

Sacred Heart Catholic Voluntary Academy

St Thomas Aquinas Catholic Multi-Academy Trust



EDUCATIONAL VISITS POLICY

Policy Date:	20/03/2019		Kate Hayles Head Teacher	
Policy Review Date:	16/04/22		Edward Hayes Chair of Governors	

Educational Visits Policy

We believe in the importance of educational visits and acknowledge the importance of such visits in the delivery of the National Curriculum. We acknowledge that when taking children on visits we have responsibility for their welfare and safety at all times. We believe that our responsibilities can be fulfilled through adequate planning of a visit and appropriate supervision of children at all times during the visit.

Educational visits are any 'off-site' trip organised and supervised by the school, for children.

Staff responsibilities – a summary

- All staff planning to take children on an off-site visit must inform the school Educational Visits Co-ordinator (EVC) Mrs Sarah Boyd
- Staff must submit a trip request on EVOLVE. When the visit is completed EVOLVE must be updated with participants and an evaluation.
- Guidance is available from the EVC to help with completion of the form.
- All staff to be familiar with the LA's code of practice for educational visits.

Organising a visit

The organisation of a school visit can be broken down into four parts:

1. Planning (including risk assessment)
2. Preparation
3. The visit
4. Review

Planning

- All school visits should be relevant and meaningful to the children. They should relate to on-going work within school and be incorporated into planning.
- All new venues must be visited in advance to establish suitability and identify key areas such as coach dropping off points, toilets, and refreshment facilities. Venues which are visited on an annual basis should be referred to the EVC for a decision to be made regarding the necessity of a separate visit.
- Numbers of children participating in visit need to be established and ratios decided.
- Adult to child ratios must be agreed with the EVC prior to the trip.
- Transport will need to be arranged via school administrative staff and costings for the whole visit, including any admission charges, will need to be calculated. All charges for class visits must be discussed and ratified by the Head teacher before parents are informed.

Preparation

- Book the venue. Confirm requirements of visit and discuss any special issues.
- Decide which adults are going on the visit and how the children will be grouped.

The teacher in charge of the visit will be responsible for:

1. organisation of adult helpers
2. communicating with parents, agreed by Headteacher. Standard letters are produced by the office giving details of date of visit, venue, lunch and special clothing requirements.
3. All visits out of school require a signed consent slip from the parent. Children are not to be taken out of school if there is no slip. Headteacher to be informed if there are concerns in this area.
4. Arrangements for packed lunches – office to be given a list of names of children requiring packed lunches
- 5 days before day of visit (EYFS, KS1 & FSM).
5. Careful selection of pupil groupings. Children with challenging behaviour to be with teacher whenever possible.

6. Transport requirements need to be communicated to the office as soon as dates and venues are decided. Only reputable coach companies are to be used and all transport must have seats for each child with seatbelts.

7. Cost of visit to be calculated by teacher in charge and communicated to EVC who will then make the final decision about the financial contribution to be requested from the parents.

8. Children whose parents do not pay cannot be excluded from participating in a visit. Money collected for visits to be checked by designated support staff and passed to office.

The visit

Before leaving school

- Collect packed lunches from the kitchen.
- Collect first aid kits from the medical room.
- Ensure that there is one mobile phone for each class.
- Collect inhalers and check any other medical requirements which children may have.

Ensure all supervising staff are aware of these.

- Make sure that the children are correctly grouped; that they have a nominated partner
- and that they know which adult is responsible for them.
- All staff supervising the trip signs the Evolve Risk Assessment
- Hard copy of Evolve Risk Assessment to be taken by lead of the visit.
- Ensure that all adults have a written list of the children in their group.
- Ensure that the children are appropriately dressed.

Travelling to the venue

Local visits on foot.

- Route to be taken must have been agreed and risk-assessed
- Supervising adults to walk on road side of pavement.
- Children to be counted frequently.
- When crossing a road staff to stand in the middle of the road and children cross in front. Indicate to children/other staff a point where you want them to wait on the other side.

Visits using transport

- Teacher in charge to ensure that coach driver acts in accordance with safety regulations.
- Staff to stand at door of bus and assist children as necessary.
- All coaches to collect children from the bus stop outside of school at the beginning of a visit. Returning children must be dropped safely outside the school and escorted into school via the main entrance. This rule to apply even when children arrive back at school after the end of the school day.
- The coach must not move until the teacher is satisfied that all the children have been accounted for and that seat belts have been fastened. Take extra care when one class is split between two coaches. Confirm numbers before allowing one coach to leave.
- Coach must not move off until children are a safe distance away. Remind the driver about this if necessary.

At the venue

- Remind the children of the code of conduct when representing the school.
- Many school visits involve the children working with other adults at the venue. Staff responsibility is largely to ensure children are behaving correctly and that they are in the right place.
- Toilets – both boys and girls toilets to be supervised by a member of staff whenever they are used by the children during the visit.

