



# **EDUCATIONAL VISITS POLICY AND GUIDANCE**

**REVISED SPRING 2019**

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**‘Green Lane - A Big School with a Big Heart’**

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## **POLICY FOR EDUCATIONAL VISITS**

### **RATIONALE**

At Green Lane Primary Academy, educational visits are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits:

- Have a stated educational purpose
- Provide children with first hand experiences
- Enhance and enrich learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions

Visits include:

- Walks in and around the local area ( Category 1)
- Local visits ( Category 1)
- Half or full day visits which need transport ( Category 2)
- Residential visits ( Category 3)

### **PLANNING**

All visits must be approved in advance by the Head Teacher. Group leaders should complete the Education Visits Approval and Risk Assessment Form.

If possible, educational visits should be included in initial and long term planning. In some cases it will be necessary to plan further in advance, for example at the beginning of the school year, as some visit locations are in heavy demand.

Information needs to be sent for in advance, and where possible, a pre-visit arranged. The information collected should ensure that provision can be made for all children for the whole visit.

Residential visits involve greater risks and will be planned in close conjunction with the Head Teacher and will include a parents' meeting for participants.

## **CATEGORY ONE VISITS**

These visits normally form part of the curriculum and normal everyday life of the school. They include school swimming lessons, visits to the local library, nearby sports grounds, local church, local schools and may occasionally involve short trips on the minibus.

For category one visits a Local Visits Permission Letter should be sent to each parent on entry to the school for signing. This is regarded as 'rolling permission' for such visits and the signed slip will be kept in the child's record folder as they move up the school. (See Appendix for copy.)

## **CATEGORY TWO AND THREE VISITS EXPLORATORY VISIT**

An exploratory visit should be made by any teacher who is to lead a group on a residential visit or who is to instruct or lead the group in an outdoor activity in a location that is not familiar to them.

In other cases the Group Leader should undertake an exploratory visit wherever this is possible to:

- Ensure at first hand that the venue is suitable to meet the aims and objectives of the school visit
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of the staff and pupils in the group
- Become familiar with the area before taking the pupils

## **CHILD – ADULT RATIOS**

It is important to have a high enough ratio of adult supervisors to pupils for any visit. The factors to take into consideration include:

- sex, age and ability of group
- pupils with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of the journey
- type of any accommodation
- competence of staff, both general and on specific activities
- requirements of the organisation / venue to be visited
- competence and behavior of pupils
- first aid cover

Staffing ratios for visits are difficult to prescribe as they will vary according to the factors described above. However, a general guide for day visits or for local walks, in normal circumstances, should be:

- **at least** 1:5 or 1:6 in Foundation Stage.
- 1:6 to 1:8 in Years 1 – 2
- 1:10 in Years 3 - 6

The above figures are for guidance only and the number of adults needed will depend on the nature of the visit and the amount of supervision needed. Group Leaders should assess the risks and consider if staffing levels greater than the above ratios are required for safe supervision of their particular group. There should be a minimum of one teacher in charge.

In addition to the teacher in charge there should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve hazardous activities, the risks may be greater and supervision levels should be set accordingly

### RISK ASSESSMENT

The Group Leader should complete a risk assessment using the Education Visits Application and Risk Assessment Form (see Appendix) and ensure they have read and understood the Generic Risk Assessment Guidance document.

A formal assessment of the risks that might be met on a visit should have the aim of preventing the risks or reducing them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be contained then the visit must not take place.

The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place 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?

The Group Leader should record the Risk Assessment and ensure that all teachers/supervisors on the visit are aware of the contents and the details of the measures they should take to avoid or reduce the risks.

The Head Teacher must be emailed well in advance of the visit, so that approval can be given with a clear understanding that effective planning has taken place. An approved copy with Head Teacher signature will be saved in the appropriate year group folder in Education Visits/Risk Assessments.

Detailed advice on risk assessment can be obtained from the school's Health and Safety representative, the Head Teacher or Deputy Head Teachers.

