

Lincoln Bishop King CE Primary School

'Dream Big, Love God, Live Well'

Educational Visits Policy

Reviewed December 2021

1. Introduction:

This policy should be read in conjunction with the Lincolnshire County Council Policy and guidelines for educational visits 'Safety in Outdoor Education' and the DFES booklet 'Health and Safety on Educational Visits'.

2. Principles:

Well-planned and executed educational visits provide our pupils with valuable experiences. It also enables pupils to learn to understand and manage the risks that are a normal part of life. As a result, Bishop King CE Primary School is committed to incorporating educational visits into its curriculum, in order to enhance the pupil's learning and development.

A major consideration in the organisation of any visit must be the safety of the participants and both the Local Authority (LA) guidelines and the school policy must be complied with. The minimum adult pupil ratio is dependent on the age of the pupils and the nature of the visit. The group leader for the visit must be satisfied that the venue is a suitable one, and where appropriate any officials from the venue who will be involved in the visit are suitably qualified.

The following activities can be defined as an 'educational visit':

- Adventurous activities using licensed providers
- Adventurous activities not using a licensed provider
- Residential activities during school time
- Residential activities during holiday or weekend periods
- Subject specific field studies
- Overseas residential visits
- Day or part-day visits using transport
- Day or part-day visits on foot
- Off site sporting activities during school time or out of school hours
- Off site swimming pool visits

3. Visit Categories:

When considering the planning of your Educational Visit, the risk factor should be at the forefront of your mind. Consider how much risk you are exposing the staff and pupils to and the likelihood that accident or injury could occur during the normal course of your activities.

Category	Examples of visits and activities	Approval Procedure Requirements
A Low risk	Visits and journeys with risks similar to that of everyday life, e.g. historic sites, museums, and fieldwork in the locality	Headteacher or EVC approval Group Leader to be approved by Headteacher or EVC
B Medium risk	Outdoor/Adventure activities in more remote areas having an element of risk Activities in countryside environments Any visit with a residential element within the UK	Headteacher or EVC approval Group Leader to be approved by Headteacher or EVC Governor approval if it is a residential visit
C Higher risk	All activities in, on or close to water. All visits abroad. Activities with significant Health and Safety concerns.	Headteacher or EVC approval Group Leader to be approved by Headteacher or EVC Governor approval

4. Organisation:

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

5. Roles and Responsibilities

The school must have an Education Visits Coordinator; currently this is the headteacher

The Headteacher or EVC Coordinator will ensure that:

- There is a suitable group leader
- All necessary actions, including risk assessments have been completed on EVOLVE before the visit begins (See Appendix One)
- The group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively
- All adults on the visit are appropriate people to supervise children and have the appropriate clearance in line with the LA guidelines
- The governing body has approved the visit if necessary - medium or higher risk
- Parents have signed the consent form:
 - Local visits signed on registering to Bishop King school
 - Non-local visits require separate parental consent
- Arrangements have been made for any medical or special educational needs of all children
- The mode of travel is appropriate
- Travel times out and back are known
- They have the address and contact details for the venue
- They have the names of all the adults and pupils in the group
- At least one member of staff should have first aid training.

6. Group Leader:

- One teacher, the group leader is responsible overall for the supervision and conduct on the visit
- Has the support of an experienced teaching assistant
- Is able to control and lead pupils
- Undertake the planning and preparation of the visit including the briefing of group members and parents
- Completes the comprehensive risk assessment required for the visit
- Has regard for the health and safety of the group at all times
- Ensures that pupils understand what is expected of them
- Completed the evaluation after the visit has been completed

7. Parents:

The group leader should ensure that parents are given information about the purpose and details of the visit through a letter, to be sent out :

- two weeks before the visit is to take place for a category A visit
- considerably earlier for a category B or C visit

Special arrangements can be made to inform those parents for whom English is a second language.

Parents must through their consent form:

- Provide the group leader with emergency contact numbers
- Sign the consent form for the visit
- Give the group leader relevant information about their child's health, which might be relevant to the visit

8. Risk Assessments

The group leader will carry out a comprehensive risk assessment, on EVOLVE, before the proposed visit is put forward to the Headteacher/ EVC.

They will assess the risks that might be encountered on the visit, and will indicate measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment - unless the venue has been visited previously or it is a regular venue that is well known to staff.

It is important to take into account the probable weather conditions at the time of year proposed for the trip,. The group leader should also take careful account of the facilities available, with due regard to the proposed size of the group.

9. External providers

- External providers should have the "Learning Outside the Classroom" (LoTC) quality badge.
- LoTC quality badge covers: risk assessments, DBS, insurance, food hygiene
- If a provider has the LoTC badge, this will show on EVOLVE and no risk assessments on the provider are required. Teacher must add the LoTC details and expiration date to the EVOLVE form.
- Providers need a minimum of £10,000,000 insurance liability - add this detail to the EVOLVE form too.
- If a provider/ venue doesn't have the LoTC badge, the teacher must send the provider form for them to complete.
- Kaddi - like trip adviser - is a facility on EVOLVE to check out suitable venues for schools to use.

