

St Andrew's CEVC Primary School, Great Yeldham.

Educational Visits Policy



**Reviewed by Maria Trappitt
(January 2010)**

**St. Andrew's CEVC Primary School
Church Road
Great Yeldham
HALSTEAD
Essex
CO9 4PT**

Rationale

St Andrew's School aims to provide opportunities for its pupils to make visits to other locations for a wide variety of purposes. At present these include attending services at St Andrew's Church, carrying out local studies, making educational visits to places for study, participating in sports fixtures and a yearly residential visit for years 4,5 & 6. The purpose of this policy and accompanying information is to ensure that every visit made from this school (including residential visits) combines the safest possible environment for pupils (and adults) and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

Planning Educational Adventurous and Recreational Visits

All staff arranging visits locally or further afield should read the relevant sections from the Essex County Council Code of Practice No 28 'Safe Practice on Educational, Adventurous and Recreational Visits' April 2003 held in the Health & Safety folder. The information is very detailed and legal responsibilities made clear. An outline of a proposed visit should be made to the Head teacher for approval and to the Educational Visits Coordinator (EVC). This should be well in advance of the event where ever possible. Visits need to be approved as follows:

- | | |
|--|--------------------------|
| • Short, local visit on foot | Head teacher |
| • Sports fixtures | Head teacher |
| • Day educational visits (non-adventure) | Head teacher |
| • Day visits with 'adventure' | Governors & County OEAP* |
| • Adventurous and/or residential | Governors & County OEAP* |

*Outdoor Educational Advisory Panel

Preparation

A preliminary visit by the party leader will assist in the planning process and contribute to the safe conduct and educational value of the visit. A preliminary visit is recommended for new and unvisited venues and should seek to check for potential hazards. A risk assessment must be undertaken for every visit however short its duration or distance. Forms are kept in the Risk Assessment folder. Completed forms should be passed to the EVC who will forward them to the appropriate person/body/panel.

Equal Opportunities

All visits will, wherever possible, be accessible to all the pupils in the class, enabling them to gain confidence, acquire skills and build positive experiences.

Special Educational Needs

Educational visits should fulfil the needs of all children. Children with IEPs may need additional supervision or support whilst on a visit and this will need to be considered during the planning stage. The school will be guided by the outcome of a risk assessment in order to provide for the safety of all participants.

Implementation

Teachers must follow the Guidelines for Educational Visits that accompany this policy. They must familiarise themselves with the relevant sections of the Essex County Council Health and Safety at Work Code of Practice No 28, 'Safe Practice on Educational Visits', April 2003. The minimum recommendations for adult to pupil ratios are: 1:10 for visits lasting longer than one day 1:15 for visits of one day or less (See Code of Practice for exact clarification) however the nature of the visit at the time of the risk assessment should dictate the requirements of adult supervision and the ratio adjusted accordingly. St Andrew's would generally use a 1:10 ratio for KS2 and a 1:6 ratio for KS1 and Early Years when planning a museum type visit.

Checklist for Planning a Day/Part of a Day Visit

Local Visit - short duration and/or distance

- Permission slip held by the school for local visits is current
- Head teacher is informed of proposed event
- Pupils are restrained by an appropriate 'booster seat' when travelling in cars until they reach 135cm (4'5") in height
- A risk assessment has been carried out as outlined

Day Visits or Longer

- Check the diary with the Head teacher and EVC before making any bookings
- Check Code of Practice and pass risk assessment to EVC (see above)
- When the visit has been approved, liaise with the office to book coaches, prepare costings and letters to parents
- Inform office so lunch requirements can be changed and free packed lunches to be arranged as appropriate
- Permission slips and monies should be passed to the office
- Check that all permission slips are returned before the morning of the visit
- Check if any pupils on the visit may require special arrangements such as epi-pen, inhaler etc.
- Arrange a First Aid kit and any other items such as sick bucket, refuse bags, digital camera etc.
- Cheque for entrance fee if required
- Leave a contact number with the office
- Arrange for a mobile 'phone to be available
- Have emergency procedures in hand for any reasonable crisis!
- Arrange adequate adult supervisor who should be informed of the purpose and itinerary of the visit and their own area of responsibility

Residential and/or Adventurous Visits

All visits of this nature must be approved by the Governing Body and the County Outdoor Education Advisory Panel. Request for visit approval must be completed and submitted online at: <http://educationalvisits.essexcc.gov.uk>

Contact details:

Essex Outdoor Team
Educational Visits, Duke of Edinburgh Award, Outdoor Centres
Room CG32 – PO Box 47
County Hall
Chelmsford
CM2 6WN

Tel: 01245 430945/2

Fax: 01245 354232

or

<http://educationalvisits.essexcc.gov.uk>

www.essexoutdoors.org

In the case of a residential visit a preliminary meeting for parents must be arranged to explain the purpose and organisation of the visit, go through any rules and answer any questions or concerns.

After the Visit

Evaluate the arrangements that were made and events that occurred. Are there any issues that need to be addressed for future visits?

Any accidents need to be reported to the Head teacher via the EVC, who will then decide whether the accident is reportable, according to recommended LEA guidance and requirements, to the LEA.

Reviewed by: **Maria Trappitt January 2010**

Shared with Staff: **January 2010**

Shared with Governors: **March 2010**

Review Date: **January 2013**

Appendix:

Code of Practice 28, Planning

The Health and Safety code for all School and Youth Service visits. guidance on planning including staffing ratios.

Code of Practice 28. Contracting providers

The Health and Safety code for all School and Youth Service visits. Useful guidance on ensuring that providers of services, i.e. accomodation, are appropriate and suitable.

Code of Practice 28. Legal and Insurance.

The Health and Safety code for all School and Youth Service visits. Useful reference information regarding the legal status of visit leaders and others and the requirements for insurance.

Code of Practice 28. The Visit

The Health and Safety code for all School and Youth Service visits. Good practice guidelines for leaders of visits.

Code of Practice 28. Visits Abroad.

The Health and Safety code for all School and Youth Service visits. Additional information for those taking visits abroad.

Code of Practice 8. Adventurous acitivities

The Health and Safety code for all School and Youth Service visits. Standards for adventurous activities.

First Aid for Schools

General guidance for schools on the levels of First Aid cover including reference to visits. Specifies the types of FA qualification and contents of First Aid kits.

Five Steps to Risk Assessment

The HSE guide to making risk assessments in line with the 1992 Health and Safety at Work Regulations.

Group Safety at Water Margins

A good guide to working in and around water on educational visits.

Handbook for group leaders

Part 3 of a 3 part supplement to HaSPEV, for the benefit of group leaders.

Health and Safety for Pupils on Educational Visits

The DCSF generic guidance for all school delivering out of school visits.

Health and Safety on Farm Visits

A good practice guide from the DCSF on keeping young people safe on farm visits. The DCSF and NFU also issue guidance to farmers and you may wish to invite your host to contact one of these sources for advice.

Standards for Adventure

Part 2 of a 3 part supplement to HaSPEV suggesting suitable Health and Safety standards for adventurous activities.

Standards for LEAs

The DCSF guidance for LEAs on Health and Safety responsibility from the Local Authority down through the school management structure.

Supporting Pupils with Medical Needs

A good practice guide from the DCSF for those supporting pupils with special needs.
