



ST. GEORGE'S CATHOLIC PRIMARY SCHOOL & NURSERY

Educational Visits Policy

Reasons for visits

Here at St George's we acknowledge the great value of educational visits and the role they have in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at St George's. Ideally visits will support the work in the classroom and should be as often as practically possible. Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines.

Visits and curriculum links

All educational visits and activities support and enrich the work we do in school. Some visits relate directly to areas of learning for individual pupils, whilst others relate to all our children.

The Educational Visits Co-ordinator (EVC)

- is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- should ensure that the aims of the visit are commensurate with the needs of the pupils.

- should ensure the suitability of all staff appointed to the visit.
- should ensure that the visit leader fully understands his/her responsibilities.
- should implement effective emergency contact arrangements.
- should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- should have a system in place to record, audit and monitor school off-site visits.

Assessment of Risk

‘Risk assessment’ is a careful examination of what could cause harm to pupils/participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low). In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

Travel arrangements should be included in the risk assessment. If travel is by coach or minibus, all pupils/participants must wear a seat belt. If a minibus is being utilised the driver must have the appropriate LA driving permit / minibus licence.

Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as ‘Acknowledgement of Risk’). The letter to parents should therefore give full detail of the visit, the reason for the visit

(educational aims), supervision arrangements and the transport arrangements. The letter should also state the cost of the visit per child: parents/carers are to pay for visits via School Spider.

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the mobile phone number of the staff nominated as “home” contact must be with the leader at all times.

Ratios

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation (if applicable).
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover

The following are regarded as the minimum ratio acceptable on any visit:-

1 adult for every 6 pupils in Years 1 – 3. (Under fives in the Early Years Foundation Stage should have a higher ratio).

1 adult for every 10 pupils in Years 4 – 6.

Procedure on the day:

- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (inhalers etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.

- Take all permission slips with you on the trip.
- Organise the children into groups. Each adult should take responsibility for a small group of children but 2 adults and their groups should stay together.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick-up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency. Never label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.
- All children and adults should wear high visibility vests.

On the minibus bus/coach:

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus.
- The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.
- Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must NEVER step into the road until given permission by an adult.

Residential Activities At St George's

Children in Year 5 & 6 have the opportunity to take part in a residential visit. This activity takes place during term-time. The residential visit enables children to take part in outdoor activities and environmental studies. We undertake this visit only with the permission of the Local Authority and follow the LA Guidance in the organisation of the visit. Any specialist activities are undertaken with qualified instructors.

Educational visits action plan

