

Willerby Carr Lane Primary School



EDUCATIONAL VISITS POLICY

Introduction

Willerby Carr Lane Primary School will seek to comply with DFES and Local Authority guidance. Copies of the Local Authority Guidance can be found on “E-Riding” and a copy is kept in the staffroom. The headteacher is the educational visits co-ordinator.

Aims

This policy supports the school’s aim to ensure that all pupils benefit from a rich and wide-ranging curriculum presented in an interesting and exciting manner, with opportunities for first hand experience, practical work, investigation, learning through play, visits from “experts” and educational visits. Educational visits off site are a valuable and integral element of the planned work at Willerby Carr Lane Primary School.

Inclusion

In planning visits, the needs of all pupils must be taken into consideration so that the visit is accessible to all pupils.

No pupil will be excluded unless in exceptional circumstances (for example a child who runs away and has no understanding of road safety may be excluded from walking along a roadside path) where reasonable adjustments have been considered and then dismissed and this has been shared with parents. Venues must be carefully chosen to reduce barriers and all risk assessments prepared in advance of the visit. Reasonable adjustments must also be made to accommodate children requiring medication.

Sometimes it is appropriate to provide alternative activities for a group of disabled pupils and their peers when an activity is unacceptable.

Objectives

- To stimulate and reinforce positive attitudes to education;
- To build pupil/teacher and pupil/pupil relationships;
- To promote health and fitness;
- To raise self-esteem and build on pupils’ strengths and interests;
- To develop pupils’ awareness of the environment;



Responsibilities

- To enable pupils to respond positively to opportunities, challenges and responsibilities, thereby developing personal skills;
- To help children assess and manage risks in a sensible and controlled manner.

The headteacher/educational visits co-ordinator

- To ensure that the activity leader is competent;
- To give consent before the visit when he/she is fully satisfied that all arrangements are satisfactory;
- To determine, after full consideration, whether to give consent for the exclusion of a child from an educational visit.

The activity leader

- To have full responsibility for the safe running of the visit in accordance with DFES, LA and school guidance;
- Wherever possible, to carry out a pre-visit to become familiar with the site;
- To obtain prior agreement for the activity to take place from the educational visit co-ordinator, and, where necessary, the governors, using the ROVER online application;
- To ensure that all staff and volunteers are aware of emergency procedures;
- To inform parents of details of the visit;
- To ensure that adequate insurance cover is in place;
- To maintain discipline of a high standard, at least to that expected in the school setting. To liaise with parents/carers of children who have SEN or are physically disabled, to ensure the full inclusion of the child;
- To discuss, and obtain agreement from the educational visit co-ordinator, before making the decision to exclude any pupil from an educational visit;
- To carry out risk assessments for all activities to be undertaken together with a plan for managing the risks where necessary;
- To ensure that an accurate list of all visit participants and their details is available throughout the visit and a similar list held by the school;
- To ensure that an accurate emergency procedures form (Appendix I) is available to all leaders and the school has a copy of the school emergency procedure. (Appendix II)

Governing Body

- To question the visit's educational objectives and how they will be met
 - Consider the value for money of the visit
 - Ensure the implementation of the policy
 - Ensure that an educational visits co-ordinator is appointed.
 - For Category 3, 4 & A visits, monitor the relevant documentation and agree the visit if documentation is in order. Note that the LA also responds carefully to the Educational Visit Approval Form (ROVER – see below).
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Ratios of adults to Pupils

There are no statutory arrangements, but Willerby Carr Lane Primary School follows the LA recommendations. These are as follows:-

Categories 1 and 2

Size of group	Minimum number of suitable persons	Minimum number of volunteers
1 to 30	1	1
31 to 45	2	1
46 to 60	2	2
61 to 75	3	2

Categories 3, 4 and A

Size of group	Minimum number of suitable persons	Minimum number of volunteers
1 to 15	1	1
16 to 30	1	2
31 to 45	2	2
46 to 60	2	3
61 to 75	3	3

Children under the age of 8 (this includes all children from the Foundation Stage and KS1 to some children in Year 3)

Size of group	Minimum number of suitable persons	Minimum number of volunteers
1 to 12	1	1
13 to 24	1	3
25 to 36	2	4
37 to 48	2	6
49 to 60	3	7
61 to 72	4	8

Category 1 trips are routine day trips. They usually occur during school hours and also include away sporting fixtures. Approval required from the head

Category 2 trips are non-routine day trips such as a day trip to Alton Towers. The head needs to approve such a visit and if the visit is near water the LA must be informed.

