



**School Vision:**

To encourage and support thoughtful, happy and responsible children with a lifelong passion for learning, within a Christian community

**Stanwell Fields C of E Primary School**

**EDUCATIONAL VISITS POLICY**

**Date of Review: September 2013, 10.09.14, 07.09.15, 21.09.16**

**Governor Committee: Children & Learning**

**Signed..... Date.....**

This document is a statement of aims, principles and procedures for planning and taking part in educational visits at Stanwell Fields C of E Primary School.

**The purpose and value of Educational visits:**

- Broaden children's horizons and life experience
- Develop children's self-esteem
- Build relationships
- Help children to understand risk
- Develop and enhance children's independence
- Help to bring the curriculum alive
- Support learning in class

**Approval**

All educational visits must be approved by the head teacher well in advance of the visit even if local area.

In order for approval to be given, visits should:

- Have significant educational value
- Have given due consideration to financial and safety aspects
- Be suitable for the pupils involved
- Aim to be inclusive
- Be related to the school's established aims and/or curriculum, particularly if the activity is to take place in term time.
- Be linked to work within school by preparation and follow-up activity.
- Be subject to approval of the Risk Assessment

The headteacher or Educational Visits Coordinator should be satisfied with the purpose, planning and proposed staffing for the off-site activity.

**The role of the Educational Visits Coordinator**

- To help/advise the Lead Teacher
- Is not finally responsible for all trips
- Is not always the Lead Teacher
- Reads and keeps risk assessments for trips - HT to approve

### **The role of the Lead Teacher**

- There must be a delegated Lead Teacher on all trips/visits.
- Lead Teachers must have had a least 2 years teaching experience.
- Lead Teachers must be approved by the Head.
- The Lead Teacher has overall responsibility for the pupils' health, safety and welfare.
- Lead Teachers may decline to take a school visit on the grounds of risks to the children's or accompanying adults' safety.
- A Deputy Lead Teacher, in an emergency situation, may be a teacher with less than two years experience.

### **The Lead Teacher should:**

- Obtain appropriate levels of approval for visit
- Appoint a deputy (in advance of the trip) and prepare all staff with roles and responsibilities
- Ensure adequate first aid provision and have a list of children who need medication
- Choose supervisors carefully
- Review each visit
- Stop the visit if there is a risk to health and safety, even if the activity is being led by an outside professional body
- Ensure supervision ratios are appropriate
- Undertake all aspects of preparation, including letters and pre-visits
- Develop an appropriate programme for the visit
- **Complete a thorough risk assessment which must be approved by the Head teacher at least a week before the visit**
- Inform parents if they are to help in the week prior to the visit and have a reserve list in case of illness

### **Planning a visit or journey**

- All visits should be carefully planned.
- The Lead Teacher has to have completed plans for all visits before the day of departure
- Lead Teachers should satisfy the head teacher or Educational Visits Coordinator that the visit has sound aims and objectives and that these will be met by the proposed visit
- When planning a visit ensure that the objectives, programme, date, venue, cost, transport and supervision have all been considered
- Ensure you have approval, have carried out a pre-visit, worked out supervision and have completed a risk assessment
- **It is strongly recommended that all teachers accompanying the school visit have attended the pre-visit**
- Remember to prepare the children for the trip and any parent helpers, either through a letter/information pack or a brief meeting
- Establish a method of communication with the school and with parents during the trip
- There must be no free unsupervised time as part of the trip

### **Aims of the pre-visit**

- Check that the venue satisfies the aims and objectives of the proposed visit.
- Gain advice from staff at the venue.
- Undertake a site specific risk assessment
- Become familiar with the area and surroundings before taking the group there.
- Locate the toilets and lunch room
- Have a plan B - what happens if plan A doesn't work?

### **Risk Assessments**

- **A Risk Assessment is a legal requirement for all off site visits.**
- A Risk Assessment needs to identify any hazards, identify **who** might be at risk, evaluate that risk and implement control measures.
- Measures must be put in place to ensure visits are inclusive.
- Any incidents that occur on an educational visit must be recorded and reviewed.
- Involve children in Risk Assessments by sharing the possible risks and control measures with them before the day of the visit.
- Risk Assessment occurs at 3 levels. **Generic risk assessments** which are the responsibility of the LEA, **Site Specific risk assessments** which are the responsibility of the Lead Teacher **and ongoing** - while you are there - thinking on your feet.
- Risk Assessments must be put into practice and acted on.
- Any activity that is classed as 'high risk', or any residential visit needs to have approval from Surrey County Council. **This is done through completing the relevant form from 'Guidelines for Educational Visits and Outdoor Educational Activities'**, published by Surrey County Council and located in the school office.
- Risk assessments must have EVC approval before being approved by the HT the week before the visit takes place.

