

# Cavendish Close Infant and Nursery School

## Educational Visits

### Policy and Guidance for the health and safety of pupils

The Governors and staff of Cavendish Close Infant and Nursery School acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils. Under statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DfES requirements and LEA guidelines.

Our current EVC is Mrs K. Merriman with the support of the Headteacher Mrs A.J. Brandon

To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to. These guidelines are to be read in conjunction with the detailed Derby City Policy which is available on the school server and the Derby City website.

#### **Our Aims**

School visits benefit young people in many ways, including:

- Being able to apply a different range of skills than those used in the classroom
- Enabling, supporting and complementing the work of the curriculum, experimental (first hand) and memorable learning
- Assessing and managing risks (safety)
- Developing talents, abilities and interests, which can be motivational and have lifelong relevance
- To encourage pupils to develop social skills such as co-operation and consideration for others

#### **Approval for Visits**

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and the Head Teacher.

However, visits which are either:

- overseas
- residential
- involving an adventurous activity
- go anywhere near water e.g. pond dipping or river investigations will require the additional approval of the Governing Body and the LEA (Via Evolve) at least a month prior to the visit and 2 months for overseas visits’.

The Group Leader should complete the necessary paperwork. It is the EVC's responsibility to check that all the necessary paperwork has been completed correctly before the Group Leader submits it via EVOLVE for approval.

### **Planning a Visit**

The necessary steps to planning a visit are detailed in the planning flowchart (see appendix) that all visit leaders should follow before a visit. At least one member of teaching staff should have taken part in an exploratory visit beforehand.

### **After the Visit**

Once the evaluation has taken place, any accident forms and associated risk assessments should be forwarded to the EVC to be kept on file. Details of the visit and the evaluation form should be kept in a 'Visit's' folder in each year group for future reference. Teachers, volunteers, pupils and parents all have responsibilities during the course of any off-site activity in which they are participating.

### **Governing Body**

The Governing body needs

- To ensure that the Head Teacher and the EVC have adhered to the LA guidelines.
- To ensure that visits are approved as necessary by the LEA before bookings are confirmed
- To agree to all residential visits, trips abroad and those involving outdoor and adventurous activities. In these instances, to ensure that bookings are not completed until external providers have met all the necessary assurances
- To ensure that that all aspects of risk management have been considered and that risk assessments for travel, accommodation and activities have been carried out prior to departure. It is not expected that Governors should become directly involved in risk assessment and related matters unless they have an appropriate competence.
- Ask questions about a visit's educational objectives and how they will be met.
- To ensure measures exist to obtain parental consent on a basis of full information, to investigate parental complaints.
- To review bi-annually the EV policy and procedures including incident and emergency management systems.

### **Headteacher should ensure that:**

- To ensure that the Educational Visit Co-ordinator (EVC) is competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- Visits comply with regulations and guidelines provided by the LEA, schools governing body and the schools own health and safety policy
- The group leader is competent to monitor risks and supervise the trip throughout the visit
- Adequate child protection procedures are in place
- All necessary actions have been completed before the visit takes place
- The risk assessment has been completed and appropriate safety measures are in place
- Group leaders are allowed sufficient time to organise visits properly
- Non teacher helpers on the visit do not supervise children in toilets alone.
- Ratios of staff to pupils are appropriate
- The LA or Governing Body has approved the visit if necessary
- Parents have signed consent forms
- Arrangements have been made for the medical and special educational needs of the pupils

- Adequate first aid provision will be in place
- The mode of transport is appropriate
- Travel times out and back are known in school
- There is adequate and relevant insurance cover
- They have the address and phone number of the visits venue and have a contact name
- A school contact has been nominated and the group leader has the details
- The group leader, helpers and nominated contact have a copy of the agreed emergency procedures
- The group leader, helpers and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers and other helpers next of kin.
- There is a contingency plan for any delays including a late return home.

