



## **Educational Visits Policy**

This policy was updated in the Autumn Term 2018  
It will be reviewed in the Autumn term 2020

The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned in organising and leading visits.

At Milford we aim to enhance the first-hand experiences of all children by providing opportunities for day visits. These support the social, moral, physical and academic needs of the children. All visits will be well planned, organised and worthwhile, with clear links to the National Curriculum, and will either be a stimulus, or consolidate work already covered. At all times the safety and welfare of the children will be paramount, and any arrangements made should take this into account.

The Head Teacher bears ultimate responsibility for any visit, so all staff will liaise with the Head Teacher concerning the arrangements, and follow the guidelines of this policy.

This school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. Any concerns regarding safeguarding should be passed to the teacher in charge who will in turn pass these on to the Designated Safeguard Lead (DSL), Jo Fulterer or in her absence, Deputy DSLs Andrew Stear or Kirsty Morris.

### **Aims and Objectives**

School visits are an important part of life at Milford. They provide experiences that will help children to acquire new skills and attitudes, and a better understanding of the wider world.

#### **Our visits aim to:**

- maximise every child's potential through a variety of learning experiences including first-hand experience
- support and extend the curriculum
- foster an awareness and sensitivity about the environment & enhance personal and social development e.g. co-operation
- develop skills of observation, research and recording
- show that life outdoors can be a source of continuous enjoyment and contribute to overall health.



## Planning and Preparation

Every aspect of planning a visit is included in the Department for Children, Schools and Families' good practice guide for Health and Safety of Pupils on Educational Visits. Each visit needs rigorous planning, including a preliminary visit.

For visits parents should be informed at least 4 weeks before departure. This needs to be done by the trip leader and EVC (educational visits co-ordinator) and approved by the Head Teacher.

The risk assessment process is outlined further on in this policy.

## Health and Safety

The health and safety of all children is of paramount importance during all visits. When 'in loco parentis', all teachers must take the same care that a reasonably prudent and careful parent would take in the same circumstances.

Any staff taking part must have the confidence of the Head Teacher and governing body. The lead member of staff will appoint a deputy. All staff and parent volunteers will need an up to date Milford DBS and be as well informed about the proposed visit as possible, through a pre-visit talk.

We aim to follow Surrey County Council and the DFE guidelines for levels of supervision. This will also be dependent on the risk assessment undertaken in the planning process.

There should be enough adults to cope effectively with an emergency, i.e. is there still adequate supervision if one adult is dealing with a sick/injured child?

Unless meeting a specific additional educational need, parent helpers **should not** lead a group which includes their own child.

A mobile phone will be taken on all visits. Any delay in return times should be communicated to the Head Teacher and/or school office, and parents will be informed by a text message/email/twitter.

Each leader should be aware of the procedures regarding emergencies, as detailed in Surrey County Council's guidelines. An emergency procedures card is to be made available for each member of staff.

## First Aid

All staff involved in visits should be aware of any medical issues regarding the children. This information is included in the risk assessment. Where any additional health care plans, intimate care plans or proactive plans are relevant, these will be discussed with the Head Teacher or Inclusion Manager at the point of putting together the risk assessment and any relevant documents will be included in the risk assessment.

The leader in charge will have overall responsibility for prescribed medicines for the children in their group.

Medicines relating to particular children and information regarding their administration should be given to the designated member of staff. A medicine record sheet must be completed every time medication is given to a child, noting details such as the time, dosage etc. An information slip will go home with the child.



For day visits a first aid kit will be made available, and the school office will ensure these are complete.

Any accident must be recorded in the School Accident Book on return to school, and any other health issues reported to the parents. Parents will be contacted by phone in the case of serious accident or illness.

### **Liaison with Parents**

It is imperative that parents are given full and complete written details regarding the organisation of any visit off the school site. For local school outings, not involving transport e.g. to church or to local places of interest, a consent form will be provided to parents as part of the school induction pack. This form is then kept on file. A letter will be sent to parents prior to local outings to keep them informed.

For day visits involving transport a Parental Consent Form should be completed for each child.

### **Financial and Charging Arrangements**

Parents are invited to contribute to the cost of school trips and visits which enhance the curriculum and educational experience of the children. All contributions are voluntary, but if we do not receive sufficient contributions, we may have to cancel the trip (see School Charging and Remissions Policy).

