

# **Educational Visits Policy**

## **Stanley Grove Primary and Nursery School**

Reviewed Feb 2023

### **1. General Statement of Policy**

We recognise the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development.

#### **Procedures**

Approval of visits will be outlined within the arrangements section of this policy however in brief:

- The Headteacher will approve visits in all categories and inform the Chair of Governors of any planned visits. Any visits falling into the first four categories will need further approval from the authority.
- A group leader will be allocated to each visit.
- Where the school uses external providers, each provider will be required to complete and return the LA's insurance checklist.
- Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.

Stanley Grove School uses the Wakefield Council's evolve on-line system. This allows on-line requests and records to be kept for every visit.

#### **Risk Assessment Process**

There are no fixed rules about how a risk assessment should be carried out, however there are basic principles that must be followed.

- The hazards associated with the visit and activities are identified.
- The people who may be harmed and the way in which they may be harmed are identified.
- The risks arising from each hazard must be evaluated and existing precautions examined to decide whether they are adequate or need to be improved. Where no existing precautions are in place safety measures must be identified wherever a risk assessment shows the risk to not be acceptable.
- The findings of the evaluation above must be recorded in writing.
- The risk assessment must be reviewed and revised wherever there is any significant change to it. This will include any alteration to the members of the group undertaking the visit, alterations to the location to be visited; visits being made at a different time of year to the time the

risk assessment was originally prepared for; alteration to any environmental conditions on the day the activity is to take place.

The responsibility for ensuring risk assessments are produced for any visit rests with the Headteacher/EVC and Governing Body. The Group Leader for the visit will usually produce them when requesting a visit. The name of the person writing the risk assessment and the date it was written must be printed onto the risk assessment. Risk assessments must be signed off and dated by the Headteacher/EVC or appropriate manager. This is done via the on-line system called evolve.

It must be remembered that the risk assessment document will refer to other written documented procedures. These should be read in conjunction with the risk assessment.

Generic risk assessments must be personalised and anything not relevant to the visit must be removed. All staff and helpers must sign the risk assessments prior to the visit to confirm they have read, understood and will follow the risk assessment guidelines.

### **Requesting permission for a school visit and procedures**

- The timescales for the proposal, approval and departure of each visit will be included in the 'Arrangements' section of this policy.
- Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip. Day visit medical forms can go out at the same time as this letter but residential medical forms can go out when children have confirmed that they will attend the visit.
- No child will be allowed to embark on any visit without producing a consent form and medical form signed by their parent/guardian. Visits in the local area are signed when a child enters school and parents are invited to update them on a yearly basis if anything has changed.
- Following a visit, any significant details, events or evaluations can be added to evolve.
- A visits summary sheet
- A balance sheet should be completed to show the financing of the trip and this should be passed to the office. School will subsidise 10% of every visit if required. If insufficient funds are collected, visits will be cancelled as a last resort.

### **Organisation**

Responsibility for educational visits rests with the Governing Body and Headteacher.

### **Governing Body**

- Approval of all residential visits to be made in Full Governing Body.
- The Standards and Pupils committee oversees the implementation of this policy. K Webster is the governor who oversees any visit information and will authorise day visits and report back to Governors in full Governing body meetings.
- The Head teacher's report outlining visits planned and the results of the reviews of visits undertaken, will be submitted termly to the full Governing Body via the Headteachers Report.

### **Headteacher (Educational Visits Co-ordinator)**

- The Headteacher will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed. The Headteacher is the EVC.
- The Headteacher will authorise all visits via evolve.

### **Group Leader**

- The Group Leader will comply with the requirements outlined in the Outdoor Education Policy and Procedures of Wakefield LA. As such every Group Leader must be conversant with this policy (available on Evolve website).
- The Group Leader will ensure that the planning checklist is completed and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- The Group Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place and that they have read all risk assessments.
- The Group Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- The Group Leader will liaise with the EVC throughout the planning and preparation of their trip.

- The Group Leader will update evolve if any significant recordings are required.
- The Group leader will leave a copy of the visit destination, timings and coach company in the school office, with any relevant phone numbers prior to the visit taking place in case this is required on the day of the visit and the internet is offline. (Day visit summary sheet) This must be kept in a locked location to ensure that we are compliant with GDPR legislation.
- Group leader must ensure that they have a mobile phone which is turned on and with them at all times in case the school have to contact them in an emergency.