### **Legal Requirements**

- A Risk Assessment must be completed and evaluated for every visit.
- Any adult in charge of pupils during a visit are considered to be 'in loco parentis', they have both a duty of care towards those pupils, as well as a common law duty to act as a reasonable parent would.
- Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.
- Higher duty is expected of teachers and teaching assistants as a result of their specialised knowledge.
- Approval must be sought from Surrey if a child is to be excluded from a trip if they are considered to be a danger to themselves or others.

### **Ratios and Supervision**

- The age of the children and the nature and location of the activity help determine the degree of supervision required.
- Consider how non-specialised helpers are used on trips - legally they are not as specialised - where do you put them?

- Ensure supervision is pro-active and that you are constantly assessing and reacting to circumstances.
- Ensure all adults in the group understand their supervisory role. Have they had a risk assessment /CRB done?
- Ensure all adults in the group have a complete group register.
- Supervisors must make regular head counts and have some means of contact with the other supervisors.
- Children should have their medication close to hand.

### Recommended ratios

These ratios are recommended. The more adult support that is available on a trip, the better.

	Adults: Children
Pre-school children	1:2 1:4 if no significant dangers
Years 1 to 3	1:6 minimum of 2 adults-1 should be female
Years 4 to 6	1:10 or 1:15 minimum of 2 adults and a female staff member
SEN	May need to enhance staffing ratios to support any behavioural difficulties.

### Year 4 Swimming

Due to the professional supervision provided by the swimming coaches and the short travel distance to the swimming pool, the ratio for supervision will be 1:10.

**Where possible there should be a teacher or staff member 'floating'. This will enable someone to overview the other children, and be available should any problems arise. This adult should not be included in the ratios.**

### Transport

- Coaches used must have seatbelts and seatbelts must be worn.
- Parent cars are the least safe form of transport and must NOT be used to transport whole classes
- Adults on coaches should be evenly spaced out. 1 adult should be by the driver and 1 by the emergency exit
- Children should not sit in the back row, centre seat on a coach
- Teachers may only provide transport for children in their own cars if they have the necessary car insurance
- Teachers will not travel in a car on their own with one pupil.
- There is no obligation for a teacher to transport children.
- If a booster seat is required, this must be an appropriate safe booster seat provided by the child/child's parents.

### Emergency Procedures

- For all journeys the school must identify a Duty Officer (school based). In the first instance, this is the headteacher and then the most senior member of staff available.
- The Duty Officer will support the party leader in the event of a serious incident.
- The Duty Officer must be an experienced/senior member of staff.

- The Duty Officer must have full and complete details of the journey.

#### **Residential trips**

- Operation Duke card must be taken
- Chair of Governors must also authorise the trip as well as the Headteacher

#### **No Smoking and no alcohol policy**

- The school operates a strict no smoking and no alcohol policy throughout the entire duration of day visits and residential trips - this applies to all staff members and accompanying adults.

For further details about trips see the file:

"Guidelines for Educational Visits and Outdoor Educational Activities" written and published by Surrey County Council outdoor education staff. This file is located in the Office and must be read if a Residential visit is planned.

#### Appendices

##### Emergency Situations

- Try to prevent party members (staff or young people) from telephoning home until after you have made contact with your Duty Officer.
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident. Promise that 'an official statement will be made through the County council's press Officer as soon as possible'.
- Do NOT admit liability of any sort to anybody.
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Retain any equipment involved in an unaltered condition.
- Keep a written record of all that happens.
- Be as compassionate as possible, with anyone involved.
- Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- If you change location, remember to let your Duty Officer/ head of establishment have the new telephone number at which you can be contacted.

##### Guidance notes for Duty Officers

- You must have comprehensive details about the group and the journey. This will include contact and medical details for all involved (including staff and volunteers) and full details of the itinerary, addresses, travel/coach company etc.
- You must have immediate access to these procedures, and the information and means to use them, at all times.