10. Governor approval

The Governing Body will not have give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures. It is important to assess and record any health, safety or security issues that are identified during the preliminary visit.

Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the risk assessment must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

11. Adult: Pupil Ratios:

There are no legal requirements for pupil: adult ratios on visits; the following have been set by the school governors:

- Foundation stage 1:5
- Key Stage 1 (and year 3) – 1:8
- Key Stage 2 – 1:10

It is the group leader's decision, if they feel the visit warrants a higher pupil to adult ratio; this should be discussed with the headteacher or EVC.

12. Additional Adults

- A qualified teacher will lead visits. Additional adults i.e. teaching assistants or parents may be in charge of small groups if deemed competent by the headteacher/EVC.
- The group leader should brief all additional adults before any visit and given clear guidance on the code of conduct.
- The need to have volunteers CRB checked will be determined by the frequency and type of contact they have with young people. CRB/ DBS disclosures must be obtained for all volunteers who have regular unsupervised contact with children.
- Volunteers helping with one-off events should be carefully selected and not have unsupervised contact with children and so will not require a disclosure; a risk assessment must be carried out and signed by the headteacher.
- They should also be well known to the school and pupils.
- All volunteers will be asked to sign a code of conduct form before taking part on any educational visit (see Appendix Two)

13. First Aid

First Aid requirements should form part of the risk assessment. Group leaders will be competent in basic first aid. The level of competence will depend upon the nature of the visit.

A full first aid kit will be taken on any visit, where additional first aid is not available. This will be determined through preliminary checks. Additional medications required by pupils must also be made available, along with the necessary protocol for use.

14. Medication

Administration of medicines must follow that of the school's Medicines policy.

15. Funding

Funding for off-site visits is provided mainly by parental contributions, which are voluntary. A visit may be cancelled if it is not deemed to be financially viable. A timetable for the payment of contributions should allow for the Headteacher to make a decision about the financial viability of a visit in reasonable time. See also Charging policy.

16. Farm Visits

Bishop King CE Primary School recognises that farms can be dangerous even for people who work on them. Taking children to a farm will be carefully planned. The risks assessed should include farm machinery and the hazards associated with E coli and other infections. The proposed

farm will be checked to ensure that it is well managed; it has a good reputation for safety standards and animal welfare; and it maintains good washing facilities and clean grounds and public areas. The basic rules for a farm visit will be:

We will never let pupils:

- Place their faces against the animals or their hands in their mouths after feeding them
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from farm taps
- Ride on tractors that are in agricultural use or play with other machines
- Play in the farm area

17. Near Misses:

Any incidents, however minor, that occur whilst on a trip must be reported to the Headteacher/EVC, this will aid in the planning and risk assessments of future trips. Incidents should also be recorded in line with the Critical Incidents Policy.

18. Other considerations:

- Mobile phones should be carried at all times by all adults, and the mobile numbers of accompanying staff exchanged. If for any reason there is a delay in the time returning back to school, the group leader is to contact the school immediately so parents/carers can be informed.
- For the protection of both adults and pupils, all adults should ensure that they are not alone in a one to one situation with a pupil.

