

Educational Visits and Journeys Policy

Written: April 2010

Review date: March 2013 reviewed September 2014, reviewed September 2016, reviewed January & October 2019

Agreed by staff:

Approved by Governors:

Visits and Journeys Policy

Introduction

School visits and journeys which provide opportunities for learning through direct experience have become an integral part of the curriculum but the safety of pupils must always be the first priority.

The safety of all children and adults participating in an educational visit or journey is of paramount importance.

It is the duty of the party leader to lead collaborative risk assessments undertaken by all adult supervisors for any planned visits and journeys thoroughly by following the procedures and guidelines outlined below.

Any doubt about the safety of any member of the party should be taken seriously and if in any doubt the visit should not go ahead. We can not risk the safety of any of our children.

All risk assessments MUST be written and retained for future reference.

(Risk assessment file on T drive and a hard copy to be kept in the office – EVC co-ordinator Mrs Yvonne Thorpe)

Risk assessment documentation is a legal requirement and subject to Audit.

All staff planning visits should read and follow the detailed guidance in the Telford & Wrekin LA "Guidelines for Educational Visits and Journeys" which can be found on the torch.

Planning a visit

The following questions must be addressed

- What are the educational benefits of the visit?
- Have needs been clarified prior to the booking of the venue?
- Is the timing of the visit linked appropriately to the annual school calendar?
- Has sufficient time been allowed for planning?
- How will the visit enhance or enrich curriculum studies?
- Is the travel distance necessary?
- Is a residential visit necessary or an essential part of the activity?
- Is enough known about the location?
- What are the hazards and who might be effected?

There are four types of educational visits and school journeys each have different requirements that **MUST** be met by teachers organising the visit.

1. Those activities that are considered to be very much an integral part of the daily / weekly routine of the school e.g. walking to church.
2. Swimming lessons fall into the first category but require parental consent for the term children are involved in swimming lessons. One consent form is required to cover all the sessions in the term (see appendix) It is important that all staff involved in regular swimming lessons read the T&W LA Policy which is available on the OLE.

For swimming other than regular lessons at a known pool staff must read the relevant guidance related to swimming on the torch (H&S/ Educational visits site)

3. Other educational day visits that are not part of the daily/weekly routine, for these, the process of risk assessment should be undertaken by the party leader according to the "Guidelines for Educational Visits and Journeys" using the school proformas.
4. Residential visits. These visits require careful planning, the process of risk assessment should be undertaken by the party Leader according to the "Guidelines for Educational Visits and Journeys" using the school proformas.

Teachers leading visits must note:

- A letter should be drafted to parents outlining the details of the event,
- The parental consent form will be included with the detailed information for individual visits sent to

parents.

- The parental consent form for swimming or activities that require children to be able to swim does not remove the need for party leaders to ascertain for themselves the level of the pupil's swimming ability.
- Consent for swimming activities **does not** apply to swimming in the sea or open inland water.

Supervision Care and Responsibility

Teachers and other adult supervisors must act towards the pupils as a careful parent would towards his or her children in similar circumstances.

**In practice this means that all party supervisors will need
to undertake greater care than that expected of the most careful parent.**

The party leader is responsible for ensuring that all preliminary arrangements for the visit are properly completed and should complete a checklist and submit to the EV Co-ord at least two weeks prior to the visit.

Adult supervisors should be chosen with care. Their capabilities, experience, talents and qualifications should be given proper consideration. Adults who do not work at the school will sign a disclaimer and will have agreed not to share information about children that is on the risk assessment with anyone. They will hand risk assessments back to the party leader on return from the visit and these will be shredded. They will also agree not to put any comments or pictures on any social media sites. These adults will wear a school visitors badge so that they are recognisable to all the children throughout the duration of the trip.

The party leader must provide the EV Co-ord with full details of the proposed visit and have the Head teacher's approval.

Before giving approval for a visit the Head teacher must be satisfied that all necessary arrangements have been made and guidelines followed (through discussion with EVC Co-ord)

A risk assessment must be presented to the EVC and the Head teacher at least two weeks prior to the trip.

For any visit that is outside school and needs additional planning and travel arrangements then a 16A must be completed and signed by the Head teacher and EVC coordinator two weeks prior to the visit.

For Outdoor adventurous activities and higher risk activities a 16A form must be submitted to:

Jo Barnett, Telford & Wrekin Council or jo.barnett@telford.gov.uk

OAA risk assessments should be submitted at least four weeks prior to the trip.

