



Educational Visits Policy

Summer 2015

RATIONALE

The governing body of Kensington Primary School believes that young people benefit enormously from taking part in educational visits with the school. In particular, they have the opportunity to undergo a wide range of experiences not available in the classroom and such visits help to develop young person skills and confidence as well as enhancing their learning. In particular, they are given the opportunity to undergo experiences they may not otherwise have. Health and Safety measures should help young people to do this safely, not stop them. Visits help to develop young peoples' skills, confidence and independence as well as enhancing their learning. Longer visits in particular encourage greater independence.

Most visits organised by schools and settings or services take place without any incident or injuries occurring. Following a number of tragic incidents involving young people in the last few years, concern has grown among staff and parents/carers about the safety of young people when they are learning off site. Health and safety measures should help young people to do this safely, not stop them.

No amount of planning can guarantee that a visit will be totally incident free, but good planning and attention to safety measures will reduce the number of accidents and lessen the seriousness of those that do happen.

Kensington Primary School follows the health and safety standard procedure document (SP54) for all educational visits. These take into account the advice and guidelines that are included within this document and other aspects of NPW guidelines, such as those included within the London Borough of Newham health and safety management system.

TYPES OF VISITS

The following are recognised types of educational visits that may be organised by schools, settings or services: -

- Extension of the classroom (e.g. a visit that can be accomplished with or without transport within a morning and/or afternoon session)
- A half or whole day visit that may require the use of transport
- A visit that requires one or more night's residential accommodation
- A day visit abroad
- A visit abroad requiring one or more night's residential accommodation
- An out of hours learning (extra-curricular) activity (e.g. a sports fixture at another school/ Provider)
- Activities that are hazardous, within the UK or abroad (e.g. skiing, water sports, mountaineering, adventure programmes, etc.)

ROLES AND RESPONSIBILITY

1. Role of the governing body

The governing body is responsible for ensuring that young people benefit fully from visits and those experiences are positive and they remain free from harm. They will normally do this by defining the category of visit that requires their approval and adopting a policy statement.

2. The role of the headteacher

The headteacher is responsible to establish detailed procedures consistent with NPW guidance. These procedures will amongst other things cover the following: -

- Approval of an educational visit
- Arranging and obtaining consent
- Charging policy
- The level of acceptable supervision and ratios
- Insurance arrangements
- Qualifications and experience of leader
- Planning procedures
- Conduct and safety
- Information to parents/carers and young people
- Medical consent
- Emergency procedures including first aid arrangements and Plan B
- Risk assessment
- Arrangements for residential visits
- Evaluation and monitoring
- Arrangements for visits abroad
- Arrangements for and approval of activities involving particular risk (e.g. outdoor and adventurous activities (OAA))
- Arrangements for young people with disabilities and special educational needs (SEN)

The governing body requires the headteacher to maintain, monitor and review the educational visits procedures, when necessary amend them and refer back to the governing body as appropriate.

3. The role of the educational visits co-ordinator (EVC)

The Educational Visits Co-ordinator is the Health and Safety Officer.

An EVC is a named individual who undertakes the following duties: -

- ensuring educational visits meet the employer's and school's requirements
- supporting the headteacher and governors with approval and other decisions
- assessing competence of prospective leaders and staff
- ensuring risk assessments meet requirements
- organising training and induction
- ensuring parents/carers are informed and give consent
- organisation of emergency arrangements
- keeping records of visits, accident or incident reports
- reviewing systems, monitoring practice and evaluating

NPW INSURANCE

1. General

The purpose of this note is to set out clearly for headteachers/senior managers and council officers the position regarding the insurance in relation to activities within the school and during an educational visit, whilst young people are under care of school or Newham Council staff.

2. Public liability

Newham Council arranges public liability insurance with an appropriate insurance provider and offers this to schools as part of a service level agreement (SLA). This means that the Council is covered for any action(s) of negligence by its staff which result(s) in injury to a young person, or loss of, or damage to, their property. In such circumstances of negligence by the council, the parents/carers of young people may claim compensation for the injury that has been suffered.

This insurance covers all activities in, and off site whilst in the care of school or council staff.