The Group Leader should take the following factors into consideration when assessing the risks:

- the type of visit/activity and the level at which it is being undertaken
- the location, routes and modes of transport
- the competence, experience and qualifications of supervisory staff
- ratios of teachers and supervisory staff to pupils (as above.)
- the group members' age, competence, fitness and temperament and the suitability of the activity
- the special educational or medical needs of pupils
- the quality and suitability of available equipment
- seasonal conditions, weather and timing
- emergency procedures
- how to cope when a pupil becomes unable or unwilling to continue
- the need to monitor the risks throughout the visit

If the visit is to a potentially high risk area e.g. the coast, hills, farms, rivers, etc. see the Head Teacher for special guidance.

## **PREPARATION**

Once a member of staff has decided on a visit location needing a coach, then detailed preparation needs to start at least one month in advance.

The school diary should be checked to make sure the date is free. Contact and book the venue and provide the Finance Clerk with dates, venue (including address and telephone number), time of coach etc. A coach can then be booked.

Once the details of the visit have been confirmed, a letter to parents should be drafted. This must be checked by the Head Teacher or Deputy Head Teachers before asking the Senior Administrator to type and reproduce it.

As a general rule, although specific visits may vary, the letter should include details of:

- Venue
- Date
- Departure and arrival time
- What to wear
- What to take
- Packed lunches
- Pocket money (if applicable)
- Cost (details in accordance with the Charging and Remissions Policy)
- A clear reply slip giving written permission must be included for parents to return

NB. Parents and adult helpers are not to be charged when accompanying a class. Their admission fee, if applicable, should be budgeted for in the cost of the visit.

Payment for visits will be via ParentPay, which also includes parental consent. Children for whom consent is not received will not be able to take part in the visit.

### **LUNCH ARRANGEMENTS**

As soon as the visit is approved, Cook should be notified at least 2 weeks in advance. For Reception/Y1/Y2 who have a Universal Free School Meal, a packed lunch can be provided. Arrangements to bring own packed lunches will continue.

### **GROUP LEADER**

The Group Leader should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group and should:

- obtain the Head Teacher's prior agreement before any off-site visit takes place
- follow Academy regulations, guidelines and policies and ensure all adults are familiar with this information as appropriate
- appoint a Deputy Group Leader
- clearly define each group supervisor's role and ensure all tasks have been assigned
- be able to control and lead pupils of the relevant age range
- be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place
- be aware of child protection and safeguarding issues
- ensure that adequate first-aid provision will be available

- undertake and complete a comprehensive risk assessment including a safeguarding children risk assessment on all adult helpers
- review regularly undertaken visits/activities and advise the Head Teacher where adjustments may be necessary
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves
- have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group (as above)
- consider stopping the visit if the risk to the health or safety of the pupils is unacceptable and have in place procedures for such an eventuality
- ensure that group supervisors and the school contact have a copy of the emergency procedures
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively
- observe the guidance set out for teachers and other adults below

## **TEACHERS AND OTHER EMPLOYEES OF THE SCHOOL**

Teachers, teaching assistants, etc., on school-led visits act as employees of the Academy whether the visit takes place within normal hours or outside those hours, by agreement with the Head Teacher.

They must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances. They should:

- follow the instructions of the group leader and help with control and discipline
- consider stopping the visit or the activity and notifying the Group Leader if they think the risk to the health or safety of the pupils in their charge is unacceptable.

