

GILLINGSTOOL PRIMARY SCHOOL

Inspire ~ Believe ~ Achieve



SCHOOL VISITS POLICY

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Date: April 2020

Signed 

Name: Caroline Carter

Headteacher

Date: April 2020

Introduction

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. These often are the most memorable learning experiences; helping us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa. Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

School visits must always be used to support our learning curriculum and the expectation is that children will experience a visit or visitor for each topic studied.

Aims And Purposes Of Educational Visits

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. Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

The school offers a range of activities in support of the educational aims of the school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc.)
- School sporting and musical activities
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, etc.)
- Day visits for particular year groups
- Residential visits for year six

PRIOR TO VISITS

Preliminary Visits & Risk Assessment

All visits will benefit from a preliminary visit. For outdoor activities, day visits and residential visits the **preliminary visit is essential in order to conduct a full risk assessment** and also for reasons of sound educational planning.

Preliminary visits contribute to overall planning by ensuring that the venue:

- can be assessed with regard to its ability to meet the aims and objectives of the visit;
- can be effectively assessed for risk;
- can cater for the individual needs of the group;
- can direct the visit's itinerary to make the best use of the venue's educational potential.

Preliminary visits contribute to overall planning by ensuring that the group Leader:

- is familiar with the geographical, logistical and social aspects of the venue;
- has met staff at the venue and has obtained advice from them.
- Knows the coach drop-off/pick-up, where the toilets are, where lunch will be eaten and where to gather in an emergency

It is not acceptable to simply rely on risk assessments sent out by an organisation, even if the venue has been visited on many previous occasions – access points can change, toilets can change, displays and exhibits can change. A preliminary visit must be made prior to any educational visit

A school risk assessment (Appendix A and B) form must be completed and signed-off by the Headteacher. This includes details of:

- Suitability of Venue
- Learning Intentions
- Proposed dates and method of transport
- Drop off point
- Emergency gathering point
- Suitable clothing – pupils and staff
- Toilets
- Identified place for lunch
- Collection point
- Group Leader
- First Aider
- School – parent liaison link
- An overview of the activity
- Provisional pupil groups and staffing (following ratio guidelines)
- Date of pre-visit briefing
- All identified risks/hazards and action taken by school to prevent or minimize risk.

The risk assessment from will indicate whether the visit is perceived as low, medium or high risk. Any high risk activity will need to be fully discussed and justified with the SLT before the activity/visit is agreed.

Visits that include adventurous activities and/or a residential element will require approval by the Local Authority via a Visit Notification form submitted by the Headteacher.

Medication & Information

The identified first aider will be responsible for administering any required medication including travel sickness pills during the visit. Any medication for a day visit will require a 'Medication in School Form' to be completed. For a residential visit a full 'Pupil Information Sheet' must be completed which is used to identify all medications, contact details and other important or concerning issues, however trivial. This form, completed with a pupil photograph, would also be used to highlight and legal parenting arrangements, restrictions or court orders.

Approval Procedure Consent and Risk Assessment

Before a visit is advertised to parents, the Headteacher (or other member of the Senior Leadership Team) must approve the initial plan submitted on a Risk Assessment Form (See Appendix A and B). In some cases generic risk assessments may be available but these must be re-evaluated in light of the proposed offsite activity and amended where necessary.

For out-of-hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school.

Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter or phone call through their son/daughter if an activity has to be cancelled.

For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter, which should be used for this purpose.

The school has separate policies for 'Charging' and 'Equality' which apply to all educational visits.

Financial Planning

The group leader should ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much of the cost will come from school (as in the case of field trips);
- how much each parent will need to pay or be asked to contribute towards the cost of the visit;
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);
- use of any surplus funds, i.e. will they be returned to parents or retained for future visits?
- Early notification of the above is important as this allows parents to make financial preparations.
- It is the responsibility of the School Business Manager to organise banking arrangements. In the case of residential visits, where costs will be high, parents will be given the option to pay in instalments and the SBM will produce a paying-in booklet for this purpose.

