



Badbury Park Primary

Educational Trips and Visits Policy 2024

Educational Visits Policy

Introduction

Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site 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, but on occasions, take place after school.

Aims

The aims of our off-site 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.

Curriculum links

For each topic throughout our curriculum there is a corresponding programme of activities (which includes visits to the school by specialists).

Residential activities

Children in upper Key Stage 2 have the opportunity to take part in a residential visit. The residential visit enables children to take part in outdoor and adventure activities as part of their PE work, as well as having links with PSHE, Science and Geography. We undertake this visit only with the written agreement of the Trust. We provide qualified instructors for all specialist activities that we undertake.

How visits may be authorised

The School will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

The school's educational visits coordinator, who may be the headteacher, will be involved in the planning and management of off-site visits. S/he will:

- 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 their drivers too have had police checks;
- make sure that all necessary permissions and medical forms are obtained;

- keep records of visits, and ensure there are regular generic assessments of the risks (for example road-crossing) where there are frequent visits to local venues (for example a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

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 Local Education Authority or Trust before permitting the activity to take place.

It is our 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 to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

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 off-site 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, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children. They 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. The Trust and Headteacher will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

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

An activity should normally have sufficient adults taking part to provide the correct ratios (see Appendix 1). Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

The 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 and booster seats (if required);
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

The group leader will double-check that all adults helping to supervise the trip have been subject to police checks. Where there is no DBS those adults must stay with another school member of staff at all times.

A copy of the completed risk assessment will be given to the headteacher and all adults supervising the trip. An SEN risk assessment considering individual needs and adaptation may also need to be completed. These forms are included in the appendices.

Transport

The costing of off-site 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 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.

Trust minibus' will meet Trust guidelines, and each seat will have a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

Communication with parents

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

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits). This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

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.

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.

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. Where more than one coach is used the office must receive a list of which adults and children are on which coach.

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, and ensuring that children are both safe and well looked after at all times. All medicines must accompany the child and only be administered by a first aid trained adult.

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 making additional arrangements for that child. Any children who may need additional consideration must have an individual risk assessment/plan.

Group Leaders' planning

Group Leaders must read thoroughly the appropriate guidance for off-site activities:

They must consider detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms where appropriate) the arrangements that have been made.

Visit plan

The visit plan for intended educational visits must include the following:

Before the visit is booked (at least 8 weeks before the visit date)

- ❖ Educational Visits Proposal form
- ❖ Letter to parents to inform them on the proposed visit and to ask if they would be willing to make the voluntary contribution.

When the visit is booked (at least 4 weeks before the visit date)

- ❖ Letter to parents including all details for the day, whether we need additional adult helpers and payment information
- ❖ Full risk assessment handed into Key Stage leads which must include:
 - 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;
 - general communications information;
 - guidance for party leaders;
 - guidance for the emergency contact and headteacher;
 - medical questionnaire returns;
 - first-aid boxes.
 - SEND risk assessments
 - high Visibility jackets
 - parent helper briefing and risk assessments

- packed lunch provision
- ❖ After Key Stage Leads have read the risk assessment, print and give a copy to the Head to sign. *(at least 2 weeks before the visit date)*

On the day

- ❖ Collect packed lunches from the kitchen, count and check
- ❖ Ensure you have any medicines and inhalers packed
- ❖ Ensure you have packed the first aid kit
- ❖ Register the children and check groupings
- ❖ Brief staff
- ❖ Brief parent helpers
- ❖ All helpers to have a copy of the signed risk assessment
- ❖ On your way out of school, provide Nicky Artus with an updated list of all groups including adults and children
- ❖ All staff to sign out

In addition to this, for children with special educational needs, there is an additional checklist to complete in the appendices.

Monitoring and review

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could have been improved. Informal conversations might take place between the visit leader(s) and the Headteacher regarding the outcome of the visit.