## OTHER ADULT HELPERS

The Group Leader will ensure that other adults acting as supervisors:

- follow all instructions given by the group leader
- do their best to ensure the health and safety of everyone in the group
- not be left in sole charge of pupils
- follow the instructions of the Group Leader and school staff supervisors and help with control and discipline
- speak to the Group Leader or school staff supervisors if concerned about the health or safety of pupils at any time during the visit
- are given a copy of the Adult Helper Protocol for Visits document

## PUPILS

The Group Leader should make it clear to pupils that they must:

- not take unnecessary risks
- follow the instructions of the leader and other supervisors including those at the venue of the visit
- behave sensibly and responsibly at all times
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the Group Leader or supervisor about it

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

## ITINERARY

A detailed itinerary needs to be planned for the whole visit and a copy left in school. This should include:

- times
- places, with phone number in case of emergency



- activities
- groups

#### **What to take:**

- first aid kit and any medication specific children need
- mobile phone – Group Leader at least
- emergency contact list
- travel sickness equipment - paper towels, plastic bags, etc.
- resources or equipment needed for activities
- charge card / cheque to pay costs if required

### **COSTS**

The amount pupils pay normally needs to cover the whole cost of the visit including transport, admission fees, educational packs, adult helpers etc. However, inability to pay will not prevent children going on Category 1 and 2 visits. Letters to parents will state that the visit can only go ahead if sufficient voluntary contributions from parents are received.

The Group Leader in liaison with the Head Teacher will decide 2 weeks in advance of the visit whether the visit can go ahead. This will give sufficient notification to coach companies if it is decided that the visit will need to be cancelled.

### **HEAD COUNTS**

Whatever the length and nature of the visit, regular head counting of pupils should take place particularly before leaving any venue or location. All supervisors should carry a list of all pupils and adults involved in the visit at all times.

For the majority of school visits school sweatshirts/cardigans should be worn as this helps identify group members more easily. Pupils should not wear name badges. The Group Leader should establish meeting points and tell pupils what to do if they become separated from the group.

### **TRANSPORT**

Transport must have seat belts in good working order.

Pupils using transport on a visit, including the school minibus, should be made aware of basic safety rules including:

- Arrive on time and wait for the transport in a safe place
- Do not rush towards the transport when it arrives

- Wear your seatbelt and stay seated whilst travelling on transport
- Never tamper with any of the vehicle's equipment or driving controls
- Bags must not block aisles or cause obstructions
- Never attempt to get on or off the moving transport
- Never lean out of or throw things from the window of the transport
- Never get off a vehicle held up by traffic lights or in traffic
- Never kneel or stand on seats
- Never distract or disturb the driver or impede the driver's vision
- Stay clear of doors after boarding or leaving the transport
- After leaving the vehicle, always wait for it to move off before crossing the road with an adult
- If you feel unwell tell a teacher or supervisor.

## **INSURANCE**

**Academy Insurance Cover: Zurich**

**Policy No: KSC-242052-2743**

## **REGISTER**

A register of all children taking part in the visit should be left with the office staff.

## **DUTY OF CARE**

Green Lane Primary Academy recognises its 'Duty of Care' and statutory responsibilities for the Health, Safety and Welfare of participants, staff, voluntary assistants, providers and members of the public in connection with educational visits for which it is accountable.

In the drawing up of this policy regard has been paid to the latest versions of following document:

**DEPARTMENT FOR EDUCATION: HEALTH & SAFETY ADVICE ON RESPONSIBILITIES AND DUTIES OF SCHOOLS**

**Updated:** Nov 2018

# APPENDIX



## GREEN LANE PRIMARY ACADEMY



### APPLICATION FOR THE APPROVAL OF EDUCATIONAL VISITS BY HEAD TEACHER

Not all sections will be relevant to every proposed visit:

Class/Group: \_\_\_\_\_

Group Leader: \_\_\_\_\_

- The group leader should complete this form as soon as possible once the preparations are complete.
- The group leader should have already received approval of the proposed visit in principle and should have regularly updated the head teacher on the progress of the preparations.
- The group leader should fully inform parents about; the visit, the arrangements, any costs involved and obtain parental consent.
- When approval is given, one copy should be retained by the Head Teacher and another by the group leader. The Head Teacher should be informed of any subsequent changes in planning, organisation or staffing.