##### Answering the emergency call

You will need to gain and record the following:

- Name of group
- Name of party leader/ caller
- Telephone number the caller is speaking from
- What happened

- To Whom It May Concern: where, when, what has happened since
- If a fatality is involved or suspected:  
Has this been confirmed?  
By whom?  
Have any next of kin been informed?  
**In the event of a fatality it will normally be the Police who contact the next of kin.**

### General advice

Advise the party leader to follow instructions from the local police/ emergency services, and, unless they request otherwise, your advice to the party leader should be to:

- Keep the party together
- Co-ordinate any contact with parents or any outside bodies
- Refer media attention to the police or county council press officer – do not answer any questions
- Remain available: if it is necessary for the party to change location, they must advise you of the new telephone number.

#### Operation Duke Card

##### IN CASE OF FATALITY OR EMERGENCY:

- Inform local emergency services
- Inform duty officer  
Work tel:  
Home tel:  
Fax:  
Mobile number:
- If duty officer unavailable, call SCC Duty Emergency planning Officer
- Your call will be answered by either:  
The SCC Emergency planning Officer – quote OPERATION DUKE  
Or – A duty answer phone – quote OPERATION DUKE, leave a message and your number.  
You will be called within 5 minutes.  
Or – A messaging service – quote OPERATION DUKE, leave a message and your number. You will be called within 5 minutes.

##### DO NOT SPEAK TO PRESS OR MEDIA

- Refer to County Council Press Officer
- Daytime tel: 0208 541 8996/9962
- Out of hours tel: 0208 541 7920

Try to prevent staff and young people phoning home until contact has been made with your Duty Officer or Emergency Planning Officer

When contacting duty officer or emergency planning officer be prepared to give the following information:

Quote 'Operation Duke'

Your full name

The telephone number you are calling from

Name of group involved

Exact nature of the incident

Is a fatality involved? Has it been confirmed? By whom?  
Full name (s) and ages of injured person(s)  
Exact nature of injuries  
Whether local police or emergency services have been informed  
Whether any next of kin have been informed, if so, how?  
If contacting Emergency Planning Officer, name and number of unobtainable duty officer

### Whole school local visit procedure

The EVC will complete the general Risk Assessment but each class teacher is to consider the needs of their individual classes and implement any measures as required e.g. taking medication.

One class at a time is to cross the road.

Two adults are to be present when each class crosses.

Adults should space themselves out along the line of pupils dividing the line into thirds.

Adult pupil ratios are to conform to recommended ratios dependent upon age of pupils.

Accompanying parents are to be briefed beforehand in the hall.

### **RULES FOR TRAVELLING BY TRAIN - to be discussed with children the day before the visit and the morning of the visit.**

- **ALL helpers will have had these rules explained to them**
- **Lead Teacher is made known to all adults accompanying the children and that they are in charge at all times during the visit**
- Children visit the toilet before they get on the train supervised by a responsible adult
- Lead teacher responsible for giving out any medicines (INHALERS) to children
- Lead Teacher responsible for organising first aid sick bucket /bags etc
- Lead Teacher responsible for school mobile phone
- Make sure children have all their belongings including packed lunch with them
- Children are to walk in twos to the nearest and safest train station behind each other-please remember who is in front and behind you at all times
- When walking to the station adults to walk next to the kerb not the children
- Adults are attached to a group of children and they are responsible for them at all times
- The children must stay with their adult at all times and NOT change groups unless authorised by the Lead Teacher
- Teachers and helpers space themselves out so that there is the Lead Teacher in front and a teacher at the end of the line
- When crossing the road the Lead Teacher will decide on the safest point pointing this out to the children-2 adults in middle of road (island if possible) stopping traffic, 1 person directing children across road ,1 person marshalling children after they have crossed
- Once the road has been crossed the children must wait for the Lead Teacher to signal to carry on
- Adults will have a register of their group and they **MUST** tick the children off at the start of the trip, before the return journey and back at the railway station
- Once in the railway station the Lead Teacher will organise the tickets and the adults supervise the children who should still be in line in pairs
- Once on the platform the children stay behind the yellow line and wait for the train to stop
- Wherever possible a member of the Station staff should supervise the children getting onto the train
- The Lead Teacher will get on the train first
- The children who are supervised by their adult get onto the train
- Adult helpers indicate to the Lead Teacher that all children are accounted for
- Children are to sit if possible ( small children 2 to a seat)
- No feet on seats
- No food, sweets or chewing gum allowed on any part of the journey
- Noise level to a minimum (please remind them not to talk to strangers or disturb other passengers)

- Well before departure children need to be told to gather their belongings and prepare for getting off the train
- Lead Teacher off the train first followed by his/her group of children
- Children get off train led by their adult
- Last teacher off checks for children and belongings on train
- Children to line up in twos behind each other
- Register taken by adults
- Children proceed on command of Lead Teacher
- Same procedure followed on the return journey
- Register checked at critical points on return
- Pupils to be collected from school only by known adult - Lead Teacher to supervise this

