order to undertake a full and comprehensive assessment of risks, it will be essential in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessments, a number of variables need to be taken into account.

- The number of pupils involved.
- The age of the pupils, their gender, ability and general behaviour.
- The previous experience of the group undertaking off-site visits.
- The time of day and time of year.
- The travel arrangements.
- The hazards at the environment being visited.
- The numbers, experience and quality of accompanying staff and volunteers.
- The nature of the activities.
- The special educational and medical needs of the pupils.
- The quality and suitability of available equipment.
- Seasonal weather conditions.
- Emergency procedures.
- How to cope when a pupil becomes unable or unwilling to carry on.
- The need to monitor the risks throughout the visit.

### **Duties and Responsibilities**

All staff should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the pupils and other staff.

All Staff must:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils.
- Inform the group leader if they are unsure of their ability to perform any supervisory function requested of them.
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the visit leader any concerns they have regarding pupil behaviour and well-being during the visit.

Greater levels of responsibilities will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

Responsibilities of Nominated Group Leader

A group leader, whether a teacher or an adult helper, has a common law duty of care towards the pupils in their charge. Group leaders are to understand their responsibilities, which are:

- Obtain the head teacher's prior agreement before any off-site visit.
- Follow LA and Governing Body guidelines.
- Appoint a deputy.
- Clearly define each helper's role and ensure all tasks have been assigned.
- Be able to control and lead pupils of the relevant age group.
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place.
- Be aware of child protection issues.
- Ensure adequate first aid provision.
- Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents.
- Undertake and complete a comprehensive risk assessment.
- Review regularly undertaken visits/activities and advise the head teacher where adjustments maybe necessary.
- Ensure that teachers and helpers are fully aware of what the visit entails.
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed.
- Ensure staff pupil ratio is appropriate for the group.
- Consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an emergency.
- Ensure all helpers have the school's contact details.
- Ensure all helpers have copies of the emergency procedures.
- Ensure that all helpers have details of the medical and the special needs of the pupils.
- Observe the guidance set out for teachers.

Teachers

Teachers on school visits act as employees of LA whether the visit is during normal school hours or outside the school day. Teachers must do their best to ensure the health and safety of everyone in the group and acts in the same way any reasonable parent would in the same circumstances.

They are to:

- Follow the instructions of the group leader and help with control and discipline.
- Consider stopping the visit or activity and notifying the group leader if they think the risk to the health and safety of the pupils in their charge is too great.

Adult Volunteers

Non-teacher adults on the visit should be clear about their roles and responsibilities during the period of the visit:

They are to:

- Do their best to ensure the health and safety of everyone in the group.
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment.
- Follow the instructions of the group leader and teacher supervisor and help with the control and discipline.

- Speak to the group leader or teachers if concerned about the health and safety of the pupils at any time.

### Pupils

The group leader must make it clear to pupils that they must:

- Not take unnecessary risks.
- Follow the instructions of the leader and other helpers including those at the venue/ centre.
- Dress and behave sensibly and responsibly.
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it.
- Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

### Parents

Parents should be able to make an informed decision on whether their child should go on the visit. The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions. The group leader should also tell parents how they could help prepare their child for the visit e.g. reinforcing the visit's code of conduct. Parents should also be asked to agree the arrangements for sending a pupil home early and who will meet the cost. Parents will need to:

- Provide the group leader with emergency contact numbers.
- Sign the consent form.
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

### Records and Communications

Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils.

- Pre Visit risk assessments are to be kept.
- Post Visit reports are also to be kept on file.
- Reports of any accidents or incidents are to be kept on file.

Parents should always be made aware when their children are leaving the school premises. Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to ensure that the National Curriculum work that was being developed during the visit is made available to the pupil in the school. The refusal of the parent not to allow their child to go on the visit does not offer the opportunity for the child to be kept off school or the day. Communication with parents regarding school visits will be included in:

- Parent Handbook & Prospectus.
- Letters regarding use of private transport.
- Information about visits during school time.
- Voluntary contributions.
- Trips outside school hours.
- Details of Children's medical records.
- Meeting with parents.
- Consent forms.

### First Aid

There is to be a qualified first aider on every visit and a first aid kit is to be taken on every visit.

### Staff/Pupil Ratios

Oxfordshire guidelines on staff pupil ratios are to be adhered to on all school visits.

The guidelines are:

- Foundation Stage – One adult for every 5 pupils.
- Years 1 to 3 – One adult to every 6 pupils.
- Years 4 to 6 – One adult to every 10 pupils.

These ratios should take into account:

- Gender and age
- Pupils with special educational or medical needs.
- Nature of activities.
- Experience of adults in off site supervision.

- Duration and nature of the journey.
- 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.

Where there is more than one teacher on the visit, the group leader appointed is empowered as the authority over the whole group. The head teacher must assess the suitability of potential helpers and leaders at a very early stage of planning. It should also be noted that for the protection of both adults and pupils all adults should ensure that they are not alone with a pupil whenever possible. All adults on a visit should clearly understand their roles and responsibilities at all times. It should always be clear that the teacher is responsible for the group at all times.

