



Foxhill Primary School

## Educational Visits Policy 2021-2025

### **1 Introduction**

At Foxhill Primary School we believe that educational activities are an extremely important part of school life. We recognise that they can supplement and enrich the curriculum of the school by providing experiences which children may otherwise not have. These visits can provide children with the opportunity to realise their potential and celebrate success. As well as serving an educational purpose and enhancing and enriching our children's learning experiences they can also help develop positive relationships between pupils and staff. As part of the Curriculum these educational visits could be used to initiate a new topic and help gain the pupil's interest from the off-set.

As part of our school policy, we seek to establish a clear and coherent structure for the planning and evaluation of our educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

### **2 Aims and objectives**

The aims of our educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area to full day visits further afield with Early Years and Key Stage 1 and progress to a residential experience in upper Key Stage 2 over a number of days.



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#### **3 Residential activities**

Children in Year 6 have the opportunity to take part in a residential visit. These activities are in school time and linked to the National Curriculum. We ask parents to make a contribution towards the cost of the visit, but no child is excluded if parents have difficulty in meeting the costs. There are sometimes opportunities to attend weekend workshops/residentials for drama.

#### **4 How visits may be authorised**

The Headteacher will appoint a teacher to be responsible for running the activity. This will normally be a teacher employed at the school. Class teachers will usually be the group leader.

The school's educational visits coordinator will be involved in the planning and management of off-site visits using the EVOLVE system from Bradford LA.

She will oversee visits by logging in to the LA EVOLVE system via [www.bradfordvisits.org](http://www.bradfordvisits.org) and:

- ensure that risk assessments are completed;
  - support the Headteacher and governing body in their decisions on approval;
  - assign competent staff to lead and help with trips;
  - organise related staff training;
  - verify that all accompanying adults, including private car drivers, have had satisfactory police checks, and that the letter from our coach company assures us that their drivers, too, have had police checks;
  - make sure that all necessary permissions and medical forms are obtained;
  - keep a growing bank of risk assessments in a central electronic file.
- Create and distribute annual permission letters to parents for general out of school visits in the local area including Foxhill Park sporting activities, Christmas panto, church visits etc.

Where staff are proposing to arrange an educational activity, they must seek and obtain the approval of the EVC and Headteacher before any



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commitment is made on behalf of the school. A comprehensive visit plan using EVOLVE should be provided by the member of staff in good time in order to allow for an informed decision to be made. Once visits have been checked and approved by the EVC the form will be submitted to the Headteacher for further approval and if necessary, inform the local authority. Forms will be returned to staff with a note attached if further information is needed or anything needs altering.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Headteacher will seek the approval of the governing body and the LA before permitting the activity to take place.

It is Foxhill School's policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents or carers to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. We invite the parents to accompany their child of the visit, funding the additional cost where necessary. Any such adjustments will be included in the risk assessment.

## **5 Visit Plan**

The Visit Plan for intended educational visits must be done on EVOLVE via [www.bradfordvisits.org](http://www.bradfordvisits.org) using the log in details set up by the Educational Visits Co-ordinator. Plans must consider:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;



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general communications information;  
guidance for party leaders;  
guidance for the emergency contact and Headteacher;  
medical questionnaire returns;  
First-aid boxes.

## 6 Risk assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

What are the hazards?

Who might be affected by them?

What safety measures are needed to reduce risks to an acceptable level?

Can the group leader put the safety measures in place?

What steps will be taken in an emergency?

Staff planning an educational activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available including lunch and toilet arrangements, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.



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The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

1 adult to between 10 and 15 pupils in Years 4 to 6.

1 adult to 6 pupils in Year 1 to Year 3 & Reception children who are 5 years old.

1 adult to 5 pupils in Nursery & Children in Reception who are 4 years old.

1:1 support for children with Special Educational Needs.

Any trip will require a minimum of two adults, one of whom will carry an up to date competence in first aid and paediatric first aid up to age 6. However, these are minimum requirements, and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

CRB checks are not necessary for volunteers, or parents who only accompany staff and children on one-off outings or trips that do not involve overnight stays, or who only help at specific one-off events, such as sports day but only CRB checked adults are able to supervise toilet visits.