If a parent wishes their child to take part in a school trip, but is unable to make a voluntary contribution, the child is still allowed to participate fully in the trip as long as parental consent is given.

The governors will make every effort to provide financial support for a child's participation in a visit, where parents are undergoing financial difficulty. Parents can discuss any difficulties in confidence with the Inclusion Manager, Head Teacher or school office.

### **Transport**

The school office will arrange suitable transport when notified by the lead teacher at the appropriate planning stage of the trip.

All children will wear seatbelts and staff must ensure these are secure at the start of each journey and during the journey at reasonable intervals. Children should be made aware of basic safety rules for travel. Children should not sit in the front seat of the coach or mini-bus. Adults should be seated throughout the coach.

The use of cars for shorter visits and sporting activities can be considered if the driver's insurance covers such activities. A note referring to this point should be included on each letter where transport is needed.

### **Insurance**

The county council arranges insurance for offsite activities. A copy of this is available in the school office or by contacting the School Business Manager.



### **Equal Opportunities**

Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc.

### **Pupils with Special Educational and Medical Needs**

Wherever it is feasible, pupils with special needs should be included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios.

Each leader, for information, should hold summary sheets containing details of the child/children's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place.

### **Prevent**

In line with our Safeguarding policy, visits and visitors to the school are selected and assessed as to their suitability for the children. Visitors to the school and parent helpers are Milford DBS checked prior to their work with children however for one off visitors, such as travelling theatre groups, teachers are vigilant and these visitors are never left unsupervised with the children, even when holding their own DBS checks. Content of any visits is agreed prior to a visit taking place and due diligence checks are carried out.

## Risk Assessment Procedure – 2018/19

### Prior to the trip:

- A letter should go out to parents/carers at least 4 weeks prior to the trip/activity
- The letter must include a reply slip to say if the parent is willing and able to help on the trip and provide an up to date contact telephone number and emergency contact name and telephone number
  - All volunteers must have a current DBS for Milford School
- A pre-visit must be made to the site by the lead assessor under the following circumstances
  - If the school has never used the site before
  - At least bi-annually if the school has used the site previously
  - If a child with significant needs is going on the trip (discuss with Inclusion Manager)
  - If there have been significant changes/additions to the site since the previous trip

### Completion of paperwork:

- Risk Assessments **must** be fully completed 2 weeks prior to the trip/activity
- Ratios are 1:4 for EYFS and 1:6 for Year 1 and 2 with the exception of children needing additional support where the ratio will be discussed with the lead assessor and Inclusion Manager
- There needs to be a staff/volunteer absence plan included with the risk assessment
- Risk Assessments **must** be signed by the Head Teacher or in his absence the Deputy Head Teacher and the Inclusion Manager
- Risk Assessments should be accompanied by an up to date medical list
- Once fully completed a copy **must** be filed in the Risk Assessment file located in the school office

### On the day:

- Complete the checklist overleaf – some can be completed ahead of the day
- Once the checklist is completed the Head Teacher should sign this or in his absence the Deputy Head Teacher



## Check List for School Trips

Task	Date completed
<b>Purpose of the trip &amp; National Curriculum/EYFS Curriculum Links:</b>	
<b>Pre-trip</b>	
Pre-visit carried out/not necessary	
Costing discussed (including transport researched) and approved by HT	
Coach booked if applicable	
Letter to parents/carers with trip information sent out – includes asking for volunteers, contact details and emergency contacts	
Reply slips returned with enough volunteers and all necessary contact details supplied	
Discussion with Inclusion Manager regarding individual pupils (including proactive plans, intimate care plans etc)	
Staff members for trip allocated, confirmed and emergency contact details verified including first aider (Including back up staff)	
Medical Information up to date and included on risk assessment	
Back up staffing and volunteers plan included on risk assessment	
Risk Assessment completed and given to SLT (minimum of 2 weeks prior to trip)	
Risk Assessment signed by HT/DHT and Inclusion Manager	
Completed copy of Risk Assessment in office file	
Risk Assessment provided to staff members on trip	
<b>On the day</b>	
Risk Assessment shared with Volunteers	
All volunteers have read the 'Volunteers Safeguarding Guide' or 'Swimming Guide' if year 2 swimming	
First Aid kits fully stocked	
Medicines	
Lunch if applicable	

**Signed HT/DHT:**..... **Date:** .....