Levels of Supervision

Levels of supervision should be decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, fitness, previous experience of supervising staff and pupils, nature of activities, location, physical hazards - roads or other crossings etc.). Failure to make adequate provision for variables could place party leaders of school journeys at professional risk. Nursery children should be supervised at a level of one to one. Foundation Stage, Key Stage 1 and year three should have a minimum of one to six and Key Stage two a minimum of one to eight. Party Leaders should take individual children's circumstances into account and adjust the supervision as necessary to ensure safety of children at all times. A qualified teacher MUST accompany children on visits. It is not appropriate for AOTTs (Adults Other than Teachers) to be responsible for leading visits or journeys in school time. For sporting fixtures out of school a qualified teacher, HLTA or the sports coach will accompany the group whenever possible. On the rare occasions when this is not possible, parents will be informed that they must accompany their child and take full responsibility for them.

Equipment and Personnel for Visits.

The following items should be taken on all visits,

- A qualified First Aider if cover can be arranged.
- First Aid Equipment
- Asthma inhalers
- Prescribed medication

- Sick bucket
- Mobile phone
- Contact list for emergencies
- Contact list for all children and adults in the party
- For younger children it may be advisable to take spare clothes.
- A copy of the Critical Incident Policy
- For residential visits, Calpol for children with permission slips. (Parental consent required before administering)

Transport

Local coach companies are used to transport children, the best tender is accepted.

Children will not be transported in private cars, either staff or parents without parental consent.

In the event of an accident

1. Attempt to park in a safe place
2. Keep the passengers in the vehicle unless they are at risk by doing so. On a motorway children should be taken away from the road.
3. Note the precise location.
4. Assess the situation and report the details to school as soon as possible.
5. An adult must stay with the children at all times.

Delays

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed. School number 01952 386180

Injuries

- Assess the injured without injury to yourself.
- Only attempt First Aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help - dial 999 and give the following information
 - The location
 - Details of casualties, age, condition
 - Phone number

Residential Visits: - Overnight stays of any kind involve additional levels of care and supervision.

There should be a minimum of one teacher and one adult supervisor per group, with both sexes represented in the case of mixed parties.

A minimum ratio of teachers/adult supervisors of 1:8 for primary groups.

Sports fixtures.

The organisation of sports fixtures that take place regularly does not alter the responsibilities or duty of care to ensure that arrangements are planned /organised in a proper manner in accordance with the principles set out. It is school policy that children are not transported in staff or parents cars without parental consent. Should teachers', parents or other vehicles be used, the school is responsible for ensuring tax; insurance, MOT etc. are all in order. Car booster seats will be used, if needed, following the height guidelines.

Planning and Organisation Initial Approval

The germ of an idea should be translated into a feasible outline plan, which should then be submitted to the Head teacher or EVC.

At this stage consideration should be given to:

- i. Curriculum need
- ii. Purpose
- iii. Nature of activity (e.g. environmental/field study, outdoor pursuit, social)
- iv. Duration
- v. Possible accommodation (e.g. hotel, YHA, Field Centre, Camp)
- vi. Transport options
- vii. Approximate cost
- viii. Staffing requirements

Information Gathering

If approval is given to proceed, the next stage is to gather detailed information about the planning areas identified above.

It is important that the party Leader to has first-hand knowledge of the area to be visited, either from previous experience or from a preliminary visit.

Information to Parents

Specific Visits.

When all the essential details of a visit are known it will be necessary to write to parents giving full information of the purpose and organisation of the visit to include:

- i. Dates and times
- ii. Purpose and nature of activity
- iii. Accommodation - address and telephone number
- iv. Transport
- v. Emergency contacts procedure
- vi. Staff and supervision
- vii. Itinerary
- viii. Insurance

Parents' Meetings

It is recommended that for most residential visits or visits of an unusual nature a parents' meeting should be arranged at an early stage to provide an opportunity to enlarge on the information given in writing and to answer questions. The meeting should precede the request for consent.

Parent Consent Forms should be sent out prior to the visit.

Inclusion

The party leader will make every effort to ensure that all children are included on visits and journeys, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc. The party leader will take all reasonable steps to ensure inclusion for all will individually risk assess where needed.

What Insurance Cover is provided by the LA - Third Party Policy?

Telford & Wrekin Council insures against its own legal liability for injury, damage or loss that might arise as a result of negligence. The policy carried is known as a "third party liability policy". Staff organising visits should clarify with T&W Risk and Insurance manager on 01952 383738, the insurance provision that already exists and what additional cover may be required for a particular visit.

The policy covers the Council, teachers, adult supervisors, pupils and students. Adult supervisors (voluntary helpers) are covered by the third party policy for activities.

The school has bought into the Telford & Wrekin Annual Travel Insurance Scheme, which provides Off-Site Insurance.