Charges

In order to support limited school budgets, parents can be asked to make a voluntary contribution towards the cost of the trip. If insufficient voluntary contributions are forthcoming the visit may have to be cancelled - parents must be notified of this contingency – however this will be at the discretion of the Senior Leadership Team who may support the visit from other school budgets if deemed important and necessary for learning. Pupils whose parents/guardians do not contribute cannot be discriminated against.

Parents who are registered with South Glos. for 'Free School Meals' will not have to contribute towards the 'board and lodging' element of a residential visit.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. The school will ensure that List99/DBS screening is available where possible for volunteer adults assisting with educational activities and visits. This may not be possible in the case

of a parent supporting a visit however, that parent would not be left alone and unsupervised with a group of children.

The staff to pupil ratios will not exceed those as recommended by the Local Authority: One adult for every 6 pupils in school years 1 to 3 (under 5's in Reception class should have a higher ratio), one adult for every 10-15 pupils in school years 4 – 5 and one adult for every 8 pupils in Year 6. The ratio calculation may include 1-1 Special Needs Teaching Partners only if it is safe and reasonable to do so considering the needs of the pupil they support.

For children with specific, identified behavioural and emotional needs, the school may request that the parent accompanies the child on the visit. This would only occur depending on the nature and location of the visit and if it would be deemed unsafe for the child and/or the whole group if the child were unaccompanied by their parent.

The appointed visit leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and SLT might work in partnership to undertake planning and risk assessments.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the conditions of booking by the parents, and will include guidance in relation to the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school. 'If a pupil behaves unacceptably in school prior to the trip he/she will not be able to attend. This may also impact on their inclusion for further trips. Should the pupil be excluded from the trip after contributions have been paid, the parents will only receive a refund for elements of the trip that have yet to be paid.

Briefing Meeting

The visit leader will meet with all staff and parents who are supporting the trip and will brief them fully on the expectations of the visit, the organisation, the learning intentions and most importantly, the risks as identified in the risk assessment – a copy of which will be provided for each adult.

DURING VISITS

Staff should make frequent references to the rules and procedures applicable to the visit or particular activity, be constantly aware of all pupils in their group and be alert for any dangers.

- Staff should insist that pupils are inducted into a real sense of safety awareness and good practice.
- Pupils should be encouraged to develop a strong sense of 'Health & Safety' for themselves and others, and to become familiar with the general and visit specific rules and procedures.
- Pupils must heed the staff's advice on how to avoid any potential risks when using particular equipment/hardware and when undertaking specific activities.

Emergency Procedures, Accidents And First Aid

First aid considerations must form part of the risk assessment - these considerations should include:

- the numbers in the group and the nature of the activity;
- the nature of any likely injuries and how effective first aid would be;
- the distance to the nearest hospital and availability of transport. N.B. All adults in the group should know how to contact the emergency services.

The school will appoint a member of the SLT (usually the School Business Manager) as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The visit leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The visit leader will take with them a copy of the contact details of the appointed emergency school contacts. All incidents and accidents occurring on a visit will be reported back through school systems.

The school will provide emergency funding available to support the visit leader in any emergency that occurs.

In all cases a nominated fully trained first-aider will be in charge of the first-aid arrangements/ However, for any school trips and visits the group leader should have a good working knowledge of first aid and ensure that an adequate and well-stocked first-aid box is taken, 'sick buckets' and cleaning materials. These are stored and maintained in the medical room first aiders.

Dealing With Accidents and Emergencies

In the event of a pupil injuring himself or herself, dealing with that incident must take priority. All participation in such activities must stop and pupils must be instructed to rest quietly and not to make any further use any equipment/hardware associated with the accident, until the incident has been dealt with and the welfare of the injured party has been organised. Pupils must be made aware of the circumstances leading up to the accident and an appropriate short discussion about the incident should serve as an example to others.

Small cuts and abrasions can be dealt with using the first aid bag but more serious incidents should receive the attention and evaluation of a qualified 'first aider'.