19. Post- visit evaluation:

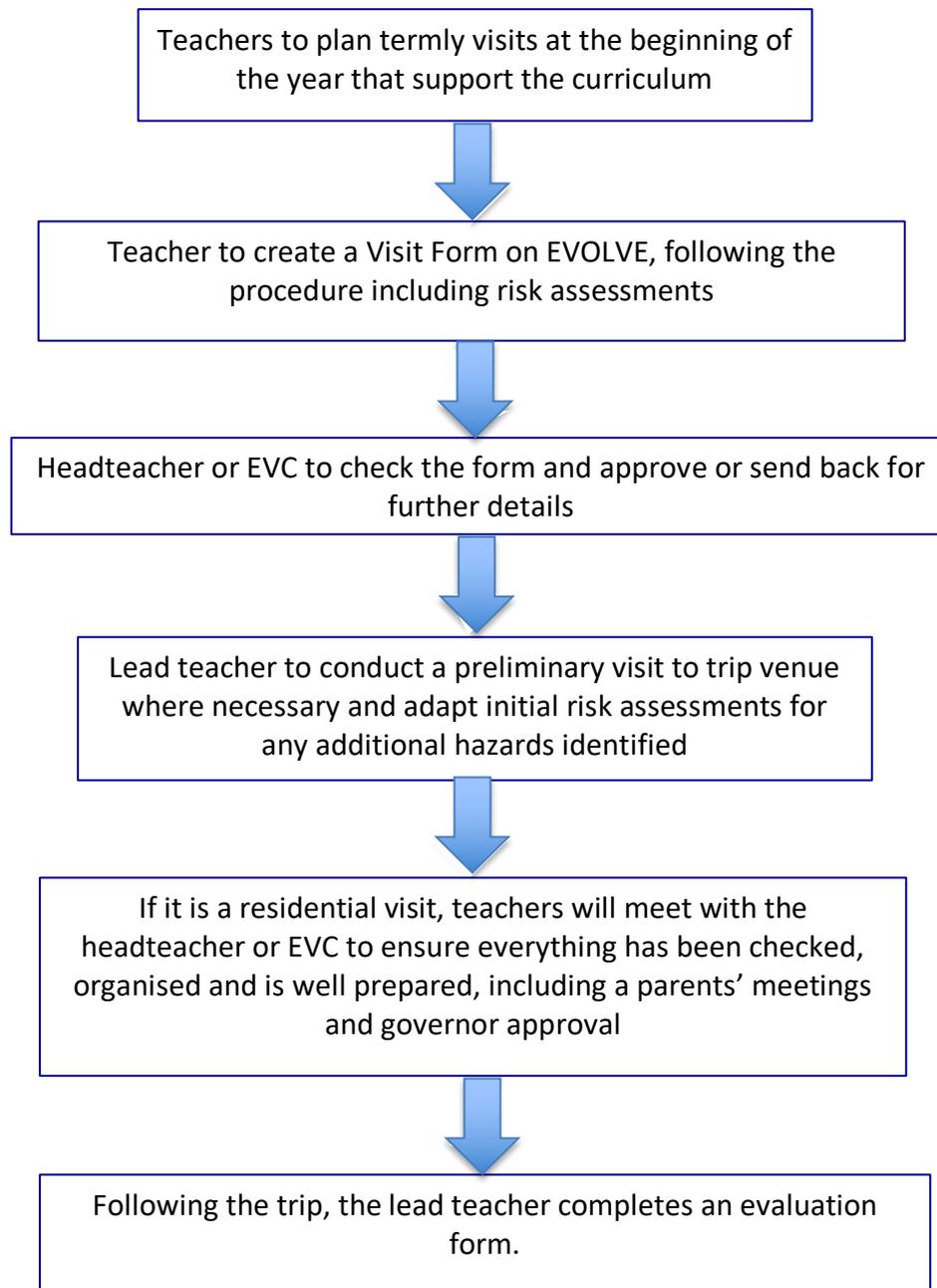
After all educational visits, notice will be taken of any comments that the staff, volunteers or children make so that this information can assist with future planning. The evaluation on EVOLVE should be completed within two weeks of the visit being completed.

Other policies and documents linked to this policy:

- Charging policy
- LCC Safety in Outdoor Education
- DFES Health and Safety on Educational Visits
- Medicines Policy
- Critical Incidents Policy
- Local Learning Area - Appendix Three

Completed by: Mrs. Wheatley - Headteacher/ Education Visits Coordinator
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Appendix One: Process for Booking Trips at Bishop King School



Appendix Three: Local Learning Area - within walking distance or a short car journey

The 'Local Learning Area' is identified for local visits and activities that are part of our school curriculum, and that take place during the normal school day.

These visits and activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module
- do not require parental consent
- do not normally need additional risk assessments (other than following the Operating Procedure below).

Operating Procedure for Local Learning Area

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Other people: social distancing, members of the public
- Animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following:

- The Head or Deputy must give approval before a group leaves the school site
- Only staff judged competent to supervise groups in this environment are approved. All teachers are deemed as competent, unless NQT status where there must be a senior teacher leading.
- The concept of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- Regular handwashing or hand sanitising is in place; antibacterial wipes are used to clean any equipment before use
- Pupils are briefed on keeping their distance from members of the public
- The selected route takes the least busy option
- There will normally be a minimum of two adults; this may be waived with a small group of pupils, e.g. four pupils in a car with the adult driving
- Staff are familiar with the area, including any 'no-go' areas
- Pupils are familiar with standard techniques for road crossings in a group
- Pupils are fully briefed on what to do if they become separated from the group
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school
- Staff are aware of any pupil medical information and ensure any required medication is taken with them on the visit or activity
- Staff will record the activity on EVOLVE (Local Area Visit module)
- Office staff are aware of the visit and will have the up to date register on Integris - or a hard copy - of the group of pupils and adults leaving the school site
- A mobile phone is taken with each group and the office have a note of the group leader's number; preferably, all adults have their own phone with them, with all adults contacts saved on their phone
- All pupils will wear a Bishop King wrist band with contact details written on it
- Appropriate personal protective equipment (PPE) is taken when needed, e.g. gloves, facemasks, bag for waste, tissues

Boundaries

The boundaries of the Local Learning Area are shown on the map below. This area includes, but is not limited to, the following frequently used venues:

- Lincoln Central library
- Local churches and the local mosque
- Lincoln Cathedral and Castle
- Cathedral Quarters
- Lincoln University campus and Lincoln Performing Arts Centre
- The Collection museum and Lincolnshire Life museum
- The city centre, the South Common and the Sincil Bank areas
- International Bomber Command Centre