Residential Visits

For residential visits a summary sheet of information about pupils and adults participating in a visit must be completed and a copy given to the home/school based contact. Emergency contact information should also be completed and copied for the school / home base contact.

Party Leaders need to be fully aware of procedures in case of serious incidents and ensure that LA emergency contact numbers are taken with the paper work and consent forms on the visit.

The party leader will ensure that parents have the school mobile phone number for emergency contact should the need arise during or after the visit. (e.g. Allergy occurring during the weekend after a visit with parent requiring information from school regarding likely cause)

On return from a trip the trip should be signed off at the office and any injuries or events that have occurred will need to be recorded. (See LA Guidance for further guidance on evaluation of visits)

If a member of staff has any doubts about the safety of children on a planned visit speak to the EV Co-ord/ Head teacher who can then contact the LA for clarification and further advice.

PARENTAL CONSENT FORM

FOR SWIMMING ACTIVITIES OR ACTIVITIES INCLUDED IN AN EDUCATIONAL VISIT WHERE BEING ABLE TO SWIM IS ESSENTIAL

SWIMMING ABILITY

- Is your child able to swim 50 metres? **YES/NO**
- Is your child water confident in a pool? **YES/NO**
- Is your child safety conscious in water? **YES/NO**

1. I would like (child's name) _____ to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.
2. I consent to any emergency medical treatment required by my child during the course of the visit.
3. I understand that appropriately qualified lifeguards will be supervising swimming activities at all times.
4. I confirm that my child is in good health and I consider him/her fit to participate.

Signed: _____ Date: _____

Full name of parent/guardian: _____

Telephone numbers:

Home: _____ Work: _____

My home address is:

Name, address and telephone number of family doctor:

THIS FORM OR A COPY WILL BE TAKEN BY THE PARTY LEADER ON THE VISIT. A COPY WILL BE RETAINED BY THE SCHOOL



FORM 16A: APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS.

For Category 2a & 2b visits and/or journeys.

Visits and/or journeys that require enhanced planning and specific risk management including all visits that are residential, overseas or adventurous.

Name of School/Establishment: _____

Visit _____

Dates _____

Name of Visit Leader: _____

Contact Details: Tel: _____ Email: _____

Note to Visit Leaders: The Visit Leader should complete all relevant sections of this form as part of their planning. The Visit Leader should liaise with their EVC and should have already received approval of the proposed visit in principle. When approval is given, a copy of this form should be retained by the Head Teacher. The Head Teacher should be informed of any subsequent changes in the planning, organisation and staffing.

Category 2a visits and/or journeys that require enhanced planning and event/ journey specific risk management [NOT residential, overseas or adventurous].

Visit Leaders complete Forms A and C (and D if relevant) to the EVC for process checking. On receipt of the Forms from the Visit Leader, the EVC must check that all required information is completed fully and submit to the Head Teacher/Manager for approval.

Category 2b visits and/or journeys that require enhanced planning and event/journey specific risk management including AND are residential, overseas or adventurous.

Visit Leaders complete Forms A and C (and D if relevant) to the EVC for process checking. On receipt of the Forms the EVC must check that all required information is completed fully and submit to the Head Teacher/Manager for approval. Where required, the Head Teacher should ensure that approval from the school governors is sought. Once the Head Teacher has approved the Visit, **Forms A and C (and D if relevant)** are submitted to the Outdoor Education Adviser for process checking, approval and notification to TWC.

Duke of Edinburgh Award Expeditions: DofE training and assessed expeditions and practice walk are classed as Category 2b Visits. Forms 16A, 16C (and 16D and 16G, as relevant) and route information clearly marked on a map to be submitted to the Outdoor Education Adviser four working weeks before the departure date for process checking, approval and notification to TWC.

Exemption for TWC Arthog Outdoor Education Centres: As Arthog Wales, Arthog Outreach and Arthog Sky Reach are owned and managed by Telford and Wrekin Council, and relevant sections of this form are included in their booking processes, no notification to the Outdoor Education Advisor is required.