### **Risk Assessment**

Risk assessments for school visits are undertaken on Evolve and have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
2. Visit/site specific risk assessments, which will differ from place to place and group to group. Where possible, electronic copies should be asked for and these should be attached to the document on EVOLVE.
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

All generic risk assessment forms are available on EVOLVE. Group leaders should download the relevant paperwork from EVOLVE.

If staff need any support completing the risk assessments, they should arrange a meeting with the EVC.

### **Pre-Visits**

In order to undertake a full and comprehensive assessment of risks, it will be preferable in most cases to undertake a pre-visit, even when the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment, a number of variables need to be taken into account.

- -the number of pupils involved
- -the age of the pupils, their sex, ability and general behaviour
- -the previous experience of the group undertaking off-site visits
- -the time of day and time of year
- -the travel arrangements
- -the hazards at the environment being visited
- -the numbers, experience and quality of staff and volunteers
- -the nature of the activities
- -the special educational or medical needs of the pupils
- -the quality and suitability of available equipment
- -seasonal weather conditions
- -emergency procedures
- -how to cope when a pupil becomes unable or unwilling to carry on
- -the need to monitor the risks throughout the visit

### **Duties and Responsibilities**

All staff must:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils.
- Inform the visit leader if they are unsure of their ability to perform any supervisory function requested of them
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the visit leader any concerns they may have regarding pupil behaviour and well-being during the visit.

Greater levels of responsibilities will normally be assigned to teachers than to adult helpers and a higher standard of care is expected of them.

### **Responsibilities of Nominated Group Leader**

Group leaders, who must be a member of the teaching staff, but not an NQT, have a common law duty of care towards the pupils in their charge. Group leaders must recognise their responsibilities:

- Obtain the EVC's prior agreement before any off-site visit
- Follow LA and Governing Body guidelines
- Appoint a deputy (preferably another teacher)
- Have ownership of the risk assessments
- Pre-visit the site if possible
- Evaluate the trip after the event and keep all paperwork in a 'Visit's' folder.
- Clearly define each helpers role and ensure all tasks have been assigned
- Be able to control and lead pupils of the relevant age group
- Be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity takes place
- Be aware of child protection issues
- Ensure adequate first aid provision is in place
- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Review all undertaken visits/activities and advise EVC where adjustments may be necessary
- Ensure that teachers and helpers are fully aware of what the proposed visit entails
- Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirm
- Ensure staff pupil ratio is appropriate for the group
- Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such an emergency
- Ensure all helpers have details of the school contact
- Ensure all helpers have copies of the emergency procedures
- Ensure that all helpers have details of the medical or special needs of the pupils
- Observe the guidance set out for teachers

### **Teachers**

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would in the same circumstances.

They should

- Follow the instructions of the group leader and help with control and discipline.

- Consider stopping the visit or the activity, notifying the group leader if they think the risk to the health and safety of the pupils in their charge is too great

### **Adult Volunteers**

Additional adults on the visit should be clear about their roles and responsibilities during the visit.

They must

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of everyone in the group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisor and help with the control and discipline
- Speak to the group leader or teachers if concerned about the health and safety of the pupils at any time.

### **Pupils**

The group leader must make it clear to pupils that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other helpers including those at the venue
- Dress and behave sensibly and responsibly
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

### **Parents**

Parents should be able to make an informed decision on whether their child should go on a visit. The group leader should ensure that parents are given sufficient information in writing and invited to any briefing sessions. The group leader should also tell parents how they could help prepare their child for the visit, e.g. reinforcing the visit's code of conduct. Parents should also be asked to agree the arrangements for sending a pupil home early and need to understand that they would be expected to pay any costs involved.

#### **Parents will need to:**

- Provide the group leader with emergency contact numbers,
- Sign the consent form ,
- Give the group leader information about their child's emotional, psychological and physical health, which might be relevant to the visit.

### **Records and Communications**

Reports of any accidents or incidents should also be kept on file by the EVC.