Please make reference to the missing lost child policy in risk assessments.

It is essential that risk assessments are discussed with all accompanying adults.

In order to allow time for changes to risk assessments etc. to be made please ensure that trips requiring LA approval are submitted at least three weeks prior to the visit (Adventurous, Residential or Overseas trips). Please note trips that involve activities at the water margins such as fishing



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or paddling should be marked as Adventurous. The Occupational Safety Team at Bradford LA cannot guarantee that it will be able to approve trips that are submitted less than two weeks before the trip takes place.

## **7 Transport**

The costing of educational activities should include any of the following that apply:

- transport;
- entrance fees;
- insurance;
- provision of any special resources or equipment;
- costs related to adult helpers;
- any refreshments that the school has opted to pay for.

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

## **8 Communication with parents and carers**

The parents/carers of children taking part in an educational activity should be provided with all appropriate information about the intended visit. Parents or carers must give their permission in writing before a child can be involved in any off-site activities.

No child may be excluded from an activity because of a difficulty in making a contribution. Parents and carers will be informed of this principle through the school prospectus and letters sent home about intended visits and they will be made aware that if there are not enough voluntary contributions, the trip will not go ahead.

The timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of the activity in reasonable time.



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Parents will be given an annual permission letter to sign for generic out of school activities such as walking in the local community and using Foxhill Park for sports activities but they will still be informed of intended visits prior to the day they go.

## **9 Further health and safety considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided, usually the head teacher. The party leader will carry a mobile, ensure it is fully charged and have it switched on at all times. All children will wear a wrist band showing school contact details.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, ensuring first aid kits are well stocked and easily accessible and include any inhalers or anaphylaxis medication that may be needed. All adults ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Headteacher the possibility of excluding that child from the activity. This child may also be part of the risk assessment.

## **10 BRADFORD EMERGENCY SUPPORT**

### **Fatal/Serious Injury Incident Plan**

The council's Fatal/Serious Injury Incident plan is designed to enable the Council to respond appropriately in the event of a fatal or serious incident



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that involves its employees who are undertaking their contracted duties, and pupils.

All leaders undertaking activities, journeys or visits away from school premises must inform school immediately of a serious incident so they can contact LA emergency telephone numbers via the **YELLOW CARD** which is kept in the office for use in the event of a fatality or serious injury incident.

**A serious injury incident is one which results in life threatening injuries or one involving multiple casualties with major injuries.**

**Major injuries are defined as fractures, amputations, loss of consciousness, eye injuries, or injuries requiring admittance to hospital for more than 24 hours.**

## 11 Emergency Procedures

If an emergency occurs on a school visit the group leader should maintain or resume control of the group overall. The main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- establish names of any casualties and get immediate medical attention;
- ensure that a teacher accompanies casualties to hospital with any relevant medical information and that the rest of the group are adequately supervised at all times and kept together;
- inform the school contact with details of the incident: nature, date and time of incident; location 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 police if necessary
- school contact should notify parents, providing as full a factual account of the incident as possible and notify insurers, especially if medical assistance is required.





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**12 Minor Accidents/Injury**

If an accident should happen and it results in an injury to a child, staff will do all they can to aid the child concerned. The group member trained in first aid will attend to the child and school will be contacted if necessary.

Further first aid assistance will be sent or emergency assistance if needed. Parents will be informed when appropriate. The incident will be recorded in the accident book on returning to school and parents or carers will receive the top copy.

There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

**13 PLEASE ENSURE YOU ARE AWARE OF MISSING LOST CHILD POLICY**

**14 Monitoring and review**

This policy is monitored by the governing body and will be reviewed every four years or earlier if required.

Reviewed	November 2021
Approved at the Governors Meeting on	18 <sup>th</sup> November 2021
Signed: Chair Of Governors	R Hainsworth
Date of next review	November 2025