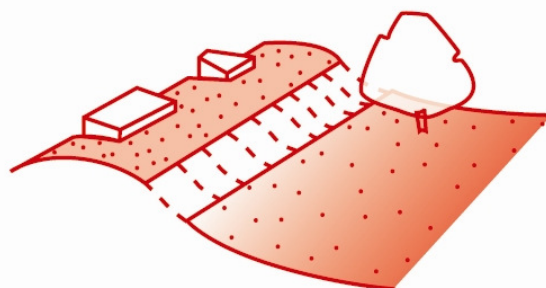


Riverhead Infants' School Off-Site Educational Visits Policy

Riverhead Infants' School



This policy was ratified by the Full Governing Body on

Date: January 2011

Signed

Chair of Governors

Signed

Headteacher

Next Review Date: January 2013

Contents Page

| | Page |
|---|-------------|
| 1 Our Policy | 3 |
| 2 Aims | 3 |
| 3 Roles and Responsibilities | 3 |
| 4 Educational Visits Co-ordinator (EVC) | 4 |
| 5 Appointed Signatory | 4 |
| 6 School Contact | 4 |
| 7 Preparation for Visits | 4 |
| 8 Booking Travel Arrangements and Venues | 5 |
| 9 Informing Parents and Consent Forms | 5 |
| 10 During the Visit | 5 |
| 11 Medical Supplies | 6 |
| 12 Parental Contributions | 6 |
| 13 Adult Helpers | 7 |
| 14 Choosing your Adult Helpers | 7 |
| 15 What to do if an accident happens | 7 |
| 16 Lunches | 8 |
| 17 Monitoring and Review | 8 |
| 18 List of Appendices | 9 |

1. Our Policy

Off-site 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 educational activities enrich the curriculum by providing experiences which would otherwise not be possible. All off-site activities 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 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.

The school has formally adopted, through the Governing Body, the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits which are available to view at - http://www.kenttrustweb.org.uk/Policy/outdoor_regs.cfm

2. Aims

The aims of our off-site 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 and
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

The school has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

The school believes that Educational Visits contribute positively to the quality of teaching and learning that we can offer our pupils.

3. Roles and Responsibilities

Group Leader (GL)

The overall organiser of the visit on behalf of the Year Group is the GL; Class Teachers leading their own class on the visit will be known as Party Leaders (PL). Their responsibilities will be similar to those of the GL, except that they may not be the person who makes the bookings and consults with the EVC.

- Make a preliminary visit to the venue in order to assess risk and gain information
- Complete **RIS OEV 4 Risk Assessment Form** and where available obtain a copy of the venues own Risk Assessment

- Discuss the proposed visit with the EVC prior to making any bookings and complete e-Go registration at <http://www.kenttrustweb.org.uk/Policy/offsite.cfm>
- Adventurous activities and out of county OEVs must be notified to e-go at least 6 weeks in advance if approved sites and three months if not yet approved.
- Complete **RIS OEV2 Leaders Offsite Educational Visits Planning Form** and submit to the EVC for checking and signing
- Consult with the EVC Admin Assistant to support the completion of **RIS OEV1 : Administration Check List**
- Make the necessary bookings
- Enlist sufficient adult helpers and prepare briefing information for them
- Ensure briefing meetings are held
- Lead the visit, taking responsibility for the safety of all throughout (where possible, the GL/PL should not be responsible for a group in addition to being responsible for the whole class)

4. Educational Visits Co-ordinator (EVC)

- Must be trained and registered as the school's EVC with the LA.
- Will discuss proposed visits with the Group Leader (GL).
- Assess the safety of the visit by reference to the Educational Visit Form **RIS OEV 3**.
- Agree any amendments and authorise the visit through **RIS OEV2**.
- Ensure that all preparations are made in line with **RIS OEV1 &2**.
- Obtain final approval for the visit from the school's appointed signatory.

