



Policy for Educational Visits

This policy is written in line with the DfES Good Practice Guide *Health and Safety of Pupils on Educational Visits (HASPEV)*. The recommendations made in those documents are reflected in this policy.

School Visits are an integral part of life at Melling Primary School, furthering the education of the pupils. When visits are arranged for pupils at Melling Primary School, they support the social or academic needs of the pupils. The visit should be well organised, stimulating and worthwhile.

Visits are not taken in isolation. The pupils are well prepared for the visit and, subsequently, put the experience to good effect. The visit is well planned by the class teacher with the safety and welfare of the children of paramount importance.

Teachers who plan a day or residential visit are classed as the group leader and, as such, have responsibility to make sure the visit is properly organised. The arrangements and procedures ensure the well-being and safety of all on the visit.

Staff liaise with the EVC (Educational Visits coordinator – Mrs Miller) concerning the arrangements for a visit. The Headteacher bears ultimate responsibility and is kept informed of plans for visits.

General Information

Early planning is essential for any visit. All visits and activities off the school site are approved by the EVC, who is kept fully informed throughout the planning stages.

The EVC (Educational Visits Co-ordinator) is currently Mrs C Miller. The EVC will provide appropriate forms to group leaders and will also give advice relating to organisation of visits.

Preliminary Planning for educational visits

Meetings of all those involved are held to formalise the administration and organisation of the visit. Details are given to the EVC, each member of staff involved and to voluntary helpers.

Specific duties, and the names of the pupils for whom each person is responsible, are identified.

The educational opportunities of the educational centre should be obtained, and all information about the proposed visit collated, before a request is submitted to the EVC on the Visit Request Pro Forma.

NB. Risk assessments for residential/high risk visits are completed on Evolve, Sefton's online Educational Visits system. On completion of the form, it is submitted for approval by the Headteacher and then Moira Greenwood, Sefton's offsite Visits Advisor.

Following the submitted request to the EVC the group leader responsible for any visit will make a risk assessment of a planned visit. Regular or annual visits only require an initial risk assessment, photocopied and/or altered if necessary.

Outdoor activity centres (for example Glaramara) must be licensed under the provision of the *Activity Centres (Young Persons Safety) Act 1995*, and the associated *Adventure Activities Licensing Regulations 1996*. The contractual implications of using any outside bodies must be identified and confirmed in writing.

It is vital that information concerning staff qualifications, equipment to be used and safety procedures to be followed, are obtained in writing from any of the bodies that will be concerned with the teaching of medium or high-risk activities to children, to ensure that these fall within the guidelines. Similarly, written confirmation is sought about the criminal background and medical fitness of all staff who will have substantial access to, or contact with, the children.

Melling Primary School regards it as essential that children/parents/staff each receive information regarding visits. The Y6 and Y5 Residential Visits involve a specific evening information exchange session.

Insurance

Reference is made to the *LA Personnel Handbook – Insurance of Teachers*. (It should be ascertained whether the LA/other Advisory Body insures any child against personal accident or if it is the responsibility of parents.)

Insurance cover is arranged for residential visits. If insurance cover is not provided by the commercial centre, then it is arranged by Melling Primary School and added to the cost of the visit. All parties are provided with precise details of the insurance policy, so that there is no doubt about the cover and, in particular, what eventualities fall outside such cover.

Preliminary Visit

It is desirable to make a preliminary visit for all trips, so that accurate risk assessment can be made.

For a residential visit, an exploratory visit is made by the leader of the group. This is to acquire knowledge at first hand:

- ◆ that the venue is suitable
- ◆ that the venue can cater for the needs of pupils and staff
- ◆ to assess potential areas and levels of risk, completing a Risk Assessment to be given to the EVC
- ◆ to become familiar with the area before taking the children
- ◆ to obtain information concerning staff qualifications and licences
- ◆ to ensure the centre is licensed in accordance with *Activity Centres (Young Persons Safety) Act 1995*.

If it is not possible to make a preliminary visit, every endeavour is made to acquire information about the accommodation and the area, before the visit.

If a preliminary visit has not taken place, as a matter of priority when the party arrives, a member of staff inspects the accommodation and any areas where there might be dangers or potential hazards.