### **Supervisory staff**

- All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Group Leader.
- Staff will feedback information to the Group Leader to enable a full review of the trip to be completed.

Only school equipment will be use to record/photograph visits and this must be done by school staff.

### **Arrangements**

#### **Proposals**

The Group Leader will submit a proposal to the Headteacher within the following timescale for each category of visit.

<b>Category</b>	<b>Latest date for submission to Headteacher</b>
Local area	No transport and covered by 'annual parents consent' - 2 weeks
General non hazardous visits	4 weeks
overseas, residential adventurous lead by an external provider adventurous lead by school/establishment staff Swimming	8 weeks

- Evolve must be completed for local visits eg. walking to marsh, library etc, despite being covered by local visit parent consent. Swimming must also be recorded on Evolve. Parents informed via the Hub.
- Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.
- Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form. Our integris system contains medical information and can be accessed from there.
- Where coach, minibus or private car hire travel is to be used it must be in accordance with LA regulations.

### **3.1 Undertaking the visit**

- Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment made prior to the alteration taking place.
- A record must be kept of all such instances for evaluation and review purposes.
- Any accidents or near misses that occur during a visit will be reported to Wakefield LA using the accident forms upon the return of the group to school. In these circumstances, all paperwork must be kept until the pupil is 21 years old, however if no accidents have occurred all documentation can be shredded after 6 months
- Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform parents and the Health and Safety team in Wakefield LA.
- Staff will take summary sheets and medical information forms on the visit and leave a copy of the pupils and staff attending the visit with the school office. Integris reports will provide medical and contact telephone numbers for the group leader.

### **Monitoring**

- The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.

- The school may also request Wakefield LA Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.
- The Headteacher's report to the Governing Body will include details of the visits undertaken.
- All documentation is stored on Evolve except permission slips – handed to Business Manager following visit for storage or disposal. (6 months if no incident/accident on the visit and 21 years if accident on the visit.)

## Supervision:

As a minimum, the LA guidelines for supervision ratios will be followed:

### *Day visits:*

Year group 1-3. 1:6 (with higher ratios may be needed for younger year groups.)

Year group 4-6. 1:10-15.

### *Residential Visits:*

A minimum of 2 teachers or adults.

1 teacher or adult for every 10 pupils.

Mixed gender groups should have a least 1 male and 1 female.

As a staff, we have said that where possible, the following ratio will be used for our school:

### Stanley Grove Pupil/Adult Ratio:

	Walks with Road Hazards	Visits involving members of the public	Visits without members of the public.
FS	1:2(nursery) 1:3(reception)	1:4	1:4
KS1	1:6	1:6	1:6
KS2	1:6	1:8	1:8

If required for health and safety or medical reasons, a child may have 1:1 support.

Parents are welcome to assist school for local visits in and around the school area. They must be briefed prior to the visit and must read and sign any appropriate documentation. Staff must be fully aware of the policy regarding volunteer helpers and must comply with this policy.

## Stanley Grove School

### Parental information – Day Visits

As part of the ongoing work in the classroom, we are organising a trip as outlined below:

<b>Class/Group</b>	
<b>Date</b>	
<b>Group Leader</b>	
<b>Outline of places to be visited</b>	
<b>Cost of Visit:</b> <i>(Please note that this is voluntary but school reserves the right to cancel visits if costs cannot be met. In these circumstances, money sent will be reimbursed to parents.)</i>	
<b>No. of adults No. of children</b>	
<b>Time of arrival at school</b>	
<b>Time of return</b> to school	
<b>Lunch arrangements</b>	
<b>Clothing/footwear, etc.</b>	
<b>Spending money</b>	
<b>Any other information/requirements</b>	

School telephone number in case of emergency – **01924 303805**

(School will then contact the Group Leader)

**Please note that we will not be able to take any child who has not had the attached form signed and returned to school.**

NAME OF CHILD: \_\_\_\_\_

CLASS: \_\_\_\_\_

**VISIT:**

I do/do not wish my child to be involved in the above visit. (delete as appropriate)

I enclose £ \_\_\_\_\_ for the cost of the trip. (see Charging Policy on website.)