Category 3 visits are residential in this country. Approval must be obtained from the head, governors and LA (ROVER)

Category 4 visits are overseas and approval is the same as category 3

Category A visits are adventure activities. Check that the activities are approved by the LA and seek authorization from the head, governing body and LA

ROVER (Record of visits East Riding)

ROVER is an online database for the recording, notification and approval of educational visits. Only the headteacher can give “in-house” approval for the visit using ROVER.

Volunteers

The following information should be made clear to all volunteers.

- Where volunteers are managing a group away from teaching staff they will require a disclosure. All volunteers on residential visits will require a disclosure.
- Volunteers should follow the instructions of the group leader and understand clearly their role on the visit.
- Where possible, volunteers should meet with pupils prior to the visit. This is essential where the volunteer is supporting a residential visit.

Records / communications

All visits off site should have risk assessments carried out which takes consideration of the age and number of pupils taking part, travel arrangements, the hazards of the environment to be visited and the nature of the activities. They follow county guidelines as to the category of the visit. There should also be on-going risk assessments if the need arises. Any details of incidents should be logged and kept.

Parents should be made aware of the arrangements for the visit. Those parents who withdraw their child from the visit can do so and the school must make alternative arrangements at school for those children.

First Aid

There should be a trained first aider on every residential visit and a first aid box should be readily available on all visits. The school will make available basic first aid training for all staff from time to time.

Emergency procedures

The school adopts the LA guidance and all staff and helpers should be aware of these guidelines. A mobile phone is taken on all off-site visits. On residential visits, there is a strict itinerary which is shared with all parties involved and the designated emergency contact person.

The Charging Policy

Voluntary contributions are requested. However, charges can be made for residential accommodation, in accordance with the school's "Charging and Remissions Policy" (available from the school office.)

Transport

Only reputable companies should be used. Seat belts are mandatory. The school only uses companies on the LA list where drivers are CRB cleared.

Where private cars are used the following details must be current:

- Valid driving licence;
- Valid Road Fund Licence and MOT;
- Insurance valid for carrying passengers on an off site visit.

The volunteer driver should sign a declaration that all these are in place. Where teachers transport children, their insurance has to cover this under their professional duties. No reimbursement can be given as this will invalidate insurance cover. Parents should all be informed if their children are transported by private car and if an objection is raised other transport should be found. The school does have booster seats which conform to the

appropriate standards and these must be used where the children are under the legal height/age. The required information on the use of these seats is available from the school office.

This policy has been approved by the governors of Willerby Carr Lane Primary.

Signed: date:

ACCIDENT AND EMERGENCY PROCEDURE

ADULT LEADERS

Any Accident/ Emergency that requires outside assistance
(e.g. Doctor/Hospital treatment, Mountain Rescue etc.)

- ❑ Ensure that the rest of the **group are accounted for and in no further danger.**
- ❑ Provide **urgent first aid required to preserve life and prevent situation worsening.**
- ❑ **Assign other roles/responsibilities** to other staff and group members.
- ❑ **Agree who will be responsible for notifying Emergency Services.**
- ❑ Ensure **NO unauthorised telephone calls** – prevent use of mobile phones etc.

No

Can the Emergency Services be contacted by phone from the scene of the accident?

Yes

Send Responsible Person(s) with written message

- ❑ Include full details of incident and precise location.
 - ❑ Ensure messenger has directions where and how to locate phone/access help
- Ensure messenger knows action to take afterwards**

Phone Emergency Services

- ❑ Give details of incident, inc. precise location.
 - ❑ Clarify action already taken.
 - ❑ Agree what action is planned/required
- Do not change plans without further notification

Delegate a responsible adult from the group to accompany casualty(ies) to hospital.