Newham schools are required to pay for public liability insurance through the SLA. If schools make arrangements with another insurer, they must be to a comparable standard to that offered by the council. This must be approved by Newham's Insurance Manager. (See IB167 for a copy of the current policy).

3. School journey insurance

The council has also arranged comprehensive insurance that will include cancellation and medical repatriation and will compensate for injuries or other loss which may generally occur in the course of an educational visit in the UK or abroad where there is no negligence by the council's staff. Full details are given in SP106 *Insurance on off-site visits for schools and other Educational Establishments*. If parents/carers wish to have additional insurance cover, they must make their own arrangements.

Newham schools are required to pay for school journey insurance through their SLA.

4. Information for parents/carers

Parents/carers should be advised of the general position on insurance by the inclusion in the school prospectus and/or handbook of the details given in Appendix 1.1. This information must also be printed on the reverse of any parent/carer consent form.

For Further Advice

Contact:

London Borough of Newham
Insurance Manager
4th Floor East Side
Newham Dockside
1000 Dockside Road
London, E16 2QU
TEL: 020 3373 4505
Email: insurance@newham.gov.uk

5. Vehicle insurance

Headteachers must ensure that appropriate insurance is in place when transport such as minibuses, private vehicles, etc. is either hired or driven by teachers or other adults. See Section 3, Paragraph 3 Minibuses.

CONSENT

1. General

Written consent from the parent/carer is required for young people to take part in all off-site activities organised by a school as most of these activities take place during school hours and after school hours, and are a normal part of a child's education at school.

2. Consent forms

The school has prepared a "one-off" consent form which schools can ask parents/carers to sign when a child enrolls at the school. This will cover a child's participation in local visits, which take place at any time in the school day. For all other visits parents/carers must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.

3. Medical consent

This should form part of the consent form. Parents/carers should be asked to agree to their child receiving emergency treatment, as considered necessary by the medical authorities.

Doctors can be expected to carry out necessary medical treatment in an emergency, without parent/carer consent but it is possible that a surgeon in another country might be reluctant to operate on a young person unless assured that the group leader had parent/carer authorisation to agree to such treatment. It is sensible to include a translation of the medical consent, as signed by the parent/carer, in the relevant foreign language if required.

4. The Consent Form

If parents/carers withhold consent the young person must not be taken on the visit but the curricular aims of the visit should be delivered to the young person in another way. If parents/carers give conditional consent the headteacher will need to consider whether the young person is taken on the visit or not.

There will be some circumstances where schools would wish to seek parent/carer consent for a non-standard visit, in which case a consent form must be completed for each young person in the group. Besides conveying consent it could also form the basis for obtaining details required. If a tour operator is used it may be sensible to ask them what information is required and include this in the consent form. General issues to consider include:

- the parent/carer home and daytime phone numbers and addresses
- an alternative contact, with their phone number and address
- any allergies/phobias the young person may have
- any medication the young person is taking (if so what the dosage is and who is to administer it)
- whether the young person administers their own medication

- any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any other recent illnesses suffered by the young person
- the name, address and phone number of the young person's GP
- any special/medical dietary requirements
- whether the young person suffers from travel sickness
- information on any toileting difficulties
- whether the young person has any night time tendencies such as sleepwalking (for residential visits)
- the young person's ability to swim in the pool or sea and their level of water safety awareness (stating a minimum standard if required)
- any other information which the parent/carer thinks should be known
- the young person's awareness of common dangers

GUIDELINES TO A SUCCESSFUL EDUCATIONAL VISIT

The following guidelines support the planning and implementation of educational visits organised at Kensington Primary School. **However no amount of planning can guarantee that a visit will be completely incident free**, but following these planning procedures will reduce the number of accidents and lessen the seriousness of those that do happen.