### **Head Counts**

A regular head count is to be taken of the children, particularly before leaving any venue. All adults should carry a list of all the pupils and adults involved in the visit.

Pupils, especially FS to Y3 should be easily identifiable. School uniform should be worn unless the activity makes this unsuitable. The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

### **Insurance**

The County Council's Public Liability arrangements provide protection for the County Council in respect of its legal liabilities to third parties. These include the County Councils vicarious liabilities for the acts, omissions, etc, of its employees, paid or voluntarily. There is no cover for the acts, omissions, etc, of individual youth group members unless it is proved that the County Council or its employees are legally liable for such acts.

### **Employer's Liability Insurance**

These insurance arrangements protect the County Council in respect of its legal liabilities towards employees, paid or voluntary. Hence if an employee is injured during the course of, and arising out of his employment by the County Council, any sums which the County Council shall be liable to pay as compensation would be covered by the insurance arrangements.

### **Personal Accident Insurance**

The County Council holds a personal accident insurance policy, which provides cover for full and part time employees and volunteers, and includes:

- Assault, including bomb searches.
- Teachers, educational staff and, youth and community workers whilst engaged in voluntary activities approved by the County Council.
- Cover is also provided for employees whilst driving one of the County Council's vehicles.

NB. It should be noted that the County Council; does not insure any child against personal accident. This is the responsibility of the parent unless the school or authority notifies the parents that they have taken out a special insurance policy (See BAALPE3 Section 10). Schools are advised to notify the insurance agent /broker / company direct. If a school insurance policy is taken out the scope of that cover must be clarified and communicated to the parents.

The County Council does not provide insurance cover for any property belonging to children, staff, instructors or voluntary helpers.

### **Emergency Procedures**

Teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. St. Christopher's will follow all procedures outlined by the Critical Incident Policy.

If an accident happens the priorities are:

- To assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.
- Inform the emergency services.
- Inform school or the home contact.
- Ensure that a teacher accompanies any casualties to hospital if necessary and that the rest of the group is supervised.

- Notify the police if needed.
- Ascertain telephone numbers for any future calls.
- Write down accurately all relevant facts and witness details and preserve all vital evidence.
- Keep a written account of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible.
- No one in the group should speak to the media and no names should be provided.
- No one in the group should discuss any legal liability with other parties.

If not present the group leader should inform the head teacher of the incident as soon as practicable. In an emergency the group leader would usually take control of the situation. The home contact's main responsibility is to link the group with the school and to provide assistance as necessary. This named person should have all the information and details of the visit.

### **Transport**

The group leader is to consider:

- Passenger safety.
- Type of journey.
- Traffic conditions.
- Insurance cover.
- Weather.
- Journey time and distance.
- Stopping points on longer journeys and head counts.
- Supervision.
- Ensure that any volunteer drivers satisfy the safeguarding requirements and have completed a driver's declaration, providing the appropriate documents.

### **Residential Visits**

- Staff ratios are to be at least one member of staff for every 10 pupils.
- The group should ideally have adjoining rooms with teacher's quarters next to the pupils' rooms – the leader should obtain a floor plan of the rooms reserved for the groups use in advance.
- If possible, there should be at least one adult from each gender for mixed groups.
- There must be separate male and female sleeping/bathroom facilities for pupils and adults.
- The immediate accommodation should be exclusively for the group's use.
- There should be appropriate and safe heating and ventilation.
- The whole group are to be aware of the layout of the accommodation, its fire precautions/exits and its regulations and routines, and everyone should be able to identify key personnel.
- Security is to be in force to stop unauthorised visitors.
- All staff employed at the centre should be checked on their suitability for working with young people.
- Locks on doors are to work in the group's rooms but appropriate access should be available to teachers at all times.
- There should be adequate space for storing clothes, luggage and equipment.
- There should be adequate lighting.
- There should be provision for children with special needs and for those who fall sick.
- Balconies should be stable, windows secure and electrical connections safe.
- The fire alarm must be audible throughout the accommodation.
- There should be recreational facilities for the group.
- There are to be an appropriate number of supervisors on duty during the night.
- As soon as practicable after arrival a fire drill should take place.

### **Farm Visits**

Farms can be very dangerous places, even for the people working on them. Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with e-coli food poisoning and other infections. The farm should be well managed and have a good reputation for safety standards and animal welfare, and that it maintains good washing facilities and, clean grounds and public spaces.

Pupils are not to:

- Place their faces against animals or put their hands in their mouths after feeding animals.
- Eat until they have washed their hands.
- Sample any animal foodstuffs.

- Drink from farm taps.
- Ride on tractors or other machines.
- Play in the farm area.

#### Brize Norton Primary School Safeguarding Policies

- Safeguarding
- Equalities
- Health and Safety
- Anti-bullying
- Safe from Violence and Aggression
- Positive Handling
- Medication
- First Aid
- Drug and Substance Misuse
- Educational Visits
- Intimate Care
- Internet Safety
- School Security