I acknowledge the need for my child to behave responsibly.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

DAY VISIT –MEDICATION INFORMATION

**NAME OF CHILD**

1. Does your child have a medical condition or allergy?

**YES / NO**

(Please include medication for asthma)

Please give details:

<b>Medication</b>	<b>Dose</b>	<b>Times</b>	<b>Instructions</b>
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**If medication is required (including travel sickness pills), then medicines should be given to the Group Leader on the day of the visit and clearly labelled with name of tablet and dosage.**

2. I consent to my child receiving emergency medical treatment, including anaesthetic and blood transfusion. (You would be contacted immediately in the event of an accident.)

**YES / NO**

If **NO** please give details:-

3. Are there any dietary requirements?

**YES /**

**NO**

4. Any other information that you may feel is relevant?

**EMERGENCY CONTACT NUMBER/S:**

Name and Relationship to the child:

Phone number:

**SIGNED**

**DATE**

**Print name of person completing this form:**



Stanley Grove School –Day Visits – summary sheet. Page 1 of 2. **(Copy to be left in office prior to the date of the visit)**

CLASS:

VISIT including phone number and address of the place:

Coach company being used including phone number:

DATE OF THE VISIT:

GROUP LEADER:

PHONE NUMBER OF THE GROUP LEADER (WHICH MUST BE TURNED ON AND WITH YOU IN CASE SCHOOL NEEDS TO CONTACT YOU URGENTLY):

**Teacher can request a contact list and numbers of pupils to be printed from integris and attached to this sheet if required to reduce recording by hand)**

NAMES	Consent	Medical form indicate (A) for asthma	VOL.CONT. £	Contact numbers (unless using integris list)	Attending visit (complete on the day of visit)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

27						
28						
29						
30						

On completion of the visit, this form, the medical form and the permission form must be handed into the business manager for filing in a locked filing cabinet. This is to comply with GDPR and data protection rules.



**Page 2 of 2****Stanley Grove School –Day Visits – summary sheet****(Copy to be left in office prior to the date of the visit)****Adults on the visit:**

<b><u>Name</u></b>	<b><u>Contact number</u></b>	<b><u>Emergency contact name and number</u></b>	<b><u>Sign to confirm you have read and understood the Risk Assessment</u></b>

**BALANCE SHEET Day Visits**

**VISIT:..... DATE:.....TEACHER IN CHARGE/CLASS:.....**

**PAYMENTS TO OFFICE**

<b>DATE</b>	<b>£</b>	<b>SIG. TEACHER</b>	<b>SIG. OFFICE</b>
<b>TOTAL</b>	<b>£</b>	<b>TOTAL</b>	<b>£</b>

<b>EXPENDITURE</b>	<b>£</b>	<b>INCOME</b>	<b>£</b>
TRANSPORT:		VOL. CONT CHILDREN:	
ENTRANCE FEES:			

children			
adults			

OTHER COSTS:		OTHER INCOME:	
ACCOMMODATION:			
children			
adults			
<b>TOTAL</b>	<b>£</b>	<b>TOTAL</b>	<b>£</b>

Sheet to be completed and handed A Hogarth

**Stanley Grove Primary and Nursery School**

**Parental information – Residential Visits**

<b>Class/Group</b>	
<b>Dates</b>	
<b>Group Leader</b>	
<b>Outline of activities</b>	
<b>No. of adults No. of children</b>	
<b>Time child is required to be in school for departure.</b>	
<b>Time of return</b>	
<b>Meal arrangements, snacks etc.</b>	
<b>Sleeping arrangements</b>	
<b>Clothing/footwear etc.</b>	
<b>Spending money</b>	
<b>Items you cannot bring</b>	
<b>Coach Company</b>	
<b>Any other information/requirements</b>	

If you have any queries please do not hesitate to ask; please ring the number below.

School telephone number in case of emergency – **01924 303805** or mobile - **07434167163**

(School will then contact the Group Leader)

For Residential Visits, Robinwood Child Personal Information forms can be used to collect information and avoid duplication. (see Robinwood online booking forms)






**RESIDENTIAL - SUMMARY SHEET (Copy to be left at office)**

(Every adult member of party should be given a copy with information re group) A copy of contact details and medical information can be printed from Integris –see L Wood in the office

<b>NAME</b>	<b>Consent</b>	<b>Medical</b>	<b>EMERGENCY NO.</b>	<b>COMMENTS</b>

<b>NAME</b>	<b>STATUS</b>	<b>ADDRESS AND NUMBER IN CASE OF EMERGENCY</b>	<b>CONTACT NO.</b>	<b>COMMENTS (inc medical information)</b>

**ADULTS**