All accidents however minor should be reported in the school accident book by the end of the day on which they occur - if the visit is residential then the incident should be written up as soon as possible on return to school. Pupils should be encouraged to report all injuries however minor and should be reassured that no punishment or sanctions will be taken against them. Pupils should also be reminded at regular intervals about the course of action that they should take immediately following a personal injury.

Should the injury require hospital attention then two members of staff will accompany the child to hospital while contact is made with the parents. The group leader will then either continue with the

visit as planned, amend the visit or return home – this is their judgement but must be made in conjunction with the Headteacher if at all possible.

If urgent hospital action/surgery is required, every effort will be made to contact the parents however, if needs be, the school will act in 'loco parentis' and act in the best interests of the child. This element of the medical must be signed by a parent before any child is taken on a residential visit

AFTER VISITS

Parents must be informed of any injury or illness that occurred during the visit or any behaviour issues.

Feedback needs to be given to the SLT in terms of the suitability and effectiveness of the trip:

- Was it worthwhile and value for money
- Did it meet the learning intentions
- What improvements could be made
- Work, photos, class displays will be used to record the learning and may be shared with the school community as appropriate: website, learning portal, school display, assemblies etc.
- The visit will be mentioned in the Headteacher's report to Governors

Appendix One: Risk Assessment Form

School Name: Date of Risk Assessment:

Description of Activity being risk assessed

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What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by When	Action Completed

Review date:

1 – DESCRIPTION OF EDUCATIONAL VISIT		
This form should be completed for all visits apart from residential visits which require more detail (appendix 3). The completed providers Statement should be attached to this form, if applicable.		
Date _____ Type of Trip: (local, adventurous): _____ Venue/Place _____ Duration of Trip: _____ Pupils to Attend: _____ Boys _____ Girls : Total : _____ Name of Visit Leader _____ Name of Assistant Leaders _____ _____ Other Competent Adults Attending: _____ _____ _____ _____ Educational Aims of Trip _____ _____ _____		

2 - ITINERARY (attached)		
This will need to include dates, times and details of what is to take place. This will include arrival, departure times, means of transport and duration at a location or undertaking an activity.		

3 – HAZARDS – (something with the potential to cause harm)		
The principal hazards associated with school trips are death, personal injury/illness and loss/damage of property. They are to be addressed by compliance with standards and through specific risk assessments.		

4 - CONTROL MEASURES NEEDED TO REDUCE HAZARDS		
The following forms a mix of checklist/explanation aimed at achieving this. If the control measures are acceptable the trip may proceed		

4.1 - Activities		
Details are required on any activity which may be undertaken and full information needs to be provided to parents.		

4.1.2 - Activities – Higher risk (Canoeing, Skiing etc.)		Yes	No
a) (UK) Is the centre registered with the Adventure Activities Licensing Authority (AALA) or LOTC ?			

If Yes give reference number and what licensed for : _____		
b) For any adventurous activity, whether in the UK or abroad, has guidance from the OEAP and 'Safe Practice in PE', produced by AFPE, been followed?		

4.1.3 – PROVIDER STATEMENT	Yes	No
Many control measures will be met if the provider being used holds the LOTC quality badge. Where this is not held, the provider statement should be completed. Details of the badge and a list of holders can be found at www.lotcqualitybadge.org.uk		
A check has been made to confirm that the provider holds the LOTC quality badge (If provider holds badge, do not complete b-e)		
Has a Provider Statement been completed?		
Have all relevant questions been answered?		
Have any queries been addressed?		
Is the provider statement completed and attached to this form?		

4.1.4 - Activities - Lower risk (Shopping, Sightseeing etc.)	Yes	No
a) Have you identified the location where these activities will take place?		
b) Have you identified if the area is known to have a problem with crime?		
c) Have you identified whether there are any special weather conditions required for the activity?		
d) If swimming from a beach have you checked that the beach is supervised by lifeguards and that swimming is only to take place in safe areas indicated?		
e) If pupils are allowed to go off by themselves, e.g. shopping, have they been provided with Emergency contact details? Location of member of staff? Information on how to contact emergency services?		