- ❑ Ensure the accompanying adult has means of contact, contact details, money etc. Agree contact times.

Phone Overall Visit Leader (if not already present) – see telephone numbers overleaf

- ❑ Give full details, as above for Emergency Services.
- ❑ Agree staff roles/responsibilities and strategy for safe evacuation/return of casualty and group.
- ❑ Decide who is responsible (usually Overall Visit Leader) for further notification e.g. to Headteacher. Check contact details and agree contact times. Do not change plans without further notification

Ensure supervision, support and reassurance given to all group members

- ❑ Abort activity if appropriate, and return to base with rest of group

Do not allow anyone in the group to contact or give statements to the Media

- ❑ Do not divulge name of casualty. Refer all enquiries to the LEA Press Office (see overleaf)
- ❑ Ensure phones are used strictly with permission of the group leader, and only after careful pre-briefing

- ❑ **As soon as possible afterwards, record full written details of the incident**, and store in the School Accident Book (a few blank pages from the Accident Book should be taken on the visit for this purpose)
- ❑ Include names, addresses and signatures of any witnesses
- ❑ Keep any equipment involved in the incident for any subsequent enquiry
- ❑ Send full report of fatality/serious injury to Health and Safety Executive within 10 days

EMERGENCY CONTACT NUMBERS (Overall Group Leader must check numbers are correct before departure)

All Emergency Services (inc. Mountain Rescue) **999** (UK) or **112** (mobile phone anywhere in E.U.)
(Time of contacts: _____)

Overall Group Leader

Name: _____ Mobile No. _____ (Time of contact: _____)

Deputy Group Leader

Name: _____ Mobile No. _____ (Time of contact: _____)

Other Assistant/Volunteer Leaders

- Name: _____ Mobile No. _____ (Time of contact: _____)
- Name: _____ Mobile No. _____ (Time of contact: _____)
- Name: _____ Mobile No. _____ (Time of contact: _____)
- Name: _____ Mobile No. _____ (Time of contact: _____)
- Name: _____ Mobile No. _____ (Time of contact: _____)
- Name: _____ Mobile No. _____ (Time of contact: _____)

School Office

Tel. 01482 653388 _____ (Time of contact: _____)

Headteacher

Name: Sean Smith _____ (Time of contact: _____)
Home no. 01482 650886 _____ Mobile No. 07981935544 _____

Deputy Headteacher

Name: Sue Bolton-Ali _____ (Time of contact: _____)
Home no. 01482 840792 _____ Mobile No. _____

School Educational Visits Coordinator

Name: Sean Smith _____ (Time of contact: _____)
Home no. _____ Mobile No. _____

Chair of Governors

Name: Ron Dickinson _____ (Time of contact: _____)
Home no. 01482 653183/622776 _____ Mobile No. 07970405403 _____

LEA 24 hour Emergency Planning Service (Time of contact: _____)

Tel (Office hours) 01482 392999 (24 hr line) 01482 887700

LEA Press Office (Time of contact: _____)

Tel (Office hours) 01482 391441

LEA Educational Visits Consultant (Time of contact: _____)

Tel (Office hours) 01482 392417

Humberside Police HQ (Time of contact: _____)

Tel (Office hours) 01482 326111/999

HSE Incident Contact Centre (Time of contact: _____)

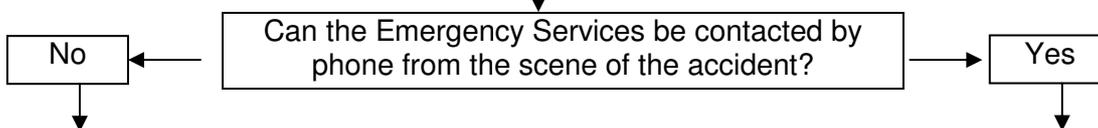
Tel (Office hrs) 0845 300 9923 Fax (24 hours) 0845 300 9924 Email: riddor@natbrit.com

ACCIDENT AND EMERGENCY PROCEDURE - SCHOOL

Any Accident/ Emergency that requires outside assistance

(e.g. Doctor/Hospital treatment, Mountain Rescue etc.)

