



## **Bishops Lydeard Church School**

### **Educational visits policy**

#### **Review Due June 2024**

Purpose: To establish a clear and coherent structure for Bishops Lydeard Church School and Nursery for the planning and evaluation of off-site visits in order to manage and minimise risk ensuring the safety and health of all pupils, staff and volunteers at all times. Within these limits, we seek to make our visits available to all pupils and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school/working day.

All school staff are asked to read this policy (and all Health and Safety Policies) at the beginning of each school year.

#### **Rationale**

Teaching staff, governors and staff working with children and young people believe that off-site activities can supplement and enrich their education by providing experiences that would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

#### **On every trip**

You must phone school when you arrive and when leaving so that a text message can be sent to parents. Communication on all levels is important and vital.

#### **Trip leader (Teacher)**

If you are late returning to school you must contact the school straight away and keep in contact so that the school can keep parents informed. Communication is vital and your responsibility.

#### **Aims and objective of off-site and residential trips**

- To enhance curricular and recreational opportunities for pupils;
- To provide a wider range of experiences and activities for pupils than can be provided on the school site, or within the school day.
- To promote the independence of children as learners
- To enhance learning across a range of curriculum areas
- To give the children happy memorable experiences in their primary school years.

### Classification of external visits

Categories A and B visits and activities, Notification Approval and Endorsement clarification is available on the Outdoor Education and External

Visits: <http://oeapng.info/>.

#### (i) Local Walking Visits

During the school year children will visit different parts of Bishops Lydeard on foot. In EYFS these may take the form of regular or weekly welly walks; we also take children to the church at least once a term; children may do traffic surveys; visit local shops or the library.

#### Risk Assessments for Local (Walking) Visits

- The visit leader (teacher) should re-read the generic school Risk Assessment for local walking visits
- The visit leader (teacher) must complete a more detailed Risk Assessment (online EECLive) if additional activities (e.g. A visit to the post office) are planned.

#### Wherever we take children out on these local (walking) visits we ensure:

- The correct adult: child ratio (1:8 KS1 and 1:10 KS2) is maintained; additional adult support may be needed for specific children with more complex needs;
- Adults and children wear fluorescent jackets;
- A mobile phone is always taken;
- A first aid kit is always taken; A paediatric first aider always attends
- The school office know which class/group of children and which adults are off site (it should be written into the staff signing in and out book)
- And all aspects of risk are considered before the visit (e.g. where to cross the road safely). This will be written down and discussed with all adults.

We ask that parents sign the permission for these local, walking visits on the Pupil Information Form as their child starts at our school.

#### (ii) Category A Visits/Activities

(Local day, non-adventurous visits using a coach e.g. to Wells Cathedral, ASDA, Theatre, Bristol Museum, local National Trust Properties, Zoo etc.)

#### If a teacher wants to take their class on a trip they should:

Ask permission, and confirm date and timings, with the Headteacher

Put the visit date into the electronic school diary

Do a pre-visit and/or a substantial website check and phone call to the venue so the teacher has enough information to create a Risk Assessment.

The teacher then goes onto EECLive and completes a Risk Assessment for the venue at least 14 working days before the trip. There may already be a Risk Assessment for the venue they are visiting which can simply be updated and amended. The teacher should see EVC co-ordinator Tracey Fillingham if they have any problems.

The teacher should print out and sign the Risk Assessment for the venue and give it to the EVC co-ordinator and Head Teacher. It will be checked, signed and returned.

The Risk Assessment should include reference to, and provision for, children with SEN or medical needs.

The teacher checks and prints out a Risk Assessment for the coach journey (these are generic and already saved under 'transport' in EECLive). If the coach journey is different than our generic one (e.g. a stop at the services on the way to London) then a new one must be completed.

The teacher goes onto EECLive and completes an online External Visit Application at least 14 working days before the visit. This is automatically e-mailed to the EVC for endorsement. The EVC will check online and e-mail a reply to the teacher confirming all the paper is correct and in place.

Teachers must set up a trip file including all Risk Assessments, group lists, emergency contact numbers, medical information, details of venue etc. This must be seen and signed by the EVC.

The teacher must get confirmation (granted) before embarking on the trip.

### On the day of the trip

We advise that a trip meeting takes place before hand with all adults attending, however if this isn't possible then it is essential that all information is passed to the adults and understood prior to leaving on the day of the trip.

The teacher will take the permission slips with them (phone numbers of children will be on these)

The teacher will note any last-minute changes to groupings and alert EVC or Headteacher if these affect the Risk Assessment.

The correct adult: child ratio (1:8 KS1 and 1:10 KS2) is maintained, with additional support for specific children with complex needs, if required;

Adults and children wear fluorescent jackets when walking along roads or when required;

A mobile phone is always taken (School mobile or personal to use in case of emergency);

A first aid kit is always taken;

A paediatric first aider always attends

The school office know which class/group of children and which adults are off site (it should be written into the staff signing in and out book)

All aspects of risk are considered before the visit (e.g. where to cross the road safely). This will be written down and discussed with all adults.

Take all medication e.g. inhalers, EpiPens.

### (iii) Category B Visits/Activities

(These are residential or adventurous visits such as Kilve residential visits)

If a teacher wants to take their class on a residential or adventurous trip they should:

Ask permission, and confirm dates and timings, with the Head.

Put the visit date into the electronic school diary.

Do a pre-visit to the venue so the teacher has enough information to create a Risk Assessment

The teacher then goes onto EECLive and completes a Risk Assessment for the venue at least 1 month before the trip. There may be a Risk Assessment for the venue they are visiting which can be updated and amended. Details of the activities and leaders of adventurous activities must be included. The teacher should see EVC co-ordinator if they have any problems.

The teacher should print out and sign the Risk Assessment for the venue and give it to the EV co-ordinator, Tracey Fillingham and the Head Teacher. It will be checked, signed and returned.

The Risk Assessment should include reference to, and provision for, children with SEN or medical needs.

The teacher checks and prints out a Risk Assessment for the coach journey (these are generic and already saved under 'transport' in EECLive. If the coach journey is different to our generic one (e.g. a stop at services on the way to London) then a new one must be completed.

The teacher goes onto EECLive and completes an online External Visit Application at least 3 weeks before the visit. This is automatically e-mailed to the Local Authority for endorsement. The Local Authority checks online and e-mails a reply to the teacher confirming all the paper is correct and in place.

The teacher must get confirmation (granted) before embarking on the trip.

Teachers must set up a trip file including all Risk Assessments, group lists, emergency contact numbers, medical information, details of venue etc. This must be seen and signed by the EVC.

The teacher (visit leader) will print out and share the External Visit Application and the Risk Assessments with the Head all other adults going on the trip at least 72 hours before departure date.

#### On the day of the trip

The teacher will take the permission slips with them (phone numbers of children will be on these)

The teacher will note any last-minute changes to groupings and alert EVC or Headteacher if these affect the Risk Assessment.

The correct adult: child ratio (1:8 KS1 and 1:10 KS2) is maintained, with additional adult support for any children with complex needs;

Adults and children wear fluorescent jackets when walking along roads or when required;

A mobile phone is always taken (School and personal in case of emergency);

A first aid kit is always taken; a paediatric first aider always attends.

The school office know which class/group of children and which adults are off site (it should be written into the staff signing in and out book).

All aspects of risk are considered before the visit (e.g. where to cross the road safely). This will be written down and discussed with all adults.

Take all medication e.g. inhalers, EpiPens.

### Approval for External Visits:

Approval for Category A visits and activities has been delegated by the Governing Body to the Headteacher and the EVC.

The Risk Assessment will be signed by the teacher completing it and the EVC/Head teacher.

The External Visit Application will be signed by the teacher and the EVC and Headteacher.

Approval for Category B visits and activities should be undertaken jointly by the EVC lead and Head Teacher.

The Risk Assessment will be signed by the teacher completing it, the EVC and the Head Teacher.

The External Visit Application will be signed by the teacher and approved online by the EVC with liaison from the Head Teacher.

### First Aid:

It is the responsibility of the trip organiser (lead teacher) to ensure that there is at least one first aider attending. If this is a KS1 trip this first aider should be paediatric first aid trained.

One first aid kit per class must always be taken on the trip (2 per year group).

### Transport

Risk Assessments must be carried out for the mode of transport. When hiring a coach or minibus, only use companies that have been endorsed by Transporting Somerset.

If using a self-drive minibus whether, owned, leased or hired, drivers must have received training within the last four years through Transporting Somerset. Please contact the Drive Training Coordinator on 01823 358133 for further information.

If using staff vehicles, ensure that Driver Risk Assessment F14a has been completed before visit.

### Communication with parents

The parents of young people taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities.

Parental consent is given for Local Walking Visits via the Pupil Information Form.

### Further Health and Safety Considerations

Adults accompanying the group(s) on the visit/activity should be informed of emergency procedures by the Visit Leader and have an emergency telephone number – normally the school number, but for activities extending beyond the normal school day, that of the designated emergency contact.

The school office will be aware of which classes are out of school on a trip. If a child is left behind (child late to school and coach left) then they will be registered as being on site and arrangements will be made for them to be with another class.

The Visit Leader should be familiar with pupils' medical details and needs.

If it is felt that the behaviour of individual pupils may compromise the safety or others, the Visit Leader should discuss with the Headteacher measures to enable the pupil to take part.

An individual safety plan supporting extra supervision may be appropriate.

### Payment for trips

Parents will be asked for a voluntary contribution towards the cost of the trip. If a child is in receipt of FSM (Free School Meals) parents will be asked for a 50% contribution. Class teachers are asked to write a letter to all parents outlining the trip focus, cost, date and non-attendance procedure.

However, this letter will be altered for families in receipt of FSM.

In the event the trip has to be cancelled parents will be reimbursed the cost paid.

If a child is unwell / unable to attend and payment has been made a 50% refund will be given to parents.

Parents are asked to use ParentPay, an online system to alleviate the amount of money on site.

### Monitoring and review

This policy is monitored by the appropriate committee of the Governing Committee and will be reviewed annually.