**RULES FOR TRAVELLING BY COACH -to be discussed with children the day before the visit and the morning of the visit.**

- **ALL helpers will have had these rules explained to them**
- **Lead Teacher is made known to all adults accompanying the children and that they are in charge at all times during the visit**
- Children visit the toilet before they get on the coach supervised by a responsible adult
- Lead Teacher responsible for giving out any medicines (INHALERS) to children
- Lead Teacher responsible for organising first aid sick bucket/bags etc
- Lead Teacher responsible for school mobile phone
- Make sure children have all their belongings including packed lunch with them
- Children are to made aware of the adult in charge of their group
- All adults to have a register of the pupils in their group
- Adults in charge lead their group to the coach following the OK from the Lead Teacher
- Children should not sit in the back row, centre seat.
- Children counted on the coach
- Adults are responsible for ensuring seat belts are secure
- Adults seat themselves with their group
- Lead Teacher gives OK to move off once satisfied all children and adults are safely seated and belted
- Seat belts to be worn at all times by children and adults
- Children stay sat in their seats at all time during the journey
- If they feel ill hand up to the nearest adult
- Sweets, chewing gum or food are not to be eaten on the coach
- Noise level reasonable –no shouting screaming or singing
- Children stay seated until coach has stopped
- Adults check children have belongings
- Lead Teacher will tell adults to exit from the coach with their group
- Children line up as directed by party leader in a safe place
- Head count and register
- All adults to be told of rendezvous place and time
- On return children are to be toileted and adult to supervise both boys and girls
- Head count and register before getting onto coach
- Lead Teacher gives OK to move off once satisfied all children and adults are accounted for
- Coach rules as before
- Pupils to be responsible for ensuring all belongings are with them (adults check also)
- Lead Teacher decide whether to bring pupils back into school or collected by their parents from the coach
- Pupils are allowed home only with known adult - Lead Teacher responsible for this
- Lead Teacher checks coach for belongings

**RULES FOR TRAVELLING BY BUS -to be discussed with children the day before the visit and the morning of the visit.**

- **ALL helpers will have had these rules explained to them**
- **Lead Teacher is made known to all adults accompanying the children and that they are in charge at all times during the visit**
- Children visit the toilet before they leave supervised by a responsible adult
- Lead Teacher responsible for giving out any medicines (INHALERS) to children
- Lead Teacher responsible for organising first aid sick bucket/bags etc
- Lead Teacher responsible for school mobile phone
- Make sure children have all their belongings including packed lunch with them
- Adults will have a register of their group and they **MUST** tick the children off at the start of the trip, before the return journey and back at the exit bus stop
- Children are to walk in twos to the nearest and safest bus stop behind each other-please remember who is in front and behind you at all times
- Adults to walk next to the kerb not the children
- Adults are attached to a group of children and they are responsible for them at all times
- The children must stay with their adult at all times and **NOT** change groups unless authorised by the Lead Teacher
- Teachers and helpers space themselves out so that there is the Lead Teacher in front and a teacher at the end of the line
- When crossing the road the Lead Teacher will decide on the safest point pointing this out to the children-2 adults in middle of road (island if possible) stopping traffic, 1 person directing children across road ,1 person marshalling children after they have crossed
- Once the road has been crossed the children must wait for the Lead Teacher to signal to carry on
- At the bus stop the children line up away from the kerb in pairs (please be mindful of the public access)
- The Lead Teacher will get on the bus first and pay-count pupils on as they pass
- The children who are supervised by their adult get onto the bus
- Adult helpers indicate to the Lead Teacher that all children are accounted for
- Children are to sit if possible ( small children 2 to a seat)
- No feet on seats
- No food, sweets or chewing gum allowed on any part of the journey
- Noise level to a minimum (please remind them not to talk to strangers or disturb other passengers)
- Well before departure children need to be told to gather their belongings and prepare for getting off the bus
- Lead Teacher off the bus first followed by his/her group of children
- Children get off bus led by their adult
- Last teacher off checks for children and belongings on bus
- Children to line up in twos behind each other in a safe place chosen by the party leader
- Register taken by adults-signal to Lead Teacher all pupils and adults accounted for
- Children proceed on command of Lead Teacher
- Same procedure followed on the return journey
- Register checked at critical points on return
- Pupils to be collected from school only by known adult- Lead Teacher to supervise this.