



## EDUCATIONAL VISITS POLICY

### Academy Policy

Document Title	Educational Visits Policy
Approved by:	KPJA Governing Body
Approval Date:	7 <sup>th</sup> November 2020
Review Frequency:	Every two years
Review Date:	Oct'22

## 1. Introduction

All children should have access to high quality out of classroom learning (“Manifesto for Educational Outside the classroom DFES”).

The educational philosophy of the academy is based on giving the children a wide range of first hand experiences. Academy visits and using the local environment are an important part of enhancing the curriculum and provide the children with opportunities to explore different environments and experience new activities, which would be impossible to provide on the academy site. It enables them to develop new personal and learning skills in an environment that they may not have previously encountered.

## 2. Aims

- To promote safety when taking children on academy visits.
- To outline specific procedures to be followed in order to ensure safety.

## 3. Equal Opportunities

The academy’s policy is to provide equality of opportunity throughout the curriculum.

Pupils with Special Needs and disabled pupils should be enabled as far as practicable to have access to all aspects of a visit.

## 4. Procedures

### a) Authorisation

All visits must be authorized by the Head teacher with reference to the Academy’s Educational Visits Policy and ‘Safe Keeping’ NCC’s Off-Site Visits Guidance. All visits must also be authorized through the Plumsun website by the EVL unless they require higher authorisation by the EVC. Residential visits must be authorised by the Governing Board the Head Teacher must authorise them via Plumsun.

### b) Prior Visits

Staff should visit centre prior to visit in order to:-

- Become familiar with area before taking children.
- Review facilities, including first aid provision and hand washing facilities.
- Consider venues approach to safety, take advice from rangers/managers and consult their risk assessment.
- Identify any risk factors e.g. effect differing weather conditions may have on activities; water.
- Consider if activities are suitable for age and needs of children?

### c) Transport

1. The academy will only use buses/coaches fitted with seat or lap belts.

2. A seat must be available for each member of the party.
3. Coach company will be required to send a letter to the academy detailing its Health and Safety measures including:-
  - i) provision and required use of seat belts
  - ii) vetting of drivers
  - iii) insurance
  - iv) details of first aid and emergency equipment carried
  - v) breakdown procedures (see Appendix 1)
4. If private cars are used these must also have a seatbelt for each child and separate permission must be obtained for children to travel in a private vehicle. In addition the driver must ensure that their insurance covers them to carry children on academy visits and sign a form to say so (see Appendix 2)
5. If a mini bus is used it must be fitted with seatbelts
  - i) Driver must have held full license for at least 5 years and be aged 21 or over.
  - ii) Drivers should only embark on journey if fully fit and not taking medication that would impede reflexes.
6. Where more than one coach arrives, the first coach should load up and then go before the next moves up to be loaded, to avoid children walking between a coach and the railings.  
The same procedure should apply when alighting from more than one coach.
7. The children should only board/alight from the coach in the designated area.

a) Helpers

1. All helpers must be police checked.
2. Ideally, at least one of the adults accompanying groups should hold a current First Aid qualification, although this is not compulsory (see list in Medical Room), otherwise a "knowledge of First Aid" is required.
3. The ratio of children to adults varies according to age and activity. Current government guidelines for low risk activities suggest 1 adult to 10 pupils in years 4-6.
4. All helpers should be shown/given the risk assessment for the trip and understand and initial the team leaders copy to show they have read it. They should be informed of procedures in place for the trip plus any emergency procedures and who would take charge if group leader is unable to continue.
5. Copies of the 'In an emergency card' (See Appendix 3) should be given to appropriate personnel. Teachers must have the plumsun app downloaded for all visits on their mobile phone.
6. DfES guidance says a member of the support staff can be a group leader if the head is satisfied that s/he has the necessary competence and authority.

b) Letters to Parents

1. Visit permission is obtained every year for each child but is only valid for short visits in the locality. Parents should be informed in via the academic planner, academy newsletter and Academy Ping of the possibility of spontaneous visits e.g. walks to/around the park.
2. Parents must be informed every time the child is to be taken off academy premises.
3. Letters should detail time, place, duration, clothing, lunch arrangements, activities, any special arrangements and price.