1. It is vital to allow sufficient time for planning and preparation.
2. Send your completed Educational Visit form to the school secretary for approval by the headteacher (see Appendix 1).
3. All planned visits **MUST** begin with a preliminary visit undertaken **by the Group Leader-A teacher**. Your preliminary visit highlights any potential hazards that should be addressed on your risk assessment with the appropriate action required.
4. www.lotcqualitybadge.org.uk is a website that list places that have received accreditation regarding learning outside the classroom.
5. Travel tickets www.tfl.gov.uk/schoolparty are required to be booked two weeks prior to the visit.
6. Organise additional adults. (One adult for every 10-15 children in years 4-6. One adult to 6 children in years 1-3. Nursery and Reception must have a higher ratio and take a First aider.) For children under 5 a trained First Aider **MUST** accompany the group. For children between 5-8 years old OFSTED recommend that a trained First Aider should accompany the group.
7. Inform Parents and obtain consent forms.
8. Free School Pack Lunches will be provided for parents who request this.
9. Give pre-visit briefings to staff/additional adults, parents and pupils.
10. A School Incident Form must be completed if a medical incident (involving the Emergency Services or hospital) occurs on a visit. The form should be sent with a copy of the Risk Assessment and a record of the event.
11. All children with epilepsy should be accompanied with an Epilepsy trained First Aider or a First Aider.
12. Complete Evaluation Form of visit and return to Educational Visit Co-ordinator.

Residential Visits/Visits Abroad

As above but additional hazards to consider and include on the Risk Assessment form are;

1. Transport (alternative routes if public transport not available)
2. Accommodation (fire, balconies, security etc.)
3. Consider hazards at each location to be visited (city centre, lake, beach, country/coastal walk, farm etc.)

4. For visits abroad consider the hazards specific to the country (contact Foreign Office)
5. Activities undertaken (rock climbing, swimming etc.)
6. Hazards during 'informal activities' (evening, recreational activities)
7. Changeable factors (weather)
8. Appropriate Passport/Visas
9. EHIC cards to cover medical treatment in EU countries
10. Parent Consent Forms
11. A trained First Aider **MUST** accompany the visit.

MONITORING

As a school we will internally monitor all visits through;

1. The Educational Visits Co-ordinator (EVC) will check all Risk Assessment Forms **thoroughly.**
2. The EVC will regularly take part in visits and activities.
3. The Educational Visits Co-ordinator will ask visit leader to complete an evaluation form.
4. The EVC will monitor evaluation forms.
5. The EVC/SMT will ensure that suitable training is available for all teaching staff yearly where applicable.
6. EVC/SMT will provide further training for Group Leaders where applicable.
7. The EVC/SMT and Subject Leaders will monitor all school planning to ensure visits are included for every topic.
8. Ensuring that emergencies and managing critical incidents on Educational Visits are included in the school Health and Safety Policy.
9. EVC/SMT to ensure suitable adults as Group Leader, Parent Helpers and for First-Aid support.
10. EVC to maintain and monitor Educational Visits file.
11. EVC to ensure that the school follows the London Borough of Newham Guidelines when responding to an incident during an off-site visit.

REVIEW OF POLICY

Policy reviewed every three years or earlier, if changes are needed.

This information was ratified by the governors of Kensington Primary and Nursery School on

Our school information will be reviewed in October 2018.....

Signed

Evaluation of an educational visit or off-site activity

Group leaders must complete this form for any educational visit or off-site activity which:

- Involved an external organisation
- Was notable in terms of positive outcomes
- Gave rise to significant concerns

Please complete a copy of this form and return it to the EVC.

Title of visit	
Group leader	
Group members	Young people: Age: Staff:
Date(s) of visit	
Venue	
External organisation (if appropriate)	
Objective of visit	
Intended learning outcome 1	
Extent to which met: (please indicate using the diagram opposite)	not partly fully
Intended learning outcome 2 (if applicable)	
Extent to which met: (please indicate using the diagram opposite)	not partly fully
Intended learning outcome 3 (if applicable)	
Extent to which met: (please indicate using the diagram opposite)	not partly fully
How might the learning be better achieved in the future?	

Feedback on features of the visit

Please give a rating using the following criteria for as many of the features below as were part of the visit.

For features rated as **3** or **4**, a suggested development or improvement comment is **essential**.

1 = outstanding **2** = good **3** = satisfactory **4** = inadequate

Description	Rating				Comments
	1	2	3	4	
Pre-visit (if completed)					
Travel arrangements					
Content of education programme					
Staffing and supervision					
Equipment or resources					
Environment (and impact on learning)					
Accommodation (if appropriate)					
Refreshments (if supplied)					
Organisation of break or 'down time'					
Communication during the visit (This could be between adult leaders, with external provider or school as appropriate)					
Other features					

Other points / issues