Date reviewed by Governors

May 2022

Date of next review

May 2024

Appendices Included

Appendix 1: Staffing Ratios

Appendix 2: Proposed Educational Visits form

Appendix 3: Risk assessment form

Appendix 1:

STAFFING AND STAFF RATIOS

General Activities including fieldwork See Section A6 for definitions of categories of visits. Ratios for specific adventure activities can be found in Section A7 Outdoor Leadership and activities.			
Activity	Age of young people	Staff: young person ratios – typical range NB actual ratios must be determined by a process of risk assessment	Visit Leader competence
Category A and B1 i.e. visits in the UK but not:- residential adventurous	Nursery	1:2-3 (minimum 2 staff)	Previous experience
	Reception	1:3-6 (minimum 2 staff)	
	Years 1-2 (KS1)	1:6- minimum 2 staff)	
	Years 3-6 (KS2)	1:10-12 (minimum 2 staff) occasionally 1:15, see note below*	
	Special schools	1:6-10 (minimum 2 staff)	
Category i.e. Visits abroad or adventurous and residential visits	All years	1:10-12 (but minimum 2 staff)**	Previous experience and qualified where adventurous
	Special schools / centres	1:5-8 (but minimum 2 staff)	

*Note: for KS2 local visits , or similar, 1:15 ratio is appropriate.

PROPOSED EDUCATIONAL VISITS FORM

Swindon Borough Council
Proposed Educational Visit

This form is to be completed by the Activities Organiser. (For guidance, please refer to the Outdoor Educational Advisors' Panel (OEAP) on "Educational Visits: <http://oeapng.info/>)

This form should be submitted to the Head Teacher for visits in all categories. The head teacher should retain a photocopy on file and return the form to the activity organiser following approval.

1. From: (Insert School Name)

2. Destination:

Depart: Date Time

Return: Date Time

3. Purpose of visit:

4. Nature of visit : Day Trip Residential Visits Abroad

5. Does this trip include hazardous pursuits? Y/ N If yes please list the hazardous pursuits:

6. Contact address and telephone number during visit/activity:

7. Transport Arrangements: Include the name of any transport company. If the school minibus is to be used, please give name of driver and confirm that they have received appropriate training. The minibus must comply with the SBC Council Standards.

8. Organising Company/Agency (if any): (include the licence reference number if the body is registered with the Adventure Activities Licensing Authority)

Name:

Address:

Tel/Fax: Licence No. if registered

9. Young People:

Pine Tree Class	BOYS	GIRLS
Number:		
Age Range:		
Supervision Ratio:		

State the arrangements made for disabled pupils or for pupils with specific medical needs.

10. Supervision:

Title	Name	Gender (Please ✓)		Position & Qualifications
		M	F	
Visit Leader		<input type="checkbox"/>	<input type="checkbox"/>	
Other Staff		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
Other Adults		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

11. **Emergency Procedure:** The contact persons should be back at base and not on the trip. In addition they should not have a child on the visit/trip and must be members of staff.

1.	Contact Person 1 (Staff Member)	Mrs L Dance
	Home Address & Telephone No.	Rainscombe road Swindon SN36ER 01793 299101
	Contact No. Outside Normal Hours	
2.	Contact Person 2 (Staff Member)	Mrs N Artus
	Home Address & Telephone No.	Rainscombe road Swindon SN36ER 01793 299101
	Contact No. Outside Normal Hours	

12. Insurance arrangements made:

13. Will young people at any time during the visit **not** be under direct supervision? **YES/NO**

If YES, please give details on a separate sheet.

14. Have pupils been properly briefed? **YES/NO**

15. Have Parents been informed? **YES/NO**

16. I confirm that the following checks have been made and the documentation is in place for the proposed visit in respect of: (please tick to confirm):

Written Risk Assessment completed	<input type="checkbox"/>
Supervision Arrangements	<input type="checkbox"/>
Parental Notification	<input type="checkbox"/>
Parental Consent	<input type="checkbox"/>
Transport Arrangements	<input type="checkbox"/>
Insurance Arrangements	<input type="checkbox"/>
Any Commercial Centre Licensing Arrangements	<input type="checkbox"/>
Pre-Booking Contract Received	<input type="checkbox"/>
Any necessary Leader Qualifications	<input type="checkbox"/>
Any necessary Health Requirements	<input type="checkbox"/>
Emergency Procedures	<input type="checkbox"/>

APPROVAL BY HEAD TEACHER

- ❖ The activity is being undertaken in accordance with the current guidance on Educational Visits and Journeys and is component of the planned educational programme. Ratios, instructor qualifications, group sizes, insurance arrangements and contingency provisions conform to those set out in OEAP guidance.
- ❖ The visit detailed is approved.
- ❖ The visit detailed is provisionally approved subject to:

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❖ Please delete whichever is inappropriate		
	Signature	Date
Visit Leader		
Head Teacher		

The proposed EV form, all risk assessments and supporting information should be retained by the school for legal and audit purposes.