5. Appointed Signatory

- Give final approval for all visits by signing **RIS OEV2**
- All **RIS OEV2** must be signed by the EVC as well

6. School Contact

- The nominated school contact is Mrs Heather Powell, Headteacher. In her absence this will be Miss Nic Davidson, Assistant Headteacher

7. Preparation for Visits

- A preliminary visit should be made prior to the visit to check the facilities offered and the suitability of the venue.
- The needs of all pupils should be considered to ensure equality of opportunity
- Curriculum plans should show how a visit relates to the curriculum and how it is considered that the pupils will benefit from the experience
- The GL must ensure that there are enough adult helpers. No adult should be responsible for more than 6 children and for some visits, this may not be enough, e.g. visits in London may need 1:2 or 1:3. The ratios will be agreed by the Headteacher. If these ratios cannot be achieved, the visit will be cancelled.
- Adult helpers should be informed of the purpose of the visit in a briefing session and given instructions on their role as supervisors. Issues regarding safety must be clearly explained to helpers. They should also be provided with an itinerary and pupils/adult groups.

- Parents accompanying school visits must be given a copy of **RIS OEV 5: Guidelines to helping adults**
- If the expected time of arrival back at school is to be later than 3.15 pm, it is essential that parents are notified of the expected time of return to school in advance
- A Risk Assessment should be completed for each visit and concerns highlighted. Many venues now have their own Risk Assessments. Ask for a copy when making preliminary enquiries. On the occasions when all classes in a Year Group are doing the same visit on different days, one Risk Assessment will suffice with amendments for pupils with individual needs.
- Any special arrangements required to include pupils with special needs (educational, medical, physical or emotional) should be indicated on the RIS OEV2 form and discussed with the Headteacher.

8. Booking Travel Arrangements and Venues

- The GL is responsible for making the necessary travel arrangements and booking venues.
- Ensure that the coach company knows where the venue is.
- Only coaches with seat belts should be booked. Seatbelts must be worn and checked by an adult. Children should not be seated on one of the front seats, in the centre back seat, from where they could roll down the aisle of the coach, or by the emergency exit.
- Classes should not be split between 2 coaches.
- A responsible adult should be seated adjacent to each emergency exit on the coach.
- The School Office must be informed of all visit arrangements and given a copy of the letter that is sent out to parents.
- For Local OEV arrangements for parents to take and collect children from the venue can implemented with agreement of the EVC. **See RIS OEV 6: Transportation by parents.** For this purpose pupils are in the care of their parents, or the person the parent has delegated responsibility to. The GL must have a clear list with her stating who is collecting each child in the class as stated on the consent form by the parent
- Any travel documents or tickets should be locked in the school safe and collected from the office on the day of the visit

9. Informing Parents and Consent Forms

- Parents and carers should be informed of any educational visit **at least** 3 weeks in advance.
- Parental consent must be obtained each time a pupil takes part in a visit beyond a walking locality. If no consent has been received, the child may not go on the visit.
- Permission can be given by email, text or paper form.
- Last minute consent by email or fax is acceptable. *Verbal consent by telephone can not be accepted.*
- Children who do not go on a visit should still attend school that day and be placed in another class. If they do not, this would be counted as unauthorised absence.

10. During the Visit

- The GL/PL will inform the school of their arrival at the venue and their departure.
- If for any reason your coach is going to be delayed the school must be notified at the first opportunity.
- Children should be counted regularly throughout the visit.
- The GL/PL must take a list of all the pupils on the visit, and parental contact details.
- The GL should ensure that the teachers have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.
- The GL/PL should leave her/his mobile number in the office for use in an emergency and should ensure that teachers have details of the school contact.
- The GL is responsible for the safety of all throughout the visit and should be prepared to take decisions and issue instructions when appropriate.
- GL/PLs should have each others' mobile phone numbers so that they can communicate during the journey/visit.
- More than one adult should accompany children to the toilet.
- At all times during the visit high standards of behaviour are expected as expressed in the Behaviour Policy.

11. Medical Supplies

- It will be necessary to take a first-aid kit. This is available from the School Office. Please inform the Office Manager upon return if it has been necessary to administer first-aid.
- Teachers must take any medication that may be required by children on the visit, e.g. epipens, asthma pumps, diabetes testing kit etc. and ensure that they are familiar with each child's care plan. **Epipens and diabetes testing kits should always be taken.**
- The GL/PL and another member of staff will be responsible for medication taken on a visit. Parent helpers should be informed of any children in their group who have medication.
- A member of staff qualified to administer an Epipen or rectal diazepam, do a diabetes test or administer asthma medication should accompany a trip where a child with one of these conditions is going.
- On return to school, the administration of such medication should be recorded on the school record sheet in the office. All medication should be returned to the office for safe storage.

12. Parental Contributions

- Parents are invited to make voluntary contributions towards the cost of educational visits as stated in our Charging and Remissions Policy. Money is sent directly and immediately to the school office.
- The cost of the visit should be split between the total number of pupils in the Year Group. If a parent chooses not to contribute, this cost cannot be passed on to the other pupils. Any shortfalls in contributions will be subsidised from school fund.

- If a child is absent on the day of the visit, the entire contribution will be refunded to the parent.
- In instances where entrance fees are required the school should be invoiced. If it is necessary to take a school cheque, this should be collected from the office on the day of the visit The GL is required to obtain a receipt for audit purposes.
- Parent helpers should not be asked to contribute towards their own costs. They are giving us their time, after all!

13. Adult Helpers

- A briefing session for parent helpers should be held before each educational visit.
- It is essential that all helpers are List 99/CRB checked. This should be verified with the School Office. Volunteers cannot be accepted without this.
- Adult helpers should receive an itinerary that details the day with departure and arrival times. This should also include information on the places to be visited and the activities the children will be doing.
- Helpers must be given a copy of the leaflet explaining supervision requirements and arrangements, **RIS OEV 5: Guidelines to helping adults.**
- As a general rule, parents should not assume that they will have their own child in their group. This is to ensure objective action will be taken with the whole group in the event of an emergency. This should be explained to the parents at the briefing session.
- Teachers should try to enlist the help of at least one male carer to accompanying the visit, although it is understood that this might not always be possible.
- For the protection of both adults and pupils, all adult helpers should ensure that they are not alone with a pupil wherever possible.

14. Choosing your Adult Helpers

This is an area that can place the Class Teacher under pressure, so it is important to have one recommended procedure: -

1. A letter should be sent to parents at least three weeks prior to the visit, giving the date, venue and number of helpers needed. Make it clear that offering to help does not guarantee a place by using a phrase such as “Let us know if you are able to help and we will get back to you....”
2. If you receive the right number of offers, no problem.
3. If you receive too few offers, then parents should be informed that unless the class has the correct number of parent helpers, the visit will not be able to go ahead.
4. If you receive too many offers, put all the names in a hat and draw out the requisite number. Make it clear to all that this is how you made your selection and that the unsuccessful parents’ names’ will go to the top of the list for the next visit.
5. Generally speaking, primary carers should take priority over e.g. grandparents, au pairs, childminders etc BUT there may be children whose parents could not support an outing, but whose grandparent could. Use some sensitivity in this instance – do not automatically disqualify all grandparents, some of whom are quite excellent.

15. What to do if an accident happens

Should there be an accident during a school trip the following actions **must** be taken:

- The GL or PL is responsible for the welfare and safety of all the pupils. Even if the place being visited has its own first aid staff, the teacher must remain responsible for the incident that has occurred. An adult helper should not be allowed to take responsibility for the return of the child concerned to school, home or hospital.
- If a child is injured and there are first aid staff present at the centre, alert them and ensure that the child is seen promptly. The first aid staff may advise what to do in that situation but it is the teacher's responsibility to decide whether the advice is appropriate and what action to take. If you have the slightest doubt about the child's condition call an ambulance.
- Make sure that the other members of staff on the trip are aware of the incident and are available to cover should you have to accompany the injured child to hospital.
- If the injury occurred during an activity, the activity must cease immediately and the teacher must assess the situation and seek advice as to whether it should continue or not.
- The school contact must be telephoned and informed of the incident at the earliest opportunity. This will be the Headteacher or Assistant Headteacher designated to OEVs in her absence.
- Under no circumstances must any member of the party discuss the matter with a member of the press (if they become involved), nor must the name of the casualty be divulged.
- As soon as is reasonably possible, all the details of the incident should be logged and should include the following:
 - ❖ Date and time
 - ❖ Nature of incident
 - ❖ The location where the incident occurred
 - ❖ The name of the injured party
 - ❖ As much detail as possible about the events that led up to the accident
 - ❖ The nature of the injury incurred
 - ❖ Action taken by the person responsible for the child
- **LEGAL LIABILITY MUST NOT BE DISCUSSED OR ADMITTED**
- The Headteacher will inform the Local Authority who will follow their own Major Incidents Procedures

16. Lunches

- The GL should inform the Finance Officer (and through her, the kitchen) of the dates of educational visits at least two or three weeks in advance.
- The GL should find out from the parents of free school meals children if they wish them to take a lunch from school. If they do, the Finance Assistant should be informed at least three weeks before the visit to arrange provision of a packed lunch.
- The GL should ensure there is provision for children to eat their lunch in relative comfort and with provision for hand washing. This can include picnicking if risk assessed as safe.

17. Monitoring and Review

The Headteacher will monitor the effectiveness of this policy on a regular basis reporting to the governing body on its effectiveness and, if necessary, making recommendations for further improvements.

It is the responsibility of the governing body to monitor the implementation of the Offsite Educational Visits Policy

This policy will be reviewed on a two year cycle or earlier if necessary.

18. List of Appendices

Appendix RIS OEV 1: Administration check list

Appendix RIS OEV 2: Visits plan

Appendix RIS OEV 3: Risk assessments

Appendix RIS OEV 4: Parent consent form including medical requirements

Appendix RIS OEV 5: Guidelines to helping adults

Appendix RIS OEV 6: Transportation by parents for OEV Guidelines

Offsite Educational Visit Booking Confirmation

| | | |
|---|----------------------------------|-------|
| Venue and full address inc telephone number: | | |
| Contact name: | | |
| Date of visit: | | |
| Year Group / Classes: | | |
| Departure time | Return time | |
| Full/Half Day | | |
| Cost of Trip per pupil: | | |
| Funded by: PTA/Voluntary Contribution | | |
| Pre Visit conducted | School Risk Assessment completed | |
| Venue Risk Assessment received | | |
| Headteacher approval | | Dated |
| Venue Booked | | |
| Cost of Venue | £ | |
| Venue Confirmed | | |
| Cost of Coach | £ | |
| Coach Confirmed Company & emergency contact nos | | |
| O Licence & Public Liability checked | | |
| Comparison quotes received | £ | |
| Consent letter sent to Parents | | |
| School Meals advised 1 st /2 nd sitting | | |
| Mid Day Supervisors advised and redeployed. | | |
| KCC Insurers notified | | |

Riverhead Infants' School
Leaders Offsite Educational Visit Planning Form

| | |
|--|--|
| Location | |
| Address | |
| Telephone Number | |
| Venue Contact Name | |
| Leader | |
| Visit Date | |
| Departure Time Anticipated Return time: | |
| Educational aims: Pre-visit learning Aims during visit Post visit learning | |
| OEV Booking form complete. This is completed by Admin: Jill Hoseine | |
| OEV Risk Assessment [RA] form completed by Leader of this visit. | |
| Venue RA accompanying School RA | |
| EGO booking complete. | |
| Other members of staff accompanying visit including first aider. | |
| Volunteers Each volunteer must complete a consent form with their medical needs in case of an emergency to be kept with pupil list and copy details left in the office. | |
| Ratio: Check minimum agreed ratios. | |
| Who completed the preliminary visit and when? | |
| Consent forms complete and ready to be taken on visit by the leader. | |
| Any other information | |
| Review of visit | |