Financial arrangements

- ◆ Monies are paid via Parent Pay. Although Mrs Hart has control, an up-to-date class list of payments can be printed off on request. An updated class list of payments allows Tas to follow up any outstanding payments.
- ◆ Residential visit payments may be staggered. A payment card records such payments.
- ◆ If less than 75% per cent of the pupils pay the full contribution, subsequent visits are reviewed.
- ◆ Signatories sign any cheques issued for any payment in connection with school visits.
- ◆ Maximum security of money and other valuable documents is essential at all times.
- ◆ Provision will be made for smaller class trips.

Pupil Premium

Pupil Premium children are only requested to pay 50% of the cost of a residential trip. Parents of these children are informed at the start of the year. In addition, PP pupils are not requested to pay the cost of any other non-residential trips throughout the year, as this is taken from the Pupil Premium allocation.

Liaison with Parents

Parents are given full and complete written details regarding the organisation and administration of a visit/residential, which may include:

- activities and venues, including any special risk inherent in the activities undertaken
- specialist equipment and/or clothing necessary for activities
- code of conduct expected of the children
- packed meal requirements
- leaders' names
- total costs and methods for payment
- insurance cover, including medical cover and exemptions

Near the date of a residential visit, a meeting is held for all parents, their children, the staff, and any voluntary helpers concerned. The information above is reiterated and the emergency procedures explained. There is an opportunity for questions and discussion at the meeting. A Parental Consent Form, as well as a medical form, should be completed for each pupil.

Staffing Requirements

Person in Charge

The Head Teacher has overall responsibility for the planning and arrangements of any day or residential visits.

If a qualified teacher wishes to take a group of pupils out of school, responsibility for the planning and arrangements will be delegated to that teacher. However, that person should be prepared to accept all reasonable/legal responsibility for the well-being and safety of the children at all times.

If more than one class is involved in a visit, an overall leader of the combined party is identified. This is normally the one with the most appropriate experience.

Support staff may attend, if they are working with the class on a regular basis, e.g.TA. Teachers will always try to plan their visit on the day their TA is working for the full day.

If a child has intensive SEN support for a behavioural or medical need, their Support Staff should accompany them on the visit. If this is not possible, another member of staff is assigned to supervise the pupil.

It is desirable that, on any visit by a party consisting of boys and girls, there are accompanying staff and/or voluntary helpers of each gender. While this might not always be possible on day visits, it is desirable that staff of each gender are available on any residential visit.

Voluntary Helpers

Voluntary Helpers are selected carefully and are well known to Melling Primary School and the pupils going on the visit. Helpers require current DBS clearance.

All voluntary helpers should let the school know as soon as possible if they are unable to accompany the children for any reason, so that a replacement can be found. Any documentation already given to them should be returned to school.

Areas of Responsibility

Voluntary helpers are made aware of the extent of their responsibilities via the visit leader.

Leaders are made aware of the responsibilities of voluntary helpers and should implement them.

Voluntary Helpers

- You are welcome to attend meetings before the visit, if appropriate.
- Please check you have the itinerary for the visit and have received a copy of the itinerary, names of the pupils and details of the groups.
- Please stay in close proximity to a teacher on the visit and keep the children with you at all times.
- You will be given a small group of children to look after with a list of their names.
- Pupils must wear seatbelts at all times on a coach, unless told to remove them by a teacher or in the case of an emergency. Be very vigilant.
- Provide your group leader/ class teacher with your mobile contact number. Ensure that you are in contact with the leader if split up for any reason.
- Tell the leader/leader if a pupil is misbehaving or will not do as asked.

- Any voluntary helper is asked to make sure the children in their group are safe and well.
- Please report any accident to the teacher/leader immediately.

Staff Qualifications

Melling Primary School does not permit staff and voluntary helpers to assume responsibility for any activity for which they are not qualified, e.g. water sports.

First Aid

On any visit, it is essential that at least one of the supervisory staff will be a competent First Aider, holding a valid first-aid certificate and carrying an appropriate first-aid kit. Melling Primary School takes advantage of the local facilities for obtaining first-aid qualifications and revalidation.