For residential, overseas visits and adventurous activities the Health and Safety Team require notification using a copy of the proposed educational visit form via the address given below. Please submit your forms at least two (2) weeks prior to your trip to allow for review by the Health and Safety Team.

No risk assessments or other supporting information are required to be submitted with the proposed educational visits form.

The completed proposed educational visit (EV) form should be sent to:

Corporate Health & Safety Team
Swindon Borough Council
Wat Tyler East 1st Floor
Swindon
SN1 2JG

or emailed to: Healthandsafetyteam@swindon.gov.uk

Consequence/Severity	Likelihood				
	1	2	3	4	5
	Rare	Unlikely	Possible	Likely	Almost Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

	1 – 3	Low risk
	4 – 6	Moderate risk
	8 – 12	High Risk
	15 - 25	Extreme risk

Appendix 4:
SEN RISK ASSESSMENT FORM



To be used in addition to and alongside a generic risk assessment form.

Child	Class	Risk and required ratio	Adult suggestions

SEN CHECKLIST



As soon as trip is booked.

- Have additional adults been planned in? Do you require 2:1 ratio and will this additional adult be a member of staff or family?
- Have you checked 1:1 staff working hours, and do they need to speak to their team about cover elsewhere in school?
- Do you need to invite a member of the family of child to be on an early pick up and travel by car? They will need the date asap
- Arrange a **pre visit** and when you visit check where toilets/ lunch spot is. Where is your activity session and where will your groups go before and after this?

Three to Two weeks before trip

- What **adjustments** need to be made for SEND children in your class?
- Be aware of potential triggers and plan ahead.
- How will they be kept safe on the trip and what activities, resources, **snacks** that the child will eat and what provision will they and their adults need access to?
- Plan activities or additional bag of resources.
- Make a social story using Widgeit of no more than 5 steps of going on the trip and returning to school.
- Liaise with all adults to ensure SEND children all have access to the same social story and only tailor it if a child has a specific need in that group.
- Plan the adults with groups are you going to group SEND children together or spread across the groups. Which children need to be in the class teacher's group?
- Share social story **the week ahead** with home and school adults. Social stories are learnt stories to aid autistic children so they practise the change of routine several times. Send home a copy at least a weekend in advance and once you have talked the parents through the copy.

Week before the trip

- Check additional adults are still available.
- Check if you require any additional car seat or buggy for trip and you know how it works.
- Check if you need to take any medication and have the forms with you as well.
- Ensure risk assessment for all trip and SEND is completed and signed by Headteacher and staff cover is discussed with KS leads.
- Check in with children with SEND that they are engaged in the trip and know they are going on a school trip and what the learning is going to be about.
- Show photos of the place you will be visiting

Day of the trip

- Check you have packed additional resources that are required including snacks.
- 1:1 make need an additional small rucksack
- Ensure 1:1 has access to ipad for photos.
- Make sure children already know who their adults are on the trip and stand with them as soon as they arrive in school with social story at the ready.
- Think ahead as to where you position children with SEND on the coach.
- Ensure that other adults on the trip know who are the responsible adults for children with SEND and that class teacher is the lead.
- Give your adults a map of the trip and highlight the route they will be taking.
- Have photos or additional resources ready
- Have additional copies of the social story
- First aid, medication, drinks and snacks
- Give the timings for lunch and where they will need to be
- Are you going to stay as one big class group?
- As class teacher you are responsible for the children the entire trip.
- Count children at every opportunity especially going in and out of the toilets
- Children with SEND can use the disabled toilets.
- All children use the ladies' toilets as school members of staff must supervise at all times