Parents may exercise their right not to allow their children to take part in a visit. Under these circumstances the school must make alternative arrangements to educate that child. The refusal of the parent not to allow the pupil to go on the visit does not offer the opportunity for the child to be kept off school for the day.

### **First Aid**

There should be a qualified first aider on every visit. A first aid kit should be taken on every visit.

### **Staff/Pupil Ratios**

The guidelines for these are:

Foundation stage 1 (Nursery)- 1 adult to 4 pupils

Foundation Stage, Years 1 and Year 2 = 1 adult to every 6 pupils (minimum)

(Consider one to one support for SEND children if necessary)

These ratios should take into account the needs and abilities of different pupils. It is good practice to always take one or two extra adults, in case of staff or parental illness on the day.

Where there is more than one teacher on the visit a group leader should be appointed who has the authority over the whole group. When parents are taken on visits they should be carefully selected. They must be fully briefed before the visit, including reading the risk assessments. It should also be noted that for the protection of both adults and pupils, all adults should ensure that they are not alone with a pupil whenever possible.

All adults on a visit should clearly understand their roles and responsibilities at all times. It should always be clear that the teacher is responsible for the group at all times.

### **Head counts**

Whatever the length of the visit, regular head counts should be taken of the children, particularly before leaving any venue. All adults should carry a list of all the pupils and adults involved in the visit.

Pupils, especially FS to year 2, should be easily identifiable. The group leader should identify rendezvous points and tell pupils what to do if they get separated from the group.

### **Insurance**

Cavendish Close Infant and Nursery School is covered by Derby City Council insurance. Parents are to complete the insurance forms alongside the consent forms.

### **Emergency Procedures**

Teachers in charge of visits have a duty of care to make sure that their pupils are kept safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.

Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

If an accident happens the priorities are:

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school
- Ensure that a teacher accompanies any casualties to hospital if necessary and that the rest of the group are supervised.
- Notify the police if needed
- Establish telephone numbers for any future calls
- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties

In an emergency the group leader would usually take control of the situation. This named person should have all the information about the visit.

### **Transport**

This should be arranged with a registered transport provider. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

The group leader should consider:

- Passenger safety
- Type of journey / time and distance
- Traffic conditions / Weather
- Insurance cover
- Supervision on the coach / Responsibility for checking seat belts, children not to sit next to emergency exits where possible.
- Safety when crossing roads
- Safety of pupils at dropping off points
- Head counts when getting on and leaving transport

### **Use of cars**

Cars will only be used in an emergency situation. The following should be adhered to:

- The car should be roadworthy / The driver has the appropriate licence / insurance
- Drivers ensure pupils wear seat belts and sit in booster seats if necessary.
- Parents or any other adults should never be in a position where they are left alone in a car with a child and a central dropping off place is arranged.

### **Supervision on visits**

Pupils must be supervised throughout all visits.

### **Swimming pools**

A minimum supervision level of 1 adult to every 6 pupils is recommended.

Only swimming pools run by local authorities and with the appropriate life guards and equipment should be used.

### **'Plan B'**

Despite the most detailed pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, weather is unsuitable, transport fails to arrive, museum have lost booking etc. To avoid having to make important decisions under pressure, it is important that some thinking is done in advance, in order to cater for any foreseeable eventuality. This comprises 'Plan B'

## **Adminstration**

Details of all visits should be kept on file by the visit co-ordinator/group leader.

A check list for carrying out both day visits at Cavendish Close Infant and Nursery School is below as a useful 'aide memoire' for ensuring that the policy is adhered to:

### **Planning a Visit:**

1. Make provisional bookings for your trip – place, transport etc
2. Ask the office staff to book the transport and determine cost per pupil
3. Send letters out to parents detailing cost and asking for parental consent including insurance forms.
4. Give the information, including number of children and staff/volunteer list to the Group leader to log onto EVOLVE and record the details of your visit.
5. Complete the necessary paper risk assessments (downloadable from EVOLVE) and give to the group leader. **THE VISIT CANNOT BE APPROVED ONLINE UNTIL THESE RISK ASSESSMENTS HAVE BEEN RECEIVED AND SIGNED.**
6. Ensure parental permissions has been obtained for all children on the visit.