4.2 - Insurance	Yes	No
a) Does the trip take place during normal school time and form part of the curriculum, e.g. swimming? (If Yes the same insurance arrangements will apply as for a normal school day.)		
b) If applicable, does the provider hold public liability insurance, which will be current during the proposed visit and which covers all directly provided and sub-contracted activity? If yes, what is the indemnity limit?		

4.3 - Parents/Guardians	Yes	No
Have parents/guardians been informed of the a) educational aims of visit? b) itinerary and both organised and ad hoc activities? c) clothing etc. is required? d) need to inform staff of any medical/dietary needs of their child? e) insurance arrangements in place for the trip?		

4.4 - Personal Needs	Yes	No
Have pupils been notified a) what clothing they will need? b) what footwear is required? c) if a packed lunch is required?		

d) if they will need money? e) the itinerary?		
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4.5 - Security	Yes	No
There are many aspects of security and these will vary depending on the type and duration of trip. The following need to be considered		
a) Have pupils been advised of how to summon assistance?		
b) Has anyone who may have unobserved one to one contact with pupils, and is part of the party, received police clearance?		
c) Have staff been made aware of the need to check that the security arrangements indicated are in operation and whether pupils might be able to leave the building unobserved?		

4.6 - Staffing & Supervision	Yes	No
(Adequate supervision is viewed as the main control measure for any activity which is dynamic. This will reduce the likelihood of inappropriate behaviour and thus of injury or other mishap, e.g. loss of possessions)		
a) What is the level of competent adults to pupils? ___ Adults ___ Pupils = Ratio ___ : ___		
b) Does the trip comprise a mixed sex group?		
c) If yes to b), are there competent adults of each sex present?		
d) Are there any pupils with special or medical needs?		
e) If yes have all staff been informed of relevant details?		
f) Have all staff/volunteers going on trip had Police clearance?		

4.7 - Transport		
There are many possible means of transport to a venue. The following is a guide to some of the different types.		
4.7.1 - Transport - Hired (This will usually be some form of motor vehicle)	Yes	No
a) Is the company from which the vehicle is to be hired reputable, licensed and have in place the necessary insurance?		
b) Is the vehicle fitted with seatbelts?		
c) Is there one seat for each of the party?		

4.7.2 - Transport - Scheduled (This will usually be by bus, train, ferry or aeroplane.)	Yes	No
a) Have the tickets been booked in advance?		
b) Is the party to be sat together?		
c) Does the party have all the necessary paperwork for travel abroad? Passports & Visa's if necessary European Health Insurance Card (EHIC).		

4.7.3 - Transport - School Minibus	Yes	No
a) Does the minibus have a valid and current section 19 permit which is it displayed in the vehicle?		
b) Is the driver MiDAS trained?		
c) Does the driver have a D1 category entitlement on their driving license? (this allows them to drive a minibus with up to 16 seats)		

d) Is the use and operation of the minibus in line with the Council Policy?		
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4.8 - Emergency Arrangements	Yes	No
a) Emergency Contact List – In the event of an emergency or accident, have contact details including senior management phone numbers been provided?		
b) First Aid - Is there a qualified first aider in the party? an appointed person in the party? NB: Minimum coverage is an appointed person. This individual is responsible for the first aid kit and will take charge in an emergency.		
c) Medical Needs - have staff been made aware of those in the party with medical needs? provided, where appropriate, with a copy of the health care plan? informed where the medication is kept? trained, where appropriate, to administer the medication? advised, whether non prescription medication can be provided to individual pupils?		
d) Notification to Parents - In the event of an accident or incident have arrangements been made for Someone in the party to contact the parent(s)/designated person who will then contact parents?		
e) Arrangements for sending someone home - In the event of misbehaviour or injury have arrangements been established for sending someone home?		
f) Emergency Plan - In the event of a major incident are there arrangements in place to provide support, e.g. counselling, for Staff? Pupils? Parents?		

Signed _____

Date _____

Review _____