- ❑ Ensure that the rest of the **group are accounted for and in no further danger.**
- ❑ Provide **urgent first aid required to preserve life and prevent situation worsening.**
- ❑ **Assign other roles/responsibilities** to other staff and group members.
- ❑ **Agree who will be responsible for notifying Emergency Services.**
- ❑ Ensure **NO unauthorised telephone calls** – prevent use of mobile phones etc.



Send Responsible Person(s) with written message

- ❑ Include full details of incident and precise location.
- ❑ Ensure messenger has directions where and how to locate phone/access help
- ❑ Ensure messenger knows action to take afterwards.

Phone Emergency Services

- ❑ Give details of incident, inc. precise location.
- ❑ Clarify action already taken.
- ❑ Agree what action is planned/required
- ❑ Do not change plans without further notification

Phone Overall Visit Leader (if not already present) – see telephone numbers overleaf

- ❑ Give full details, as above for Emergency Services.
- ❑ Agree staff roles/responsibilities and strategy for safe evacuation/return of casualty and group.
- ❑ Decide who is responsible (usually Overall Visit Leader) for further notification e.g. to Headteacher.
- ❑ Check contact details and agree contact times. Do not change plans without further notification.

Delegate a responsible adult from the group to accompany casualty(ies) to hospital.

- ❑ Ensure the accompanying adult has means of contact, contact details, money etc. Agree contact times.

Ensure supervision, support and reassurance given to all group members

- ❑ Abort activity if appropriate, and return to base with rest of group

Do not allow anyone in the group to contact or give statements to the Media

- ❑ Do not divulge name of casualty. Refer all enquiries to the LEA Press Office (see overleaf)
- ❑ Ensure phones are used strictly with permission of the group leader, and only after careful pre-briefing

Notify the following as soon as possible (numbers overleaf) in an order appropriate to the circumstances:

- ❑ Other group leaders involved on the visit - by Overall Visit Leader (or delegate)
- ❑ Emergency Home Contact (s) - by Overall Visit Leader (or delegate)
- ❑ Headteacher (or Deputy, if not available) – by Emergency Home Contact (or delegate)
- ❑ Parent(s) of the casualty(ies) – by Emergency Home Contact (or delegate)
- ❑ The manager of the accommodation base (if applicable) - by Overall Visit Leader (or delegate)
- ❑ Tour Operator/Reps (especially if abroad) – by Overall Visit Leader (or delegate)
- ❑ Insurance company (especially if abroad) – by Overall Visit Leader (or delegate)

For fatal accidents or serious incidents, involving use of Hospitals or Rescue Services, the following MUST also be notified immediately:

- ❑ The LEA 24 hour Emergency Planning Service – by Emergency Home Contact (or delegate)
- ❑ The LEA Director of Education – by the LEA 24 hour Emergency Planning Service
- ❑ The LEA Press Office – by the LEA 24 hour Emergency Planning Service
- ❑ The LEA Educational Visits Consultant – by the LEA 24 hour Emergency Planning Service
- ❑ Chair of Governors – by Emergency Home Contact (or delegate)
- ❑ Parents of other children on the visit - by Headteacher or Emergency Home Contact (or delegate)
- ❑ Partners of staff involved – by Headteacher or Emergency Home Contact (or delegate)
- ❑ HSE Incident Contact Centre – by Emergency Home Contact (or delegate)
- ❑ British Embassy or Consulate (if abroad) – by Overall Visit Leader (or delegate)

- ❑ **As soon as possible afterwards, record full written details of the incident**, and store in the School Accident Book (a few blank pages from the Accident Book should be taken on the visit for this purpose)
- ❑ Include names, addresses and signatures of any witnesses
- ❑ Keep any equipment involved in the incident for any subsequent enquiry
- ❑ Send full report of fatality/serious injury to Health and Safety Executive within 10 days