### **On the Day of the Visit**

1. Collect first aid kit(s)
2. Collect asthma inhalers and required individual medicine
3. Brief supervising adults ensuring they have all had copies of risk assessments
4. Give supervising adults their group list (if not previously done)
5. Ensure that at least one supervising adult is contactable by mobile phone and that the school office has the number.
6. Count pupils before you leave school and at regular intervals during the day.
7. Mobile phone(s) should be switched on during the entire visit, including outward and homeward journeys.
8. If staff have any concerns regarding any safety aspects of the journey or whilst at the grounds, they are to contact school immediately and must not hesitate to make their concerns known to the relevant body.

### **Equipment to take on day visit**

1. Paperwork: children's details, medical forms, emergency procedure information.
2. Directions/address/phone number of visit venue.
3. Paperwork for parents: groups, maps, risk assessment
4. Digital camera (charged!)
5. Mobile phone (ensure office has your correct mobile phone number)
6. Spare children's clothes (FS & KS1)
7. Resources e.g. sports equipment.
8. Sick bucket with plastic bags and paper towels.
9. First aid kit.
10. Any child specific medication e.g. epi-pens, inhalers.
11. Check all children have packed lunch/coat etc. before leaving and have been to the toilet.



## Appendix

### Appendix 1

#### **Local authority update September 2015:**

Visit leaders must enter the details and relevant risk assessments on to evolve for approval and send to the EVD for notification.

The EVCs support the head teachers with updating the system, monitoring the number of visits for the school and checking that relevant documentation has been attached and they notify the LA if the visit is a high category one.

The Head is responsible for ensuring that Governing Body and LA policy is implemented and that all activities are properly planned and appropriately supervised by a competent person.

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# Flowchart

## Planning an Educational Visit

**Outline proposal to Head, EVC or governing body seeking approval in principle. Proposals might include:**  
Purpose of the visit.  
Proposed date(s), duration, venue and activities.  
Group – size and age range, staffing.  
Resources required, estimate of costs.  
[Proposals for longer visits may need to be made well before the start of the relevant academic year.]  
Please note that an **overseas expedition** (to a third world country involving trekking or other adventure activities) run by an **independent provider** requires LA approval in principle at least 8 months before the trip and before any contracts are signed.



**Planning**  
Exploratory visit. Are venue/activities suitable for the group/visit aims?  
Will you be using an independent provider? Check their suitability prior to making a booking  
What could cause you to abandon your original plan? Contingency plans (Plan B) – what alternatives exist to meet the aims of the visit if you have to abandon the original plan?  
What are the transport options?  
Who will lead the group and who will help to supervise it (during activities and 'down-time')?  
Are staffing numbers and competence appropriate for the planned visit and group needs?  
Who will pay for the visit?  
Risk assessment – shared with all leaders and young people. Copy on file.  
Emergency procedures and contact arranged.



**Full details of visit to Head/EVC.**  
Details of dates, venue, programme/itinerary, risk assessment, emergency procedures, transport, insurance, costs, group membership, staffing.



**Routine visits**  
Inform parents of routine visits and obtain consent on termly or annual basis.  
Obtain approval from Head/EVC for routine visits termly or annual basis.  
Brief young people/agree code of conduct.  
Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary



**Non-routine day visits**  
Obtain final approval from Head/EVC.  
Obtain LA approval for visits involving adventure activities or demanding environments  
Obtain parent/carer consent. Briefing meeting?  
Brief young people/agree code of conduct  
Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary



**Classification: OFFICIAL**



**Residential and visits abroad**  
Information to and from parents.  
Briefing meeting for parents/carers.  
Brief young people/agree code of conduct.  
Deposits/full payments by parents/carers.



