



Brinsley Primary and Nursery School

School Policy for

Educational Visits

Updated: January 2018

Review: January 2019

Educational Visits Policy

This policy is written in accordance with Nottinghamshire County Council's Visits Policy and Guidance 2015. It is essential that Governors, Head teacher, Educational Visits Coordinator and the Visit Leaders are familiar with the contents of this policy and Nottinghamshire County Council guidance before planning excursions.

Policy Statement

The Governors and Head Teacher of Brinsley Primary School accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that participants are kept safe whilst on visits and journeys away from their normal place of attendance.

Statement of Safety Policy

At Brinsley Primary school we aim to provide each pupil with the opportunity to experience a range of visits, journeys and experiences outside of the school setting. We recognise the importance of off-site activities to all of our children and how they provide an opportunity to promote learning and development and enhance the curriculum, extending and supporting class based work. We aim to offer activities that benefit our children educationally, widening their knowledge and understanding of the world, whilst developing and encouraging investigative and independence skills.

As part of their responsibilities the Governors, Head Teacher and all school staff, will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from school whether provided by school or a contracted provider.

Statement of safety organisation

Organisation and responsibilities

Responsibility for all visits rests with the Governing Body and Head Teacher within individual schools. The respective roles of each are outlined within Nottinghamshire County Council's Visits Guidance for Children and Young People.

Governing Body

Governors must ensure that all visits are properly planned and the necessary approval obtained before a visit takes place.

Governors may wish to see an outline of all or specified planned visits before they take place or may delegate this to the Head Teacher.

The person named below will oversee and monitor this policy.

Charlotte Harris

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The Head Teacher will report to the above person outlining visits planned and the results of reviews undertaken where appropriate for further consideration at suitable meetings.

Head Teacher

The Head Teacher will be responsible for ensuring that all visits are planned, organised, controlled, monitored and reviewed in accordance to Nottinghamshire County Council guidance documents and relevant regulations.

They must authorise all visits and where applicable seek the approval of the Local Authority for Category C events. (Residential visits, visits requiring specific competency to deliver or more hazardous events.)

The Head Teacher will confirm the qualifications, training records and experience of the Group Leader who will lead the specific visit and the supporting staff, and will approve these people as suitable to lead/supervise the visit/s.

The Head Teacher will agree, with a named Educational Visit Coordinator (EVC), the duties delegated to the EVC, or in absence of the EVC, fulfil this function themselves.

Visit Coordinator (VC)

The Educational Visit Coordinator is: Karen Williams

They will undertake duties as agreed between themselves and the Head Teacher. (Reference to common duties and responsibilities should be made contained within Nottinghamshire County Council's Visits Guidance).

The EVC will be conversant with Nottinghamshire County Council's Visits Guidance as well as existing good practice, issued by Government Departments, National Governing Bodies and national interest groups (available as downloadable documents or hyperlinks within Nottinghamshire County Council's EVOLVE system).

Visit Leader

The Visit Leader should be conversant with Nottinghamshire County Council's Visits Guidance, service specific guidance and corporate policy and will comply with these requirements.

The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip to ensure that any activities or events that may place staff or other participants at significant risk are assessed and that safety measures are in place prior to the trip taking place.

The Visit Leader will ensure that all parents of children on their trip are provided with all required information, which may include risk assessment information, and that any questions raised are answered prior to the trip taking place. This may include a meeting for parents/carers prior to a visit, particularly a residential.

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They will ensure that any supporting staff (or if applicable other supporting adults) are given copies of the specific risk assessment and any other useful visit information such as an itinerary.

The Visit Leader named for each visit will have overall responsibility for that visit whilst it is underway.

The Visit Leader will be fully familiar with emergency procedures and contact numbers.

Supporting staff

All staff assisting with supervision on any trip will be conversant with the Nottinghamshire County Council's Visits Guidance and the specific risk assessment/s for that event. (The Visit Leader will be responsible for passing this and any other useful visit information on to supporting staff)

All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified; they are brought to the attention of the Visit Leader.

Staff will feed back information to the Visit Leader to enable a full review of the trip to be completed.

Transporting

A visit leader will have a list of children taking part in the visit and how they are being transported. Where children are being transported in cars, the adult who is taking them and the names of children will be listed on the specific risk assessment (SRA) for the visit and left in the office.

Minibuses: If children are being transported on a minibus, at least one adult accompanying the pupils must be first aid trained and seatbelts must be worn at all times. Booster seats are not required in minibuses.

Coaches: Coaches should not be booked for visits if they do not have seatbelts. Visit leaders should ensure that all children are wearing a working seatbelt before departing.

Cars:

- A child can be transported alone, by their own parent/carer or other family member.
- A child can be transported by another adult if an arrangement has been made by the child's parent/carer outside of school.
- If school have asked another parent/carer to transport children other than their own, then they are required to complete a 'Volunteer driver form', which are kept centrally in the office. This form requires the volunteer to ensure that they hold a current driving licence, that their vehicle is

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roadworthy in all respects and that their insurance covers them to transport other children. This is generally classed as 'Business insurance' by insurance companies. Volunteer drivers should always transport more than one child.

- Staff can transport children, however the above mentioned 'Volunteer driver form' must be completed and staff must always transport more than one child.
- Insurance details will be checked by the office and these will be recorded centrally and will need to be updated accordingly once expired.
- Written permission will be required from a parent/carer for their child to be transported in the front passenger seat of a car.
- Children's height will be measured before deciding if they require a booster seat. Visit leaders must ensure that parents/carers bring their child's seat from home, where possible.
- New regulations regarding booster seats came into force in December 2016, relating only to **new** seats being sold. We will however where possible follow the new guidelines where children are being transported by staff.

