

# **Storth CE Primary School**

## **Educational Visits Policy.**

**Dated: February 2013**

The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An Off-site Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during, before or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class or Year group, regardless of their abilities, therefore, developing further 'the whole child'.

The EVC Coordinator is responsible for this policy and procedures for dealing with occasions when groups are engaged on an official visit or journey. This policy and procedures correspond with the Cumbria County Council Guidance, systems and processes for supporting and monitoring "Learning Outside the Classroom" (LOtC) activities

Each member of staff has been made aware that it is a legal expectation that employees must work within the requirements of their employer's guidance. Cumbria Childrens Services employees must follow the requirements of the "Employer Guidance" (EG) on the website: [www.oeapng.info](http://www.oeapng.info)

The purpose of the visit must be clearly defined and be of educational value.

### **Legal Framework**

Health and Safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Health and Safety legislation is enforced by the Health and Safety Executive (HSE). The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

Cumbria County Council is the employer and therefore have employer responsibilities, decisions about visits are delegated to the Headteacher. The Headteacher's agreement must be obtained before a visit takes place.

It is a Cumbria County Council requirement that we as a school must follow the Outdoor Education Advisers' Employer Guidance for Managing Learning Outside the Classroom ([www.oeapng.info](http://www.oeapng.info)) as well as the requirements outlined in the CCC Policy for 'Managing Outdoor and Experiential Learning and Educational Visits' (available on the Evolve system).

### **Roles and Responsibilities**

The **Headteacher** will ensure that the visit leader has completed all procedures. A list of all the Headteachers responsibilities can be found on the website [www.oeapng.info](http://www.oeapng.info)

For every visit a **visit leader** will be identified. The roles and responsibility are set out on the website [www.oeapng.info](http://www.oeapng.info) The leader is responsible at all times, either personally or by delegation, for the planning, safety, supervision, implementation and follow-up of the visit. A visit should not be undertaken unless this vital role is clearly understood and accepted by the person concerned. If there are doubts about situations that occur away from home (e.g. unsuitable instructors, tired coach driver, and unsuitable weather

conditions), it is the responsibility of the leader to consider the matter and take prompt and decisive action.

The role of **parents and Governors** is set out on the website [www.oeapng.info](http://www.oeapng.info)

## **Before a Visit**

### **Approval and Notification of Activities and Visits**

This school uses the Cumbria County Council online system “**EVOLVE**” at [www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk) for notification and approval. A key feature of this system is that visits and LOtC activities requiring approval are automatically brought to the attention of the Local Authority. Those visits and activities not requiring approval may be viewed, sampled or monitored using the database and diary facilities of the system.

### **Category of visit**

From 1 April 2011 Cumbria County Council has defined two levels of visits which are set out below:

#### **Level 1**

**Activities classed as Level 1 must have the approval of the Headteacher/EVC at school level, who should be satisfied with the purpose, planning and staffing for the proposed off-site activity.**

All visits other than those in Level 2 including the examples below:

1. Sports fixture
2. Curriculum swimming
3. Cultural day visits to libraries, museums, theatres, art galleries, tourist attractions and religious sites.
4. Day visits to history, art drama and music events.

**This list above is not exhaustive, and only represents examples.**

**For example: Leighton Moss, Tullie House, Westmorland Show, Abbot Hall, Manchester Museum are all Level 1 visits.**

#### **Level 2**

**As well as approval of the Headteacher/EVC the activity should receive approval by the Local Authority.**

1. Visits abroad
2. Residential Visits
3. Visits involving Adventurous Activities or remote locations

**For example: Hawse End.**

### **Preliminary Visits**

Where possible a preliminary visit by the teacher is made where the site is not known to accompanying staff. In most cases, particularly for residential trips, a preliminary visit is strongly recommended but, where this is not possible, the leader must obtain information of the places to be visited with particular regard to potential hazards.

### **Risk Management**

Risk Assessments will be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres i.e. Hawes End will be the responsibility of the centre. Risk assessments must be reviewed upon return, this is especially important where the venue is to be re-used or if an accident/incident occurred.

This school has access to risk assessment materials on the following website: <https://schools-portal.cumbria.gov.uk>.

### **Competence**

All activities must be supervised by people of suitable competence, for some activities the teacher may be required to hold a national governing body leader or instructor qualification. The details of these competencies can be found in the OEAP 'Employer Guidance'. The school's EVC will make an assessment of competence when trip plans are submitted, staff need to make clear to all involved in a visit a hierarchy of responsibility, with both a 'trip leader' and 'group leaders'.

## **Supervision Guidelines**

### **Agreed ratio's at Storth CE Primary School**

Appropriate ratios are determined during the risk assessment process. (A minimum of TWO adults for every trip.)

### **Early Years and Foundation Stage**

We will follow the specific legal requirements for staff to pupil ratio for these pupils as outlined in the Early Years Foundation Stage Statutory Framework. A fully qualified paediatric first aider will always accompany visits involving these pupils.

### **Parents/Volunteers**

Parents, governors and volunteers can be used to achieve the pupil: adult ratio. Such helpers should be carefully selected and ideally be well known to the school and pupil group. Anyone who has not had a CRB disclosure check should not be left in sole charge of pupils. The headteacher and group leader must assess the suitability of any volunteer.

For the protection of both pupils and adults, all adult supervisors should ensure that they are not left alone with a pupil wherever possible.

All supervisors should be made aware of their responsibilities at all times, in particular any pupils who may require closer supervision. It may be helpful to put this in writing.

Staff may hold a preliminary meeting for volunteer helpers

### **Headcounts**

Whatever the length and nature of the visit regular head counting of pupils should take place, particularly before leaving an area or the venue.

## **Insurance**

**Storth CE Primary School** has:

A Visits insurance with : Chubb Policy Number: 64796355

Employers Liability Insurance: Zurich Insurance:

Public Liability Insurance: Zurich Insurance :

Balance of Risks: Zurich Insurance:

Only coach companies that have appropriate insurance will be used.

## **Records of Visits**

Records of all Educational Visits will be kept on the EVOLVE website.

## **Financial Planning.**

The school has adopted the Local Authority Policy Guidance with regard to charging parents for school trips. Any parent finding payments difficult is welcome to approach the school to seek assistance, for example a payment scheme. Whenever possible, trips will be planned at the start of the school year/term to give parents and staff as much notice as possible, particularly when a financial contribution is expected. When planning trips staff will take into account the financial expectations across the Phase to ensure parents are not overloaded with financial requests.

## **Contact with Parents**

Parents/Guardians will be informed in advance of all the details of a proposed visit.

The school administrator prints off details of all the pupils going on that trip, for the group leader to take with them.

Parental consent is not required for visits within the school day. However, schools must inform parents that visits are taking place.

Form D can be used for regular visits such as curriculum swimming, sports fixtures, visits to the local library and village halls, etc. FORM C can be used for Level 2 Visits.

## **Transport**

If staff cars are used the leader needs to check that they have the necessary business use insurance, and that they have filled in the form for Staff/Volunteer drivers attached in the Appendices.

If parent cars are used to transport pupils OR other parents the leader needs to check that they filled in the form for Staff/Volunteer drivers attached in the Appendices.

Car booster seats will be used where children are below 135cms in height.

If a mini-bus is to be used then reference is made to the County Councils regulations and guidance file on mini-buses. Only a member of staff who has passed a mini-bus assessment will drive the mini bus.

If a coach is to be used only a reputable coach company will be used. –**School uses Kirby Lonsdale Coach Hire.**

## **During a Visit**

### **Mobile Phones**

Visit leaders must carry a charged mobile phone on all trips, the number being registered on the EVOLVE trip planning tool.

### **First Aid**

The Group Leader must ensure that adequate first aid arrangements are made bearing in mind the location and nature of the activity. In a situation where expert medical help is not readily available at least one member of staff should be a competent first aider. First Aid Kits are in each Year Group Trip Rucksack and additional First Aid kits can be obtained from the school office.

### **Medicines and Medication**

In general, medicines should be clearly labelled with name and dosage and handed to the Group Leader, as clearly it is not desirable for young children to be responsible for them. For certain conditions however, this procedure may be wholly inappropriate and potentially harmful, i.e. asthma where it would be wrong to separate an asthma sufferer from a prescribed inhaler. Similar consideration and care might need to be exercised for the sufferer of diabetes. In such circumstances, it would be advisable to consult with the young person's parents/carer and, if necessary, seek medical advice.

### **Recording Accidents**

Accidents are 'unplanned events' and, therefore, not every eventuality can be accounted for in the risk assessment. Should an accident occur it must be, if applicable, recorded in the accident book at the venue.

Upon return to school the accident should also be recorded in the school accident book, and if appropriate a P25 accident form should be completed and sent/faxed to the Health and Safety Team, keeping a copy for school records. If the accident resulted in a major injury i.e. fracture, concussion, hospital treatment etc. it is advisable to obtain witness statements. The reason for this is that children have until their 21st birthday to make a claim for compensation, it may be many years until the claim transpires by which time many members of staff who witnessed the event may have left or moved on, making it very difficult to compile the necessary information.

## **IMMEDIATE ACTION FOLLOWING A SERIOUS ACCIDENT OR INCIDENT**

A serious accident or incident is defined as

- ◆ an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- ◆ circumstances in which a party member might be at serious risk/serious illness; or
- ◆ any situation in which the press or media might be involved.

*Remember that serious incidents are extremely rare, but if one occurs it certainly makes great physical and emotional demands upon you. These guidance notes are designed to help you deal with an emergency.*

*Remember that you are not alone, the LA or your school will support you as much as possible.*

### 1. Be prepared

- Carry the LA 24 hour emergency telephone number and pager number at all times. (see details below)
- Ensure that you are familiar with all of the LA guidelines for off-site activities.
- Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with situations should the party get split up.

### 2. Care of the Group

- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

### 3. Communication

- Contact the schools 24-hour standby person (**usually Susan Barker 015395 62517**)
- Contact your LA 24 hour helpline number:

Normal Office hours: 01228 227169

Outside Normal Office hours: 07699 113300-ask for pager no: 786440

- *In either event, give the following information:*

Your name  
Name of Group  
Telephone number you are calling from  
What happened  
To Whom  
Where  
When  
What has happened since  
If a fatality is involved, has this been confirmed?  
By Whom  
Which local emergency services are involved.

### 4. Next Steps and General Advice

- Parents and relatives will naturally be anxious to establish what is happening, but do NOT let party members (staff or young people) telephone home until after you have made contact with your LA and this has been agreed.
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that “an official statement will be made through the County Council Media Team 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 Head teacher/LA contact person have the new telephone number at which you can be contacted.

*Finally, all situations are different, your Head teacher/LA contact or a Senior Officer of the Authority will make themselves available to offer you advice and support. Use them as much as you need.*

### **After the Visit**

#### **Review**

All visits should be reviewed within 28 days of taking place using the EVOLVE review tool. Key information, successes/incidents should be recorded for future reference and improved planning.

### **The Educational Visits Co-ordinator (EVC)**

The EVC will be involved in the planning and management of visits including adventurous activities led by other members of school staff. The functions of the EVC are to:

- liaise with their employer to ensure that all educational visits meet with the employer’s requirements, including those of risk assessment;
- support the head teacher and governors with approval and other decisions;
- assign competent people to lead or supervise a visit;
- assess the competence of leaders and other adults proposed for a visit. This may include reference to awards, practical observations or verification of experience;
- organise the training of leaders of visits i.e. first aid, hazard awareness etc;
- ensure that CRB disclosures are in place as necessary (no-one should have unsupervised access to children unless fully CRB cleared);
- work with the group leader to provide parents with full details of the visit enabling parents to accept or refuse consent on a fully informed basis;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- review systems and, on occasion, monitor practice.

The EVC must be competent to fulfil the role in relation to the size of the school and the extent and nature of the planned visits. The head teacher and the EVC must agree the delegation of tasks and the way in which the role of EVC will work within the school.

### **SAMPLE LETTER TO STAFF/VOLUNTEER DRIVERS**

This establishment greatly values your support in helping to transport participants to and from activities. Without your help, it would be difficult to undertake some of the activities and this would clearly disadvantage children. However, it is a statistical fact that any activity on the highway is far more dangerous

than any other environment. It is the duty of the Management to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers (volunteers and employees) to conform to the checklist below, sign and date it. As a safeguard for parents/carers in general, we shall require drivers for all planned visits organised by this establishment to have lodged the completed checklist before they drive other people's children to or from events. This in no way invalidates or curtails private arrangements undertaken between parents.

**NAME OF DRIVER:** \_\_\_\_\_

- I have passed my test for the class of vehicle I am using over 3 years ago
- I have no more than 3 points on my licence
- My car carries insurance, which is renewed each year on \_\_\_\_\_(date) and I have checked with my insurance company that my insurance covers transporting pupils or young people on a voluntary basis.
- The road fund licence is current and always renewed by/on the expiry date on the tax disc.
- The vehicle is regularly serviced, kept in a safe running condition and where required, has a valid MOT certificate.
- I am aware that overloading the vehicle could invalidate my insurance.
- All passengers I shall carry will have access to, and **use** a seatbelt including those in the back seat.
- I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company. (Remuneration would be construed as being for "hire or reward" – a separate insurance classification) – **This applies to parents/carers only.**

**ADDITIONALLY, FOR THOSE EMPLOYED BY OR FOR THE SCHOOL/ESTABLISHMENT:**

- My insurance includes business use in addition to social, domestic and pleasure.
- The vehicle I shall be using is/ is not\* insured in my name. (If you are driving as a "named" driver on someone else's insurance, the cover is usually restricted to social, domestic and pleasure purposes. As an employee, you will need to check that you may use the car for business.)
- As a named driver and an employee, I confirm that the insurance covers me for business use\*

(\* Delete as appropriate or if not applicable)

Signed: \_\_\_\_\_ Vehicle Registration No: \_\_\_\_\_ Date: \_\_\_\_\_

**The head teacher/EVC will ensure that:**

- All necessary actions are completed before the visit begins
- Child protection procedures are in place
- Risk assessments are completed and appropriate safety measures are in place
- Training needs have been assessed and needs of staff and pupil have been considered.
- The group leader has experience in supervising the age group going and will organise the group effectively
- The group leader or another teacher is competent to instruct the activity and is familiar with the location.
- Non-teacher supervisors are appropriate people
- Ratios are appropriate

- Parents have signed consent forms where required
- Arrangements have been for the medical needs and special educational needs
- First aid provision will be available
- Travel arrangements are appropriate
- Travel times are made clear
- Insurance cover
- Contact details of venue are available
- School contact has been agreed
- Visit leader, supervisors and school contact have copy of emergency procedures
- Visit leader, supervisors and school contact have the names of all adults and pupils travelling in the group and contact details of parents and teachers and other supervisors next of kin.
- There is a contingency plan for delays.

Details of Headteacher and EVC responsibilities can be found under Employer Guidance on the website:  
[www.oeapng.info](http://www.oeapng.info)