• Be aware of details included on the risk assessment form which has been completed prior to the visit and act accordingly.

Remember! Teaching staff retain ultimate responsibility for the children on the visit. If staff are concerned at any time for the safety of the children it is their responsibility to stop the activity and explain their actions to the adult running it.

In the event of an accident.

Assess the extent of any injury. What assistance is required, ambulance/first aider?

Seek appropriate help.

- Note details of how and when accident happened.
- In the event of hospitalisation contact school immediately.

Use common sense.

Think ahead.

Try to anticipate rather than react to developing situations.

Review

- Note any concerns/observations about venue/transport on the risk assessment sheet and tell the EVC. This will help to inform staff for future visits.
- Check risk assessment and decide if it is adequate. Note any amendments you feel may be necessary for future visits.
- Complete the evaluation on EVOLVE.

In the event of an Emergency.

1] Ensure children and staff are as safe as possible.

Guidance notes

The Senior Leadership Team has agreed the attached procedure if there is a serious incident or accident on a school trip, at home or abroad.

The main element is to ensure that there is a swift and appropriate response in the unfortunate event of a serious incident and all staff taking trips or holding a senior position back at base are asked to keep them in mind at all times.

Should the school be notified of an incident, the contacted member of the Senior Management Team will decide whether a presence is required at the location.

The Head Teacher will remain at school to deal with enquiries, the press and so on, whilst the remaining members of the team will need to be available to run the school, organise counselling, etc.

It is important that the pupils are made aware of what to do in the case of emergency and if something makes the member of staff unable to react. It would be appreciated if, on return from a trip, the office could be informed of the safe arrival of the party.

SCHOOL TRIP EMERGENCY PROCEDURES

Who will take charge in an emergency?

1.The Group Leader with the school party would usually take charge in an emergency. The Group Leader would need to ensure that emergency procedures are in place and that back up cover is arranged. The Group Leader should liaise with the representative of the tour operator if one is being used.

2. The Group Leader would communicate with the designated contact in school for the school party. The school contact's main responsibility is to link the group with the Head, Senior Staff and the parents. The named person should have all the necessary information about the visit.

The Group Leader. What to do in an Emergency.

If an emergency occurs on a school visit the following points need to be considered.

- Establish the nature and extent of the emergency as quickly as possible**
- Summon the emergency services**
- Establish the names of any casualties and get immediate medical attention if necessary**
- Ensure that all the group are safe and looked after**
- Ensure that all group members who need to know are aware of the incident and that all group members are following emergency procedures**
- Ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together**
- Notify the police if necessary**
- Notify the British Embassy/Consulate if an emergency happens abroad**
- Inform the school contact. The school contact number should be accessible at all times during the visit.**
- Details of the incident need to be passed on to school should include; nature, date and time of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);**
- Notify insurers, especially if medical assistance is required (the school contact can be used to do this)**
- Notify tour operator**
- Ascertain telephone numbers for future calls. Mobiles may be subject to technical difficulties and should not replace usual communication procedures**
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written account of all events, times and contacts after the incident**
- No-one in the group should speak to the media. Names of those involved should not be given to the media as this could cause distress to families. Media enquiries should be referred to a designated media contact in the home area**
- No-one in the group should discuss legal liability with other parties**

Emergency procedures for school contact

- Prior to the visit, the name and school/home/mobile telephone numbers of a school contact should be identified. It is advisable to arrange a second school contact as a reserve.**
- The Head Teacher and Group Leader should bear in mind that the contact line may become busy in the event of an incident and that alternative numbers to ring would be useful.**

If an emergency occurs the main considerations for the school contact to consider include:

- Ensuring the Group Leader is in control of the emergency and establishing if any assistance is required from the school base.
- Contacting the Head / Deputy Head and liaising with them.
- It is a priority that the Head / Deputy or school contact speak personally to the parents of any student who has suffered injury or mishap.
- Contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well as informed as possible at all stages of an emergency. Contact must be established even though with modern technology news may already have broken.
- The school contact should act as a link between the group and the Head / Deputy Headmaster/ Leadership Meeting and arrange for the group to receive assistance if necessary. The Head will contact the Chair of Governors.
- A full record of the incident must be kept.
- If a serious incident occurs, the school contact should liaise with the designated media contact (Head / School Development Director) as soon as possible. In the event of an emergency all media enquiries should be referred to the media contact. The name or names of any casualties should not be given to the media.

After a serious incident occurs

It is not always possible to assess whether group members not injured or directly involved in the incident have been traumatised or whether other pupils or staff in the school have been affected.

In some cases reactions do not come to light immediately. Schools in this situation have found it helpful to seek professional advice on how to help individuals and the school as a whole cope with the effects of a tragedy.

Reviewed September 2017 (S Boyd)

Next Review September 2018

Signed

Mrs. Kate Hayles
Principal/ Head Teacher

Edward Hayes
Chair of Governors / Academy Trust

Date:

Date:

