



Merryhills Primary School

Educational Visits Policy

It is our aim at Merryhills Primary to offer children a rich, broad and balanced curriculum. We believe that the curriculum can be enhanced through the provision of educational visits to a variety of places. Over the school year every class will be involved in at least two educational visits to support the curriculum.

All the staff at Merryhills will follow the guidance for organising educational visits 'Requirements for Educational Visits' issued by the LEA. A copy is kept centrally in the staff room for reference. This document contains advice and procedures for Enfield schools, and is linked with the DFES publication 'Health and Safety of Pupils on Educational Visits' 1998 and supplements issued since.

This purpose of this policy is to clarify details and give further guidance to staff and governors.

Our priority is to ensure wherever possible that all visits will be **'safe, educational and enjoyable'**.

The following generic rules will always apply:

- No child will be allowed on an external trip without parental consent.
- When coaches are used to transport pupils only reputable companies will be employed and coaches will have seatbelts.
- When public transport is used it will be arranged according to TFL guidelines and procedures.
- Merryhills conforms with the new 'Child restraint law' implemented in September 2006.
- Someone who has a working knowledge of first aid will accompany all visits and an appropriate first aid kit will be carried with any required medication.
- Children whose behaviour could jeopardise the safety of the other pupils will be excluded from any educational visit by the Headteacher. Parents or carers will be fully consulted in these circumstances.

Educational Visits Coordinator

There will be a nominated Educational Visits Coordinator (EVC) on the school staff. This will be someone who is very experienced in leading and organising school trips. Their role will be:

- To attend all LEA training for EVCs.
- To feed back current information to all staff and governors.
- To produce and update an Educational Visits' Policy.
- To ensure that LEA guidance is readily accessible to all staff.
- To inform the LEA of residential visits.

All trips organised by the school must be approved by the Headteacher, Assistant Headteacher(s) or the EVC.

Organising an Educational Visit

Every visit should have a nominated group leader; this may not be the most senior member of staff but the person with the appropriate experience for the trip.

When visiting a venue for the first time a pre visit will be made by the class teachers to ensure smooth organisation. For repeated visit the details will be checked annually with the venue to ensure that details such as, lunch provision, toilets, adult supervision etc remains the same.

Activities defined as 'adventurous' will always be lead by a qualified instructor, such as Gilwell Park in Year 4 and Kingswood in Year 6. All other visits should fall into the category of 'no significant risk'.

It is the Assistant EVC's responsibility to:

- Liaise with the venue and be as informed as possible about the visit.
- Carry out all administration duties in connection with the trip.
- Check that the venue has up to date risk assessments for activities.
- Write a letter to parents outlining all the events happening on the visit, dates, times, lunch arrangements, appropriate clothing requirements, activities, risk assessments in place so that they are fully informed.
- A mobile number for contacting trip members should be recorded on the risk assessment and a copy left at school.
- To ensure that all parental consent forms have been returned.
- To ensure the correct adult/pupil ratio for their visit.
- That the Adult Volunteer Escort form be completed in all cases.
- If parents of staff are transporting pupils form EV6 to be completed.

It is the Group Leaders responsibility to:

- Ensure a full risk assessment has been carried out.
- Ensure that parental consent has been obtained prior to the trip.

If parents have not given their consent to an activity, for example, use of an adventure playground, the group leader must not allow pupils to take part in it.

- To be familiar with the document 'A Handbook for Group Leaders' DFES 2002.
- Ensure the risk assessment is photocopied and given to all adults involved in the visit.
- To check that helpers have read the relevant risk assessments.
- To carry out on-going risk assessment throughout the visit.
- To have a 'plan B' for alternatives if events do not turn out as planned.
- Make decisions whilst on the trip and contact the school if any problems occur.
- Ensure that any appropriate medication is taken on the trip.
- To organise the correct adult to pupil ratio for their visit.
- To organise children into manageable groups.
- To brief any parents helping as to their role and responsibilities on the trip.

- To speak to all the children in their care about expected behaviour, risks and safety.
- To maintain good discipline during the trip
- Ensure that pupils are supervised at all times during the visit.
- Carry a register of children's names and conduct frequent head counts.
- At all times be aware of the children's safety.

The importance of good behaviour during visits will be emphasised with the children for their own safety. Children who misbehave may be excluded from further trips. This will also be outlined to parents as part of the Home/School Agreement.

Staffing, Ratios and Supervision

- No teacher/adult should take children out of school unaccompanied.
- Where possible a male helper should accompany the trip to assist with visits to the toilets for the boys.
- A parent helper may be in charge of a group containing their child, however they must be made aware of relevant procedures when signing the Adult Volunteer Escort form.

Teacher (Adult)/Pupil Ratios

Our policy for adult/pupil ratio is well within the guidelines stipulated by the Local Authority. Teaching staff leading visits are encouraged not to take responsibility for a specific group, but to have a floating supervisory role – this is not always possible due to limited numbers of adult support. The general guidelines for ratios we use as a school are:

- Foundation Stage. 1:6 however as a rule we would aim for 1:4.
- Key Stage 1. 1:6.
- Key Stage 2. 1:8.

Insurance

Insurance cover for staff and pupils is automatically included for all schools by the LEA.

Emergency Procedures

In the event of an emergency occurring during an educational visit the group leader will telephone the school immediately to speak to the Headteacher, or if unavailable, the Assistant Headteacher(s) for advice. The school must be kept informed at all times. If the leader is unable to contact the school, they should telephone Enfield Civic Centre, Borough Control Centre on 0208 379 4446. This line is open on a 24-hour basis and the number should be taken on every visit.

If an accident occurs and a child has to be taken to hospital during a visit, the child must be accompanied by an adult. Every effort will be made by the school to contact the child's parents; however in an emergency situation the school has duty of care over the child and can make medical decisions. In such a case the safety of the rest of the children must not be compromised through a reduced

number of supervising adults. Therefore the group leader, after discussion with the school, needs to make the decision whether to terminate the visit.

If for any reason the return time is going to be later than the advised time, the group leader should inform the school who will contact parents with up to date information.

See also:

Educational visit plan

Risk Assessment

EV6

All documents are available from the school office