Submission to the Outdoor Education Adviser: Submission of Category 2b visits, including DofE Award expeditions, is required **four working weeks** before the departure date. Forms will be considered after this 4 week period but a response cannot be guaranteed. Advice may also be sought well in advance if a visit and/or journey is particularly complex for any reason. **Please scan and email a copy of Form 16A and associated documents to: Ed.visits@telford.gov.uk**

1a: Purpose of visit and specific educational objectives:

1b Type of Visit: Day Residential Adventure VA (Visits Abroad)
Other Please describe:

2. Address of place(s) to be visited - attach an itinerary if more than one place to be visited.**3.Dates and times of visit:**

Date of Departure: Time:

Date of Return: Time:

4. Transport arrangements: to include the name of transport company and emergency contact number(s). Please ensure registers are kept of which young person is on which vehicle.**5. External Provider (if relevant):**

Name:

Address:

Tel: Email:

External Provider Essential Accreditation:

- Learning Outside the Classroom Quality Badge
- Adventure Activities Licence
- If neither of the above, attach a satisfactorily completed Form 16D

6. Details of the programme of activities:**Cultural Activities:****Outdoor Adventure Activities:****Field Studies:****Sports Activities:****Forest Schools:****Other:**

I can confirm that there is an agreement that makes it clear what everyone is responsible for, which is especially important if the organisation or provider is taking over supervision of the young people.

I understand that my school/establishment is responsible for making sure required dietary, allergen, medical and behavioural information for both staff and young people are communicated as appropriate.

YES NO Comment:**7. Accommodation details if a residential:**

Name:

Address:

Telephone:

Email:

8. Insurance arrangements for all members of the proposed party, including voluntary helpers:

Insurance Cover:

Policy number:

Insurance Company name and address:

9. Estimated cost and sources of funding (e.g. parents, sponsorships, pupil premium etc.)

10. Names, relevant experience, qualifications and specific responsibilities of adults accompanying the party as appropriate: (please add rows as required)

Name	Role in school /establishment	Relevant Qualifications e.g. Outdoor Leadership	Relevant Experience (please be specific)	First Aid Course Level & Date gained	DBS/CRB Ref. No and date

First Aid: I can confirm that access to sufficient and qualified first aid provision, suitable to the needs of the party, is available throughout the visit including when on activities, during downtime and when travelling.

YES Please describe arrangements:

NO You must refer to your EVC

11. Describe knowledge of places to be visited (frequency and last date visited) and whether an exploratory visit is completed / planned? If not what methods have been used? Please comment.

12. Name, address and telephone number of the base contact who holds all information about the visit of journey in case of an emergency, and is competent to respond:

	Name	Tel	Mobile	Email
School day time				
Out of Hours 1 st Contact				
Out of Hours 2 nd Contact				

13. Size and composition of the group:

Age range: _____

Number of boys:Number of girls: Total number of pupils:

- Nursery: 1:2]
- Reception: 1:4 day
- School years 1 - 3, 1:6 day (overnight's minimum 1:6)
- School years 4 , 1:15 (overnight's minimum 1:10)
- School Years 7 onwards 1:15 (overnight's minimum 1:10)

Ratios met? YES ____ NO ____ Comment::

If not please include on Risk-Benefit Assessment

14. Numbers of pupils with special educational, disability or medical needs:

SEN: _____ Disability: _____ Medical: _____

I can confirm risk assessments have been completed to meet the above specific needs and attached to the form and attached?

YES NO Comment:**15. Information of parental consent:**I can confirm that all parental consent forms duly completed and signed have been received/will be received by (date):
(Must be prior to visit start).**16. Attach Risk Assessments (Form 16C) for all that apply:**

- Travel arrangements including any breaks, delays or disruption
- Self-led activities
- Management of pupils when not in activities and/or self-led activities
- Young people and/or staff with dietary, allergens, medical or behavioural needs
- General visit management and emergency arrangements

*I understand that these are the responsibility of, and should be completed by, the Visit Leader. All staff on the visit must be familiar with the risk assessments and any controls/actions required.***17. Governing Body approval:**

Does Governing Body approval need to be given for this visit?

YES: Date of Governing Body meeting):**NO:****Comment:**

18 .Educational Visits Coordinator (EVC) approval:

'I can confirm that the Visit Leader has liaised with me over the planning and organisation of this visit. I can confirm that the arrangements have been made in accordance with the requirements of the LA's 'Guidelines for Educational Visits and Journeys'.

Full name of EVC: _____

Signed (NOT TYPED): _____

Date: _____

19. Head Teacher / Senior Manager approval:

'I have studied this application form and am satisfied with all aspects planning, organisation and staffing of this educational visit. Approval is hereby given':

Full name of Headteacher / Line Manager: _____

Signed (NOT TYPED): _____

Date

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For additional advice and support please contact:

Jo Barnett

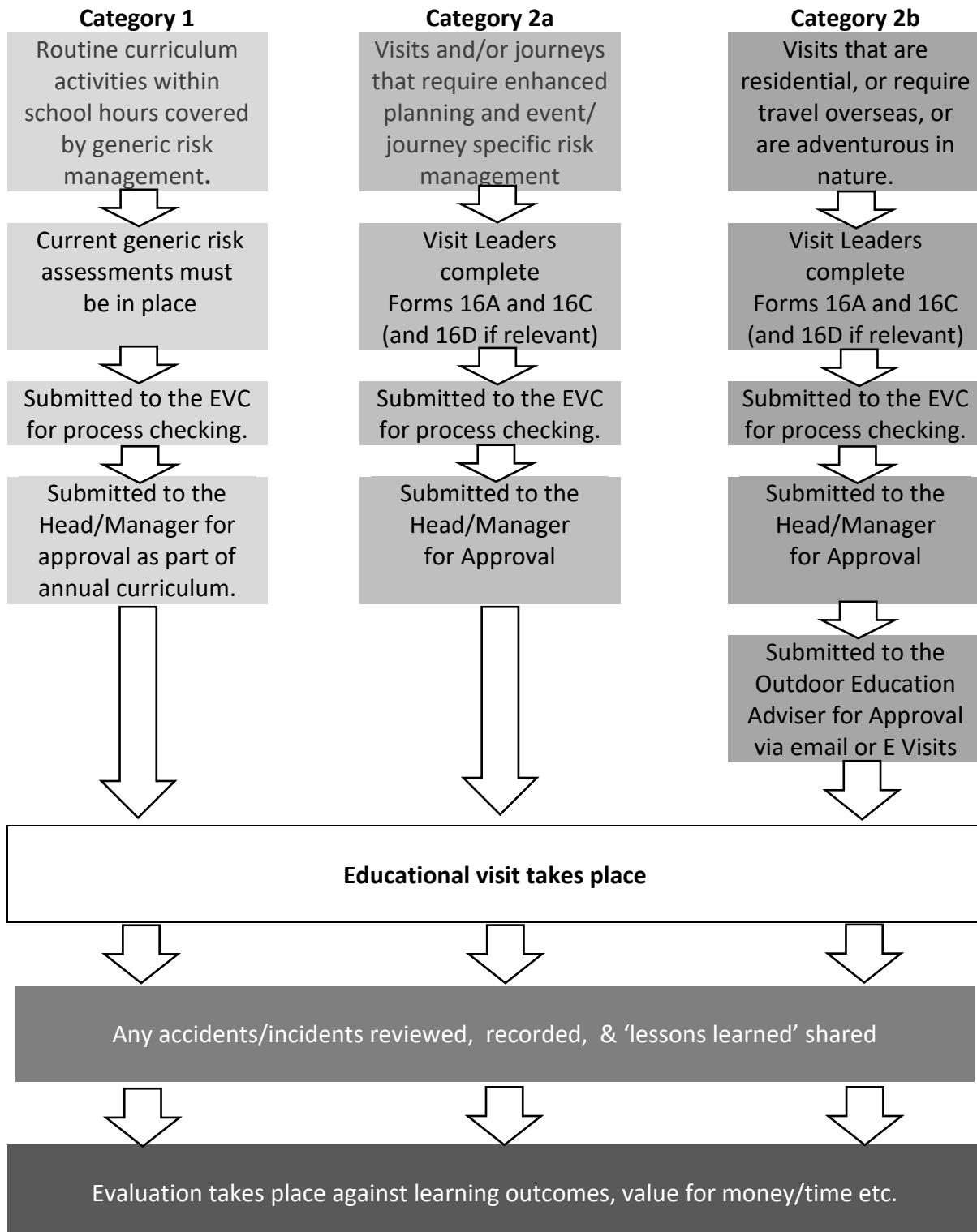
Outdoor Education Advisor

Telford and Wrekin Council, 2nd Floor Wellington Civic Offices Larkin Way Telford TF1X

Office Tel: 01952 382057 Mobile 07973716547

Jo.barnett@telford.gov.uk or Ed.visits@telford.gov.uk

Notification of Educational Visits and/or Journeys Summary



Risk rating system*

SEVERITY			PROBABILITY	
outcome	example	score	outcome	score
MINOR	Bruising, minor cuts, mild irritation to skin or eyes	1	Unlikely (eg no previous history)	1
SERIOUS	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	2	Possible (eg similar incidents have happened in the past)	2
MAJOR	Permanent disability , major notifiable injury or disease	3	Probable (eg same situations have happened in the past)	3
FATAL	DEATH	5	Highly probable (eg has occurred recently here or in another organisation)	5

Probability score x Severity score = Risk Rating total

Risk rating total

- 1-4 low risk
- 5-10 medium risk
- 15-25 high risk

****Specialist assessments will be need for:** fire, hazardous substances, significant manual handling tasks, computer workstation users (DSE), nursing or expectant mothers, working at height, noise and use of personal protective equipment.