



St John's

Church of England

Academy

Part of the



Durham &
Newcastle
Diocesan
Learning
Trust

Educational Visits Policy

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St John's Church of England Academy wholly complies with the DFE's [Health and Safety of Pupils on Educational Visits \(2018\)](#)

Our aim is that all visits from school should be:

- Safe
- Educational
- Enjoyable

Rationale

Well planned and well executed educational visits provide our pupils with valuable experiences that enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Purpose

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support work being covered as part of the school curriculum. Visits can provide an effective stimulus at the start of a unit of work or at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

PLANNING EDUCATIONAL VISITS

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

Wherever the visit takes place, it is essential that it is carefully planned. This involves considering the dangers and difficulties that may arise and making plans to mitigate these risks.

The following guidelines support the planning and implementation of Educational Visits organised by St John's Church of England Academy. An [Educational Visit Checklist \(Appendix 1\)](#) form must be collected from the Office, completed and filed in Educational Visits file.

Parents

Information and Consent

Parents should be given information about the purpose and details of the visit at least two weeks in advance. Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would.

For residential trips, parents will be invited to a briefing session. Special arrangements

may be necessary for parents for whom English is a second language.

Parental Consent

An annual parental consent form is sent to parents in September. This form will provide parental consent for local half-day visits, including those that require transport for the full academic year. If parents wish to withhold consent, they will be invited to meet with the Headteacher or to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in school in some other way, wherever possible.

For visits of more than half a day, separate consent forms will be given out. If consent is withheld, the same procedures apply as that stated above.

Risk Assessments

A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. A bank of Risk Assessments are kept on the Staff Shared drive, which may be altered in line with any changes. If a visit is planned to a new venue, staff should liaise with our Health & Safety Consultant, for support and advice. Certain venues provide their own risk assessments, which should be printed and signed by a member of staff.

The Risk Assessment should be discussed with and authorised by the Headteacher. It should be signed by all the adults attending the trip and all adults, including parent helpers, should be provided with the risk assessment in advance. After the visit it will be saved in the Staff Shared folder > 33 School Visits.

First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a basic qualification in emergency first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one fully trained first-aider in the group. First aid kits should be taken on all visits and individual medicines/inhalers as appropriate.

Staffing Ratios

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children is recommended:

Nursery and Early Years: 1 adult to 3 children

Key Stage 1: 1 adult to 5 children

Key Stage 2: 1 adult to 8 children

In practice, the ratio should be determined by factors such as type of activity, any SEND or medical needs, experience of the staff, venue, transport and weather conditions.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and others' safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with a member of the Senior Leadership Team in advance to discuss concerns and agree what action is to be taken.

Pupils with special educational and medical needs

The Headteacher will not exclude pupils with special educational or medical needs from any school visit. Every effort will be made to support them whilst maintaining the safety of everyone. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Types of Visits

Adventurous Activities

If the school is leading an adventure activity, such as canoeing, the Headteacher must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

Residential Trips

Residential trips will be planned well in advance and arrangements will be overseen by the Headteacher. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending. The Visit Leader should be an experienced, senior

member of staff. Residential trips must be approved by the Governing Body and by the Headteacher.

Farm visits

St John's Church of England Academy recognises that farms can be dangerous, even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E.coli food poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare, and that it maintains adequate washing facilities, clean grounds and public areas. A pre-visit should be carried out.

Roles and Responsibilities

The Local Academy Council

- The Local Academy Council will approve the Educational Visits policy and will ensure it is reviewed annually.
- The Local Academy Council will approve residential visits.

Headteacher: Marco Ramsay

- The Headteacher will ensure suitable Visit Leaders are appointed.
- The Headteacher will sign off the visit Risk Assessments.

Deputy Head: Michelle Brown

- In the absence of the Headteacher, the Deputy Head will carry out the roles and responsibilities stated above.

Educational Visits Lead

- At St John's CE Academy, the EVL is the Headteacher

Visit Leader

There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Headteacher. This will usually be a senior member of staff.

The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Headteacher at least two weeks in advance of the visit. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit and all will sign the back of the Risk Assessment.

The Visit Leader is responsible for ensuring a mobile phone, first aid kit and pupil medication are taken on the visit when the risk assessment states a requirement.

Other teachers and staff involved in a visit

Teachers and staff on school-led visits act as employees of St John's Church of England Academy and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Headteacher and Local Academy Councillors if some of their time on the visit falls outside normal hours.

Parent Helpers

Parent helpers may be welcome on Educational Visits and must attend a briefing with the Visit Leader before the visit, when they will sign the Risk Assessment and be given a written list of the children in their group. Those helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times.

Appendix 1

Educational Visits Checklist

| | | | |
|---|--|---------------|--|
| Location | | Year Group | |
| Date | | Depart time | |
| Number of Children | | Return Time | |
| Group Leader | | Deputy Leader | |
| Details of the visit, including curriculum links: | | | |
| | | | |

| | Yes | No | NA | Details |
|--|-----|----|----|---|
| Consent obtained from Headteacher/Deputy Head | | | | |
| A preliminary or previous visit has been made. | | | | |
| Consent forms have been obtained from parents/carers for each pupil taking part before day of visit. | | | | |
| Any allergies or more serious conditions given on indemnity forms have been followed up with a phone call/letter to parents for further clarification. | | | | |
| A Deputy leader has been nominated, who would be able to continue if the trip leader has to withdraw at any point during the trip. | | | | |
| Information letter sent to parents (with travel arrangements, itinerary, safety points, general info) | | | | Date sent: |
| Essential information passed on to the school Headteacher/Business Manager: Copy of plan (where applicable), travel requests, risk assessments and attachments, register of attendees. | | | | No. of FSM packed lunch required: Minibus driver agreed: Y/N |

| | Yes | No | NA | Details |
|---|-----|----|----|---|
| A briefing has been held for staff and other accompanying adults, to include: travel schedule/itinerary; expectations & responsibilities; code of conduct for pupils; detail of pupils' needs; discussion of risk assessments and control measures; procedures for dealing with a major incident. | | | | Date of Meeting: Names of all staff accompanying the trip: |
| Have all adults read and signed the risk assessments? | | | | |
| A risk assessment has been carried out for the trip. | | | | |
| A copy of the risk assessment from the venue or provider has been obtained and reviewed. | | | | |
| A copy of the risk assessment from the travel company has been obtained and reviewed. (Office staff to arrange) | | | | |
| An accompanying member of staff is qualified on First Aid and Paediatric First Aid for pupils aged 5 and under. | | | | First Aider(s): |
| Insurance arrangements have been made for residential/adventurous activities. | | | | Name of insurer: |
| First aid kits have been organised and checked prior to departure. | | | | |
| Bus kit has been organised. Bucket, sawdust, plastic bags, disposable gloves. | | | | |
| Care plans checked and all medical conditions provided for. | | | | |
| Fire precautions and evacuation procedures have been obtained and communicated to all parties concerned. | | | | |
| A mobile telephone will be taken by all accompanying members of staff. | | | | |
| Trip leader contact number for day of visit. | | | | |
| Arrangements made for unforeseeable expenses. | | | | |

This form has been reviewed by _____ Date _____