



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

Headteacher: Mrs L Hilliard

Believe to Achieve! "Roots will grow down into God's love and keep us strong" EPH 3:17

EDUCATIONAL VISITS POLICY

Introduction

Brinkworth Earl Danby's School is committed to the provision of outdoor learning and educational visits as an important part of the school's activities and as a means to broadening the learning opportunities for all of our pupils.

Aims

Brinkworth Earl Danby's Primary School aims to:

- Ensure that all outdoor activities, visits and journeys are available, inclusive and accessible to all who wish to participate regardless of SEN, ethnicity, gender, orientation or religion.
- Provide a wider range of experiences for our pupils than could be provided on the school site alone
- Promote the independence of children as learners, enabling them to grow and develop in new learning environments.

Procedures for undertaking a visit

Planning a visit

Teachers are advised to look at the 'W Planning checklist' (Appendix A) when considering organising a visit.

The 'Visit Leader Checklist' (Appendix B) needs to be consulted to ensure everything has been planned for.

The 'School trip Request Form' (Appendix C) must be filled out – initially only the first 7 boxes and emailed to the SBM and Admin Team.

Where possible, any site should be visited beforehand and risk assessments requested where available.

Travel Arrangements

All necessary transportation will meet legal requirements as set out by the DfEE (health and safety of pupils on educational visits) and the LA. This will include the wearing of seatbelts at all times. The Admin team have a list of bus companies regularly used by the school.

Itinerary

Letters need to be sent out to parents at least 5 weeks before the trip asking for parental consent and voluntary contributions towards the trip costs. The Admin team can advise you on the format of the letters.

A signed parental consent form needs to be returned for every child in order for them to be able to go on the trip.

Lunch arrangements need to be planned and risk assessed. Weather conditions need to be taken into consideration eg. what will happen if it is raining.

Risk Assessments

Risk assessments on EVOLVE need to be completed at least 4 weeks before the visit. The adults going on the trip need to be organized before EVOLVE is completed. The time needed to submit a Risk assessment on EVOLVE can be longer depending on the complexity of the visit and the level of approval required. Look at 'Using external providers and facilities' guidance sheet for further information (Appendix D).

The Risk Assessment on EVOLVE should also have the following documents attached to it:

- an itinerary/timetable of the day's visit
- any Risk Assessments provided by the place you are visiting
- specific Medical Risk Assessments for individual children (if applicable) their parents need to sign to say that they agree for other parents to see their child's risk assessment
- Gov.uk Stay Safe: Terrorist firearms and weapons attack information sheet (Appendix E)

'SAGED' is a useful acronym to consider when writing a risk assessment and any visit plan should be based on an understanding of the possibilities and limitations presented by the particular combination of the following:

- **Staffing:** who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
- **Activities to be undertaken:** what do you want the group to do and what is possible?
- **Group characteristics:** prior experience, abilities, behaviour and maturity, any specific or medical/dietary needs.
- **Environment:** Whether indoors or out; how contained and controllable; do not overlook environments to be passed through between venues. For residential visits consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions, etc.
- **Distance:** Including any transport needs, and the implications of remoteness from support arrangements at the home base. How would the visit be supported in an emergency?

Levels of supervision

Young people must be supervised at all times and the group leader is responsible for the whole group at all times. Levels of supervision need to take into consideration the children's needs and any requirements the venues might also have.

Supervision ratio guidelines are:

Low risk activities (where the risk is similar to everyday life)

- EYFS – one adult to every 4-6 pupils
- Under 8 years (Y1 to Y3) – one adult to every 4-6 pupils
- Over 8 years (Y4 to Y6) – one adult to every 10-15 pupils

High Risk (adventurous, residential)

- Key Stage 1 – one adult to every 2 pupils
- Key Stage 2 – one adult to every 6-10 pupils

It is important that all adults going on the trip understand their role and function whilst they are on the trip, this will include which children they will be working with/have in their group. Whilst all adults do not need to be DBSed it is desirable that they are.

What you should take on your trip

Group leaders should have a list of all the pupils and adults on the trip. Individual group members should be clearly listed along with the person responsible for that group.

The following items should also be taken on all visits:

- first aid backpack
- sick bucket(s)
- any prescribed medicine including generic school asthma inhaler(s)
- spare clothing (if appropriate)
- school mobile phone – fully charged
- all risk assessments – to be shredded once the trip is over (see Data Protection Policy)
- itinerary/timetable for the day

All other staff/adult helpers attending the trip should be:

- given a copy of the itinerary/timetable for the day
- given all risk assessments including medical risk assessments relating to specific children – these must be collected back in at the end of the trip and shredded (see Data Protection Policy)
- given worksheets/equipment if required during the trip
- made aware of any pupils' medical needs
- made aware of emergency procedures that may be required

In the event of an Emergency/Emergency Procedures

Emergency procedures are an essential part of any visit and the National Guidance document 'Avoiding Accidents and Emergencies' (Appendix F) gives useful advice on how to be prepared for emergencies.

It is important that the leading adult for the trip has a copy of the 'Visit Leader Emergency Action Card' (Appendix G) and 'Visit Leader Emergency Checklist' (Appendix H) in order to support, guide and record their actions in the case of an emergency.

A copy of the Governments latest guidelines for what to do in the event of a terrorist attack is also an essential item to have on a trip.

Outdoor Activities/Visits Checklist – see Appendix I

This policy should be read in conjunction with:

Health and Safety Policy

Equal Opportunities Policy

SEN Policy

Health and Safety of Pupils on Educational Visits – DfEE 2001

Wilts LA Health & Safety guidelines

Data Protection Policy

Review

This policy will be reviewed at least every two years by staff and governors.

Document Issue Control:

DOCUMENT TITLE:		Brinkworth Earl Danby's Cof E Primary School	Educational Visits Policy	
Revision	Date	Changes	Purpose of Issue	Originator
Issue 1	Jan 2012	First Issue	FGB approval	
Issue 2	June 2018	Second Issue	Updated and FGB approval	

Outdoor Activities/ Visits Checklist

Planning the trip (a term before):	
Complete a School Trip Request form including costings for any transport, entrance fees or activities	
Risk Assess the activity through EVOLVE – once adults going on the trip have been organised	
Send all information to the EVL (Sally Cross) for approval	
Inform parents, by letter, of the activity and cost	
Complete Medical Risk Assessments for individual children, if required - approved and signed by parents	
Organise itinerary – including lunch time arrangements	
Check Parental Consent Forms received for all children	
Order packed lunches for children entitled to free school meals	
A few days before the trip:	
Remind parents of the trip date (including times they leave and arrive back at school), equipment the children need to take and what the lunchtime arrangements are eg. packed lunch	
Check list of pupils and adults going on the trip	
Day of the trip:	
Collect the necessary medication and first aid backpack	
Check which pupils should not be involved in photographs, including media photographs	
Discuss the itinerary, risk assessments, groups and any medical needs with all staff and helpers going on the trip	
Ensure you have the school mobile phone, that it is fully charged and switched on	
Collect packed lunches for children entitled to free school meals	