Obtain final approval from Head/EVC.  
Notify the LA (at least 28 days before the visit).  
Obtain LA approval for visits involving adventure activities or demanding environments (at least 28 days before visit).  
Obtain parent/carer consent.

Continue to monitor risks at all times during the visit and be ready to change to a contingency plan if necessary



**Evaluate the visit**

# PARENTAL CONSENT FOR A VISIT

(To be distributed with an information sheet giving full details of the visit)

Name of child: \_\_\_\_\_

1. Details of visit to: \_\_\_\_\_

From: \_\_\_\_\_ Date/Time: \_\_\_\_\_ To: \_\_\_\_\_ Date/Time: \_\_\_\_\_

I agree to \_\_\_\_\_ (name) taking part in this visit and have read the information sheet. I agree to \_\_\_\_\_ 's participation in the activities described, I acknowledge the need for them to behave responsibly.

## 2. Medical information about your child

(a) Any conditions requiring medical treatment, including medication? Yes  No

Please give brief details of the condition below:

If your child requires medication, a parental consent form must also be completed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Please outline any special dietary requirements of your child:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) When did your son/daughter last have a tetanus injection? \_\_\_\_\_  
If date not known was it in the last 5 years? Yes/no \_\_\_\_\_

I will inform the Class teacher/Headteacher as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

## 3. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

## 4. Parent/ Guardian Contact information for the day of visit:

Work telephone number: \_\_\_\_\_ Home telephone number: \_\_\_\_\_

Home address: \_\_\_\_\_

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**Alternative emergency contact:**

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of family Doctor: \_\_\_\_\_ Telephone number: \_\_\_\_\_

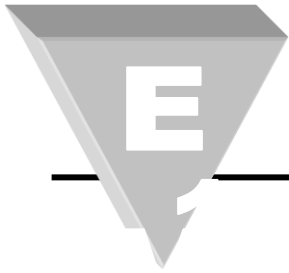
Address: \_\_\_\_\_  
\_\_\_\_\_

**5. Insurance Information:**

I understand the organiser has not arranged personal accident insurance for my son/daughter.  
Derby city Council may be liable for any injury, loss or damage, which is caused by its own negligence or that of any of its employees or approved voluntary helpers in the course of their duty.  
The Council does NOT insure students against personal loss or injury, which is NOT caused by its own negligence or the neglect of its employees or voluntary helpers.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(parent/  
guardian)

**Full name (capitals):** \_\_\_\_\_



## EVALUATION OF THE VISIT TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE

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<b>School/Youth Club Group:</b> Cavendish Close Infant and Nursery School
<b>Group Leader:</b>
<b>Number in Group:</b> <b>Boys:</b> <input type="text"/> <b>Girls:</b> <input type="text"/> <b>Supervisors:</b> <input type="text"/>
<b>Date(s) of Visit:</b>
<b>Purpose(s) of Visit:</b>
<b>Venue:</b>
<b>Commercial Organisation:</b>

Please comment on the following features:

	Rating out of 10	Comment
1 <b>The Centre's pre-visit organisation:</b>		
2 <b>Travel arrangements:</b>		
3 <b>Content of education programme provided:</b>		
4 <b>Instruction:</b>		

	Rating out of 10	Comment
<b>5 Equipment:</b>		

	Rating out of 10	Comment
<b>6 Suitability of environment:</b>		
<b>7 Accommodation:</b>		
<b>8 Food:</b>		
<b>9 Evening activities:</b>		
<b>10 Courier/Representative:</b>		
<b>11 Other comments and evaluation including “close calls” not involving injury or damage:</b>		

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Group leader's full name: \_\_\_\_\_



EVC Signature \_\_\_\_\_ Date \_\_\_\_\_

**Once completed and checked by the EVC/Head Teacher/District Worker, please file this sheet with the visit documentation.**

Policy amended by K. Merriman on 8/03/18, to be sent to Headteacher, staff and Governors for approval.

To be reviewed Autumn 2019