We will therefore ensure that:

- Children less than 125cm and weighing less than 22kg will travel in a high back booster seat.
- Children between 125cm and 135cm or up to 12 years old (whichever comes first) will travel in a backless booster seat.

Up-to-date information regarding booster seats can be found at:

<https://www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-booster-seat>

First Aiders

A first aider should be present during all visits (unless otherwise authorised by the Head Teacher) and wherever possible should not be given responsibility for a group of pupils, unless there are other first aiders present or the Head Teacher decides the visit is low risk. The named first aider will be responsible for ensuring that a full first aid kit is taken on the visit. They must also ensure that any pupil requiring medication, for example an inhaler for asthma, has access to this when necessary, and that this medication is kept away from other pupils.

Wherever possible, a paediatric trained first aider should be present on visits that include children 7 and under.

Equal opportunities

All activities should be inclusive for all children irrespective of needs, ethnicity, gender, religion or wealth.

Finance

When an activity is being planned, the financial implications should be discussed with the Head Teacher and the voluntary contributions agreed. Contribution suggestions cannot be made for more than is needed to carry out the activity. The office staff need to be made aware of the cost details of the activity and a class collection sheet will be kept to monitor the collections of contributions.

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A letter sent out to parents/carers needs to state that although the contribution is voluntary, if enough contributions are not made the activity may not go ahead. When necessary parents/carers need to be made aware that a payment scheme is available.

Insurance

The school is covered by the Nottinghamshire County Council Insurance.

Arrangements

It is especially important that staff use the most up to date guidance when planning and executing visits away from their normal place of work. The online visit planning and approval system (EVOLVE) has been developed to facilitate this and is regularly updated. Visit leaders are responsible for ensuring that they are using the most up-to-date risk assessment templates.

School must use this system.

It is not necessary to upload a generic risk assessments (GRA's) onto EVOLVE for visits. These must however be numbered in the 'Programme/Risk assessment' section on the visit overview sheet. (GRA 1 and 2 MUST always be shown.) These do however need to be completed for each visit and need to be available to view if required by the EV, Head Teacher or LA. They must be read by the relevant supporting staff and adhered to. It is however vital that a specific risk assessment is uploaded as an attachment to the visit overview sheet.

Ratios

The minimum adult : pupil ratio is as shown below:

Foundation stage	1 : 2 minimum
Reception	1 : 4 minimum
Years 1 – 3	1 : 6 minimum
Years 4 – 6	1 : 15 minimum
Residential	1 : 12 minimum
Adventurous activities	1 : 10 minimum
Visits abroad	1 : 10 minimum
When using public transport	1 : 12 minimum

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Visit Categories

Nottinghamshire County Council identifies 3 categories of visits within its Visits Guidance for Children and Young People, which require differing levels of approval:

Category A – Locally Approved Visits

All such events will be approved by the Head Teacher and managed in school by adherence to Nottinghamshire County Council visits guidance and the school specific operating procedures set out below.

These types of visits are routine and local to school. We will gain parental permission annually for local visits, however parents/carers will be notified that their child will be attending a visit of this type, when and where the visit is taking place. Where visits begin or end after school hours (for example a school sports match), then parents/carers will be provided with more detailed information about times and transport arrangements, and will be required to provide a contact number in case of an emergency.

These types of visit generally do not need to be entered onto the EVOLVE system. (Please check with Karen Williams for details.) For these visits, a specific risk assessment, that includes any necessary other risk assessments, has been created and stored on EVOLVE. (To access these go to 'Resources' then 'Establishment Docs'). These can be opened, edited with specific information about the numbers of participants and visit dates, and printed out for approval by the Head Teacher. These will be updated annually by Karen Williams.

A specific risk assessment for Category A visits **MUST** be given to the EVC **at least 5 days prior to the visit**. This will ensure that the Head Teacher and EVC have time to check and approve them.

Category B - Service Approved Visits

Visits not normally forming part of your regular work, such as all day excursions or trips.

All such events will be processed via the EVOLVE system, approved by the Head Teacher and managed by adherence to Nottinghamshire County Council visits guidance and school-specific operating procedures.

All Category B visits **MUST** be submitted on EVOLVE, ready for approval **at least 5 days prior to the visit**. This will ensure that the Head Teacher and EVC have time to check and approve them.

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Category C Service & Local Authority Approved Visits

Residential visits, visits requiring specific competency to deliver or more hazardous events.

All such events will be processed via the EVOLVE system, approved by the Head Teacher and be delivered when school is in receipt of Local Authority approval.

Where the school uses external providers for activity provision, suitable assurance must be sought by school to ensure that they are suitable and appropriate for use.

In these cases, all external provider risk assessments **MUST** be available for the Governors, Head Teacher, EVC or LA to view if needed.

All Category C visits **MUST** be submitted on EVOLVE, ready for approval **at least 5 weeks prior to the visit**. This will ensure that the Head Teacher and VC have time to check and approve them, before submitting them to the LA for approval.

This policy will be reviewed annually.

Date of review: Spring term 2019

Signed Chair of Governors: L. Berry

Signed Head Teacher: E. Haywood

Signed EVC: K. Williams

Date: January 2018