<b>1. Purpose of visit and specific educational objectives:</b>
<b>2. Places to be visited:</b>
<b>3. Dates and times:</b>  Date of Departure: _____ Date of Return: _____

Time: _____	Time: _____		
<b>4. Transport arrangements:</b> include the name of the transport company:			
<b>5. Organising company/agency (if any)</b> Include licence reference number if the body is registered with the Adventure Activities Licensing Authority.  <b>Name:</b>  <b>Address:</b>  <b>Tel:</b>  <b>Licence No if registered:</b>			
<b>6. Proposed cost and financial arrangements:</b>			
<b>7. Insurance arrangements for all members of the proposed party, including voluntary helpers:</b> including the name of the insurance company:  <table border="1"><tr><td><b>Academy Insurance Cover: Zurich</b></td><td><b>Policy No: KSC-242052-2743</b></td></tr></table>		<b>Academy Insurance Cover: Zurich</b>	<b>Policy No: KSC-242052-2743</b>
<b>Academy Insurance Cover: Zurich</b>	<b>Policy No: KSC-242052-2743</b>		
<b>8. Details of the programme of activities</b>			

9.	Details of any hazardous activity and the associated planning, organisation and staffing:						
10.	Names, relevant experience, qualifications and specific responsibilities of staff accompanying the party:						
11.	Names, relevant experience, qualifications and specific responsibilities of other adults accompanying the party. All of whom have been risk assessed by the group leader.						
12.	Existing knowledge of places to be visited and whether an exploratory visit is intended.						
13.	<p>Size and composition of the group – in line with school policy.</p> <p>At least:</p> <table> <tr> <td>Foundation Stage</td> <td>1:5 / 1:6</td> </tr> <tr> <td>Y1 and Y2</td> <td>1:6-8</td> </tr> <tr> <td>Y3 – Y6</td> <td>1:10</td> </tr> </table>	Foundation Stage	1:5 / 1:6	Y1 and Y2	1:6-8	Y3 – Y6	1:10
Foundation Stage	1:5 / 1:6						
Y1 and Y2	1:6-8						
Y3 – Y6	1:10						

**Age Range:**  
**Adult to Pupil Ratio:**  
**Number of Boys:**  
**Number of Girls:**

**14. Information on parental consent:**

Please attach copy of the letter sent/ to send to parents

**15.Names of pupils with special educational or medical needs:**

**Group Leader**

**I have read and understood the following and communicated the information to all adults involved in the visit:**

- **Green Lane Generic Risk Assessment Guidance**
- **Risk Assessments provided by the organisation**

**Signed**

**Date**

**GREEN LANE PRIMARY ACADEMY**

**CONFIRMATION FROM HEAD TEACHER FOR VISIT TO GO AHEAD**

**To be completed by the Head Teacher**

**To the group leader:**

**I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given. Please ensure:**

- a. All relevant information including a final list of group members and a detailed itinerary are left in school before you depart.**
- b. Parental Consent is obtained for all children**
- c. Your report and evaluation of the visit including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**A copy of the completed application form and details of any subsequent changes will be saved on the network in Teachers/Education Visits/Risk Assessments. The copy will also be available to the governing body.**



## GREEN LANE PRIMARY ACADEMY

Head Teacher: Jackie Walsh B.Ed (Hons)  
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### PERMISSION FOR LOCAL VISITS/MINIBUS TRAVEL

Throughout your child's school life there will be times when, as part of the curriculum, she/he will be taken out of school on short walks/visits in the local area or short trips in the school mini-bus.

Examples of such walks are to St. Mary's Church or to the Art College, and minibuss trips to local sporting events. At all times children will be accompanied by the appropriate number of adults.

Please sign and return the form below in order that your child can participate in these events/occasions.

You will always be sent a separate letter and consent form for any visit where children will travel on a commercial coach, where special lunchtime arrangements need to be made, or when the visit will start or finish outside of school hours.

Yours sincerely

Jackie Walsh  
Head Teacher

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### PERMISSION FOR LOCAL VISITS/MINIBUS TRAVEL

I agree to my child.....being taken on local educational outings whilst a pupil at Green Lane Primary Academy.

Signed.....

Date.....