4. Information such as contact details and medical requirements will be taken from currently held data. Parents will be asked to inform us of any changes to those details.
5. Parents will be invited to make voluntary contributions to cover the cost of activities which the academy regards as important and worthwhile elements of the curriculum. The value of the proposed activity will be stressed and it will be pointed out that the activities will either be substantially reduced or cease altogether if parents are unwilling to contribute voluntarily.

c) Clothing

Each trip/event is different and therefore families will be informed with regards to appropriate clothing.

d) Academy Charging Policy

1. It is the academy' policy to maintain free academy education for all pupils regardless of their parents' ability or willingness to help meet the cost.
2. The timetable for payment should allow for the Head teacher to make a decision about the financial viability of the activity in reasonable time.
3. Children receiving Free Academy Meals will have the option to use their Pupil Premium Voucher to pay for trips and deposits of residential visits.
4. Whilst the academy will take every reasonable measure to include all children on visits senior leadership will have the final decision on the inclusion of any pupils:
  - a) whose potential behaviour could cause a risk to themselves or others
  - b) whose medical needs could place an unacceptable level of responsibility on accompanying staff.

e) Exclusions

The exclusion of a child could take place at any time prior to the visit or during the visit.

The academy will first explore other possibilities such as putting the child in a smaller group, providing additional staff or have the parent accompanying the trip and agreeing to be responsible for the pupil at all times. Another option is to have the pupil only participating in certain aspects of the visit.

If it is necessary to put in place these types of arrangements the parents/guardians should be consulted.

They should make an agreement e.g.:-

- I agree to impress on my child the necessity of behaving responsibly, and that for his/her safety and the safety of the group it is important that rules and instructions given by staff in charge are obeyed.
- I understand that the academy reserves the right at any time before or during a visit to exclude a pupil if it is considered their conduct presents a significant unacceptable or unmanageable risk to the health, safety and welfare of either themselves or other members of the group.

f) First Aid and travel box

Group leader should check contents of First Aid (see Appendix 4) boxes and travel box at least 1 week prior to visit and inform EVC's of any deficiencies.

g) Preparing Children for Visit

1. Discuss safety rules, including hygiene and hand washing.
2. Discuss behaviour rules.
3. Explain purpose of visit, what they will see and do and reassure any child with anxieties.

#### h) Risk Assessment

Risk Assessments must be “suitable” and “sufficient” according to law.

1. Points to consider as a result of the pre-visit and the centres own risk assessment.
  - What are the hazards?
  - Who might be affected by them?
  - What safety measures need to be in place to reduce them to an acceptable level?
  - Can group leader put safety measures in place?
  - What steps will be taken in an emergency,

Factors to consider:-

- Type of activity and level at which it is being taken.
  - Location, routes, mode of transport.
  - Competence, experience, qualifications of centres supervisory staff.
  - Ratio of adults to children.
  - Group members, age, fitness, temperament and suitability of activity.
  - Quality and suitability of available equipment.
  - Seasonal conditions, weather, timing.
  - How to cope if pupil becomes unable or unwilling to continue.
2. Complete risk assessment form (see Appendix 5) and attach to Plumsun visit approval form on the Plumsun website which can be accessed by the Head teacher, EVC and office staff. Copies of the risk assessment must be given to all adults supervising the trip as well.
  3. If any activities are unsafe or cannot take place, have a “Plan B” which must have same level of risk as the main activity. This should be communicated to parents beforehand and discussed with all adults.
  4. Before subsequent visits plans must be rechecked and amended if necessary.

#### l) Visit – Teachers’ Check List (See Appendix 6)

1. Ensure the office has a:-
  - c) list of children and adults on trip with medical details.
  - d) timetable of activities
  - e) mobile phone number of leader and at least one other adult
  - f) reply slips from parents – including contact numbers.
  - g) Names of coach drivers and registration of vehicles.
2. Collect
  - a) In an Emergency Card
  - b) Medications, inhalers etc.
  - c) First Aid
  - d) Travel box with spare clothes, bucket etc.

(Points b, c and d to be carried by designated person.)

3. Exchange mobile phone numbers with other adults if class is to be split for some activities.
4. Give all adults a written list of children in their care and keep a master copy.
5. Inform helpers of any special considerations for children in their group.
6. If trip involves walking:
  - a) Each class should be led by adult in charge with other adults in middle and an adult at the back.
  - b) The group should stay as close together as possible and if pavement allows it, walk in pairs.
  - c) Wherever possible pedestrian or zebra crossings should be used.
  - d) If not available, adults should go into road to form a channel through which children cross.
7. If using coaches etc. children should:-
  - Wait in a safe place.
  - Get on in an orderly way in accordance with adult instructions.
  - Wear seat belts and stay seated.
  - Leave coach at a safe place.
  - Assemble in a group with partners as instructed.
  - Tell an adult if they feel unwell.
  - Know there is no eating or drinking on the coach.
  - Not sit by an emergency exit or on front seats.
  - An adult should sit near the front and another near the emergency exit with other adults spaced through the coach.
  - In the event of a breakdown, children must either be taken off coach into a safe area or moved to front half of bus and police contacted. This will be the decision of the teacher in charge and not the bus driver. If it is safer to keep the children on the coach, the children near the back should be brought forward to sit three per seat near the front. If it is safer for the children to leave the coach they should wear the high viz jackets provided and told to stand as far away from the edge of the road as possible.
8. Adequate adult supervision must be maintained at all times (at least 1:6) including lunch/play times.
9. Frequent head counts should be taken throughout the trip particularly when leaving academy and the venue, or if the class has been split for activities.
10. All adults to follow risk assessment procedures and help with control and discipline.
11. In the event of a situation occurring that they consider being a health and safety risk to pupils in their care, the adult should stop the activity and notify the group leader.
12. A record should be made of any first aid treatment given.

## Additional Procedures for Farm Visits

1. Checks must be made to ensure that:
  - the farm is well managed
  - the farm has a good reputation for safety standards and animal welfare
  - the farm has good hand washing facilities
  - the farm has clear grounds and public areas
  - the animals are properly controlled and supervised
  - children will not be exposed to risk from substances used on the site
  - the children will not be able to access farm equipment and electrical installations.
  - the children are supervised at all times near ponds, lakes or rivers.
  
2. To avoid risk of infection children should
  - Keep fingers away from mouths
  - Not lick / suck surfaces
  - Wash hands thoroughly with soap after activities and before eating
  - Have cuts, abrasions covered by a dressing
  - Not walk through areas where animals defecate
  - Not put faces against the animal
  - Not drink from farm taps
  - Not play in the farm area.

## 6. Responsibilities of Governors and Head teacher

The Governors and Head teacher will undertake that visits will be made with reference to:

- Cost
- Access
- Equal opportunities
- Health and safety
- Curriculum Considerations
- Requirements outlined in DfEE document – Health and Safety of Pupils on Educational Visits and should be included on the agenda once a year.
- Adequate and appropriate Insurance Cover

## 7. Role of EVC

- Ensure that adequate risk assessments are in place for all proposed activities and all reasonable steps to eliminate foreseeable dangers have been taken.
- Approve visits through the Plumsun website unless the activity is classed as a Category C then this must be approved by Plumsun.
- Attend organizational meetings for trips.
- Attend training for E.V.C.'s.
- Organize related staff training.
- Where there are frequent visits to local venues, make regular checks to ensure risk assessments are updated in line with any changes.
- Investigate the possibilities of other venues.
- Update policy every 3 years after training or when necessary.

- Keep “Near Miss” book – consult staff on return from trip for any new risks identified and keep a record. This should be reviewed and built into future assessments.

## 8. Emergency Procedures

“Teachers in charge of pupils during a visit have a duty of care to make sure the pupils are safe and healthy. They also have a common law duty to act as a prudent parent would. They should not hesitate in an emergency and to take lifesaving action in an extreme situation”. (Health and Safety of Pupils on Educational Visits).

1) If an emergency happens the group leader should:-

- a) Establish nature and extent
- b) Ensure all groups are safe
- c) Get names of casualties and immediate medical attention
- d) Teacher to accompany casualties to hospital with relevant medical information
- e) Notify police if necessary
- f) Ensure everyone knows of incident, revise procedures, reallocate roles
- g) Inform academy and tour operator (if applicable) of relevant details
- h) Complete Emergency Procedure Form/Plumsun app giving details of:
  - i) Date, Time, Location
  - ii) Names of casualties
  - iii) Details of injuries
  - iv) Names of other children involved
  - v) Action taken
  - vi) Action to be taken

**All Health & Safety paperwork will be scrutinized in the event of an accident, looking for blame.**

(These procedures and the form are to be found on the ‘In an Emergency’ Card which will be carried by the group leader and other designated adults).

2) Please do not speak to media or discuss legal liability with other parties.

3) The academy contact will

- Link the group with the academy, parents, LA where appropriate
- Provide extra assistance from academy base as necessary
- Notify insurers
- Ascertain telephone numbers for future calls
- Write down accurately as soon as possible all relevant facts – witnesses details – preserve any vital evidence
- Keep written account of all events times and contacts
- Complete accident form as soon as possible
- Refer media enquiries to designated media contact.



## Appendix 1

### Coach company letter

Please could you send us a letter detailing your health and safety procedures including:-

1. Provision and required use of seat belts.
2. Vetting of driver by police
3. Insurance for driver and passengers
4. Details of first aid and emergency equipment
5. Breakdown procedures.



Appendix 2

Private Vehicle Authorization

Name of driver ..... Registration No of car .....

Date of academy trip .....

Location of academy trip .....

No of seats for children .....

Declaration by driver.

1. I have ensured that my car insurance covers me to carry children on academy visits.
2. Each child will wear a seat belt.

Signed ..... driver

Signed ..... Head teacher



KETTERING PARK  
JUNIOR ACADEMY

Appendix 3

**In an Emergency Card**

Date ..... Time ..... Location .....

Names of casualties .....

Details of injuries

Names of other children involved .....

Action take

**IN AN EMERGENCY**

- Establish your own safety.
- Establish safety of the group.
- Attend to any casualties.
- Get help.

Aim to:

- Preserve life.
- Prevent the condition worsening.
- Promote recovery.

First Aid Check

- Breathing – Clear the airway – artificial ventilation.
- Beating – Check circulation – external chest compression.
- Bleeding – Look and feel – pressure & elevation.
- Breaks – Look and feel for irregularities – support.
- NOTE – Do not move a casualty if you suspect serious neck or back injury.

Essentials

- Monitor – record all events and details – witnesses.
- Treat for shock – reassure and keep warm.
- Remember the rest of the group – safety, comfort, shock.
- Do not split the group – unless it is the only way to get help – leave nobody on their own.
- Control indiscriminate use of mobile phones by the rest of the group.

Action

- Get qualified help asap – note your location accurately.
- Contact your Academy, Centre or Base – you may be in shock and need support.
- Do not admit anything.
- Do not sign anything.
- Do not talk to the press.

Academy contact no 01536 481922

Other Leaders .....

.....  
.....

Adults .....  
.....

First Aid Boxes

First Aid boxes should be properly stocked and accessible.  
A list of contents should be included.

Contents:-

- Leaflet general guidance on First Aid
- 20 individually wrapped sterile adhesive dressings of assorted size (plasters)
- 2 sterile eye pads
- 6 medium sterile wound dressings 9 (approx. 12cm x 12cm)
- 2 large sterile wound dressings (approx. 18cm x 18cm)
- 4 triangular bandages individually wrapped and preferably sterile
- 6 safety pins
- 1 pair of disposable gloves
- 2 crepe roller bandages
- Scissors
- Tweezers
- Cotton wool
- Tape
- Antiseptic cleansing wipes
- Antihistamine

<b>GENERIC RISK ASSESSMENT FOR ACADEMY VISIT/ACTIVITY</b>		 <b>KETTERING PARK</b> JUNIOR ACADEMY
<b>LOCATION OF VISIT</b>	<b>ACTIVITY</b>	
<b>ASSESSMENT CARRIED OUT BY</b>	<b>DATE</b>	

<p><b>GENERIC BENEFITS/ LEARNING OUTCOMES</b></p> <ul style="list-style-type: none"> <li>- learning outside the classroom raises educational standards,</li> <li>- it makes a powerful contribution to curriculum aims,</li> <li>- outdoor activity helps to address health problems and enhances wellbeing,</li> <li>- it offers for many their first real contact with the natural environment,</li> <li>- it builds cross-cultural understanding and can change communities,</li> <li>- it helps to reduce anti-social behaviour, crime and disengagement from education,</li> <li>- it helps young people to manage risk and encourages them to welcome challenge.</li> </ul>	<p><b>This generic/ specific risk assessment for academy use identifies the common hazards and control measures associated with this type of visit or activity. Before undertaking the activities academis must also make an assessment of any specific risks associated with their particular visit including travel, supervision, accommodation, sites, activities and pupils (both group and individual)</b></p> <p><b>All activities and visits are subject to on-going risk assessment by competent leaders who will react appropriately to local conditions</b></p>
---	---

HAZARD	WHOM MIGHT BE HARMED	RISK (WHAT HARM MIGHT BE CAUSED)	INITIAL RISK RATING	CONTROL MEASURES	FINAL RISK RATING

Check List for Visits

- 1) Prior visit made?
- 2) First Aid Box checked (at least 1 week before visit)?
- 3) Meeting with E.V.C. Risk Assessment made / updated?
- 4) Meeting with helpers (at least one should be qualified first aider)?
- 5) Helpers have been given Risk Assessment for visit and have initialed receipt?
- 6) Permission slips checked for medical details?
- 7) Helpers informed of medical / behavioral issues of children in their group?
- 8) Helpers given list of their group / master copy retained by group leader?
- 9) Office given list of children / adults, mobile phone numbers?
- 10) Mobile numbers exchanged with appropriate helpers?
- 11) Have collected
  - 'In an Emergency' Cards?
  - First Aid Kits?
  - Spare clothes box?
  - Medications and inhalers