NB It is the duty of the class TA to regularly check the First Aid bumbag. If supplies have been used, they must be replaced on return to school.

Medical Fitness

There are detailed and specific regulations concerning the medical fitness of staff and it is important that all third-party staff who come into contact with children are medically fit.

Transport

It is the responsibility of the and School Administrative Officer to book the coach, confirm the booking in writing and telephone the coach firm a few days beforehand to make the final arrangements.

Melling School policy is that coaches with seat belts are booked. Vehicles used should comply with the current requirements on seat belts. All seats should be forward facing and seat restraints should comply with legal requirements.

The drivers should be suitably qualified and experienced. (For further information refer to DfES guidelines on Health & Safety of Pupils on Educational Visits 1998.)

Supervision

- At least two members of staff should supervise the pupils getting on and off the coach – one on the coach and one by the steps.
- Check numbers on outward and return journeys and regularly throughout the trip.
- Do not let pupils sit on the first two seats facing the front window or next to the emergency exit.
- Ensure pupils are settled and seat belts are fastened before setting off.
- Pupils **must** wear their seat belts throughout the journey unless told to remove them in an emergency.
- When leaving the coach, check for lost property and litter.
- At least one teacher should be on each coach and have a mobile phone with them.
- Contact details for Melling Primary School should be handed to the driver of each coach.

Availability of Medical and Special Needs Information

- Before going off-site staff must have, in advance, current information on children with specific medical or special needs problems.
- Prior to departure, teachers/ TAs should ensure that inhalers, or any other medicine required for specific medical conditions, are in date and taken on the visit.
- The statement " In the event of illness or accident, I consent to any necessary medical treatment which might include the use of anaesthetics" should be included on the parental permission slip.

Inhalers

Ks2 children should carry their inhaler on their person; EYFS and KS1 pupils will give their inhaler to their group leader to look after.

An emergency inhaler should be taken on a trip and kept in the possession of the group leader of the child most vulnerable to have an asthma attack. (At present, this is stored in the YR pigeonhole, but will be transferred to the school rucksack in June)

NB: Parents of those suffering from asthma will have signed a form, retained at the office, which gives permission for the emergency inhaler to be administered to their child.

Pupil Organisation

Regular sessions are held with pupils to prepare them for the visit, so that they obtain maximum benefit.

Children will be assigned to their groups, so that teachers and voluntary helpers are prepared in advance of a visit.

Lists are prepared of the groups for all staff and helpers concerned with the visit. These lists are carried at all times when on the visit.

Adult: Pupil Ratios

At Melling Primary School, the following adult: pupil ratios are a pre-requisite for any visit to go ahead:

Reception -	1:5
Years 1 to 3	1:6
Years 4 to 6	1:10 as a minimum (risk dependent)
Residential	1:8

Teachers/group leaders are reminded to avoid any 1:1 situations with pupils that might be open to misinterpretation.

Pupil Control

All accompanying adults have a duty of care. Teachers should remember that they are in *loco parentis* at all times on the visit and thus are legally responsible for the well-being and safety of the children.

Children should never be on their own but always remain in a group. Groups and their leaders should be decided in advance.

Close supervision of the pupils in the centre during the night on residential visits is maintained. Adults sleep in close proximity to the children's rooms. Staff retain pass keys in order to gain entry to all self-locking doors in an emergency. Children and staff will occupy separate rooms on residential visits, according to gender.

Information Available at School

If the information on the Visit 'Request Pro-Forma' changes the final details of the visit are submitted to, and retained by, the EVC the day before the visit. This is critical, if the visit is when the school is normally closed.

The group leader holds the same information for the duration of the visit. The information should contain details of:

- ◆ itinerary
- ◆ contact points
- ◆ mobile phone number(s)
- ◆ staff – <teacher in charge, deputy, helpers, etc.>
- ◆ emergency contacts
- ◆ copies of Parental Consent Form
- ◆ copies of any contracts, etc.

Day Visits

The teacher must discuss his/her plans with the EVC (Educational Visits Co-ordinator) before booking. They must base their letter on the school proformas. They must keep to the agreed adult:pupil ratios. They must have obtained Parental consent from every parent. They must leave appropriate information at school.

- Itinerary
- Contacts points
- Mobile phone numbers
- Staff and helpers
- Parental consent forms

Emergencies

Despite good planning and organisation, emergencies that require immediate response by the leaders sometimes occur. Whilst still controlling and supervising the rest of the group, leaders should contact the appropriate emergency service immediately. The Headteacher or Deputy at Melling Primary School should be contacted as soon as possible.

Unofficial Visits

The above guidelines relate only to activities connected to the work of the school. Where a teacher takes charge of children voluntarily on an activity out of school hours – one which is not organised by the school (and not approved by the Governors) but involves children from the school – no responsibility is accepted by the Head Teacher or the LA.

Reporting Accidents

The standard procedures for reporting accidents are followed, including the completion of the relevant pro formas.

Further Information

Useful Documents and Resources

DfES	Health & Safety of Pupils on Educational Visits 1998 (Circular 11/98) (Includes a wide range of model forms, contacts and further information)
ATL	Taking students off site
HMSO	Activity Centres (Young Persons Safety) Act 1995
HMSO	Adventure Activities Licensing Regulations 1996
HSE	5 steps to risk assessment Managing Health & Safety
NAS/UWT	Educational Visits and Journeys
NUT	Safety on School Journeys
PAT	Safety on School Trips: a teacher and the law booklet

**Parental/Guardian Consent and Medical Information Form
for Residential Educational Visits, Overnight Stays
and Outdoor and Adventurous Activities**

This form should be completed in full by the parent/guardian and returned to the school. If there is insufficient space to provide the details we need, continue on a separate sheet and staple to this form.

School:

Details of Visit

Visit to:

From (date/time) To (date/time):

I agree to my son/daughter/ward (full name):

Form/Class: Date of birth:

taking part in the above stated visit and, having read the information sheet, agree to his/her participating in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/ her part.

Emergency Details

I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

I can be contacted on the following telephone numbers.

Home telephone (include area code):

Work telephone (include area code):

Mobile telephone number:

Home address:

Alternative Contact Details

Name and address of contact:

Telephone number (include area code):

Medical Information

Child's Medical Card number:

Doctor:

Practice:

Telephone number (include area code):

Does your child suffer from any of the following conditions?
(Circle YES or NO)

Asthma	YES/NO	Fainting Attacks	YES/NO
Bronchitis	YES/NO	Heart Trouble	YES/NO
Chest problems	YES/NO	Migraine	YES/NO
Diabetes	YES/NO	Raised Blood Pressure	YES/NO
Epilepsy	YES/NO	Tuberculosis	YES/NO

If YES to any of the above, please provide full details:
.....

.....
Does your child suffer from any other condition requiring medical treatment,
including medication? YES/NO

If YES, please provide full details:

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Is your child allergic or sensitive to any medication, insect bites or any food?
YES/NO

If YES, please provide full details:

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.....

Has your child been immunised against the following diseases?

Poliomyelitis YES/NO
Tetanus YES/NO

If YES to tetanus, please give date (if known):

Is your child taking any form of medication on a regular basis? YES/NO

If YES, please give full details, including the type of medication and dosage:

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Please ensure that your child has adequate supplies of medication with him/her during the visit.

To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered any recent condition that might become infectious or contagious? YES/NO

If YES, please give full details:

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Insurance Cover

I understand that the visit is insured in respect of legal liabilities (third party and public liability) but that my child has no personal accident cover, unless I have been specifically advised of this in writing by the organiser of the visit.

I also understand that any extension of insurance cover is my responsibility unless advised differently by the school.

(To be displayed in coach.)

Information Sheet

**Melling Primary School
Wheeler Drive
Melling
Merseyside
L31 3DT
0151 547 3349**

**Contact person: Ms V Ainsworth-Brown
(Headteacher)**

Home tel: 0151 525 0976

Mobile: 07707872111

No. of pupils on board:

No. of staff on board:

Melling Primary School – Educational Visit – Group Allocations

Group leader: _____

First Aider: _____

Adult: _____

1. _____

2. _____

3. _____

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Adult: _____

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