



**NEWHAM BRIDGE PRIMARY SCHOOL**

**EDUCATIONAL VISITS POLICY**

## **RATIONALE**

At Newham Bridge Primary School, 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 learning opportunities
- Develop personal and social skills
- Provide a positive contribution to the development of cross-curricular dimensions

Visits include:

- Walks around the local area (\* Local Learning Area)
- Local visits
- Half or full day visits which need transport
- Residential visits

## **PLANNING**

All visits must be approved in advance by the Headteacher. Group leaders should complete paperwork for the electronic evolve system 2 weeks prior to the trip/visit.

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, including visits abroad, involve greater risks. Advice should be obtained as early as possible from the Headteacher, the Trust and from the Local Authority.

## EXPLORATORY VISIT

An exploratory visit where possible 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:

- To ensure at first hand that the venue will suitably meet the aims and objectives of the school visit
- Obtain advice from the manager
- Assess potential areas and levels of risk, source a risk assessment.
- 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 there.

## RISK ASSESSMENT

The group leader should complete a risk assessment on the evolve system.

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 person carrying out the risk assessment should record it and give copies to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks. The Headteacher should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.

Detailed advice on risk assessment can be obtained from the school's health and safety representative, the Headteacher or Educational Visits Co-ordinator.

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;
- the ratios of teachers and supervisory staff to pupils;
- 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 – eg. the coast, the hills, farms, rivers, etc. See the Headteacher for special guidance.

## **PREPARATION**

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

The school diary should be checked to make sure the date is free. Ring and book your venue then give the School Office the dates, venue (including address and telephone number), time of coach. A coach can then be booked.

Once the details of the visit have been confirmed then a letter to parents needs to be drafted using the school's letterhead. This should be checked by the Headteacher or Deputy Headteacher before it is typed and reproduced.

The letter should include details of:

- Venue
- Date
- Departure and arrival times

- What to wear
- What to take
- Packed lunches – no fizzy drinks or glass bottles
- Pocket money (if applicable)
- Cost, including a statement about voluntary contributions  
All visits are subsidised by the school. The school contributes a proportion of the whole visit cost per pupil irrespective of socio-economic status. \*\*\*\*
- A clear reply slip giving 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 children's visit.

The school operates a cashless system and contributions are monitored by the school office. Every effort must be made to collect the voluntary contributions, but no child should be left at school because their family cannot pay. It is acceptable however, to leave children with severe behavioural problems at school. This is for safety reasons. This should be confirmed with the Headteacher or Deputy Headteacher.

A copy of the letter to parents MUST be sent and filed in the school office.

## **GROUP LEADER**

One teacher, 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. The group leader should have been appointed or approved by the Headteacher. The group leader should:

- obtain the Headteacher's prior agreement before any off-site visit takes place;
- follow Trust, LA and/or governing body regulations, guidelines and policies;
- appoint a deputy;
- 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 issues;
- ensure that adequate first-aid provision will be available;
- undertake and complete a comprehensive risk assessment; - evolve documents

- review regularly undertaken visits/activities and advise Headteacher where adjustments may be necessary;
- ensure that teachers and other supervisors, including parents, 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;
- 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, classroom assistants, etc., on school-led visits act as employees of the Trust whether the visit takes place within normal hours or outside those hours, by agreement with the Headteacher.

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, 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**

Non-teacher employee adults on the visit should be clear about their roles and responsibilities during the visit.

Other adults acting as supervisors must:

- do their best to ensure the health and safety of everyone in the group;

- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

## **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;
- dress and behave sensibly and responsibly;
- 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. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

## **ITINERARY**

A detailed itinerary needs to be planned for the whole visit. This should include:

- times;
- places, with phone number in case of emergency, details of disabled facilities and access if appropriate;
- activities;
- groups;
- supervision;
- **What to take:**
- first aid kit, any medication specific children need, for example for asthma; diabetes
- emergency contact list;

- sick bucket, paper towels, plastic bags, etc;
- any resources or equipment needed;
- cheque(s) to pay for costs though invoices direct to school are preferred.

## **COSTS**

The amount the children pay needs to cover the whole cost of the visit including transport, admission fees, insurance, educational packs, adult helpers etc. Allowance should be made for reasonable absence and pupils who may not wish to go on the visit. If the budget allows, educational visits may be subsidised by the school.

## **CHILD – ADULT RATIOS**

Ratio of children to adults should be at least...

- 2 - 3 years - one **adult** to four **children**.
- 4 - 8 years - one **adult** to six **children**.
- 9 - 12 years - one **adult** to eight **children**.

The number of adults needed will depend on the nature of the visit and the amount of supervision needed.

## **POCKET MONEY**

Pocket money is at the discretion of the group leader. Information on this, if appropriate, should be given to parents in the letter about the visit, including the responsibility for looking after pocket money.

## **HEAD COUNTS**

Whatever the length and nature of the visit, regular head counting of pupils should take place, particularly before leaving any venue. All supervisors should carry a list of all pupils and adults involved in the visit at all times. Pupils, particularly in school years 1 to 3, should be easily identifiable, especially if the visit is to a densely populated area. School uniform can help identify group members more easily. Pupils should not wear name badges. The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

## **REMOTE SUPERVISION**

The aim of visits for older pupils may be to encourage independence and investigative skills, and some of the time on visits such as trips abroad and fieldwork may be unsupervised. The group leader should establish during the planning stage of the visit whether the pupils are competent in remote supervision and should ensure parents have agreed this part of the visit. The group leader remains responsible for pupils even when not in direct contact with them.

Parents should be told, before the visit, whether any form of remote supervision will take place.

## LOCAL LEARNING AREA VISITS

### Boundaries

The boundaries of the locality are shown on the attached map. This includes the following frequently used venues eg

- Outwood Academy Acklam
- Sandy Flatts
- Green Lane Primary School
- Middlesbrough Little Theatre
- Acklam Library
- Saltersgill Shops
- Acklam Grange Secondary

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area by inputting visits on EVOLVE using the Local Area option, provided they follow the below Operating Procedure.

### Operating Procedure for visits to the Local Learning Area

The following are potentially significant issues/hazard within our extended locality:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish etc) **Local issue: drug needles would be a 'no-go' but we have a responsibility to educate pupils in how to deal with the issue, should they encounter it**

These are managed by a combination of the following:

- The Head must give verbal approval before the group leaves
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults. Adult- pupil ratios to be observed.
- Staff are familiar with the area, including any 'no go areas', and have practiced group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will provide the school office with, a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile will be taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- When crossing roads, designated crossings must be used, where possible.  
Eg, zebra/toucan/puffin crossing



## **TRANSPORT**

Transport outside the urban area of Middlesbrough and Stockton should always have seat belts in good working order.

Pupils using transport on a visit 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;
- If you have to cross roads to get to the transport, cross under supervision.
- If you feel unwell tell a teacher or supervisor.

## **INSURANCE**

Insurance is needed for all visits needing transport. This is to be costed as part of the visit. The school secretary will arrange this and give details of costs involved.

## **REGISTER**

For residential visits, extra information, contact addresses, etc., is needed.

For other school visits, the Headteacher needs to know which pupils/adults are on the visit. This may be recorded as – eg. all of class x except .....

**Educational Visit Policy: Revised Sept**

**Review date: Sept**

**Table of Amendments:**

This table only summarises significant changes. Typos and date changes are not listed.

Section no.	Page no.	Amendment
		Addition of Local Area Visits to the policy