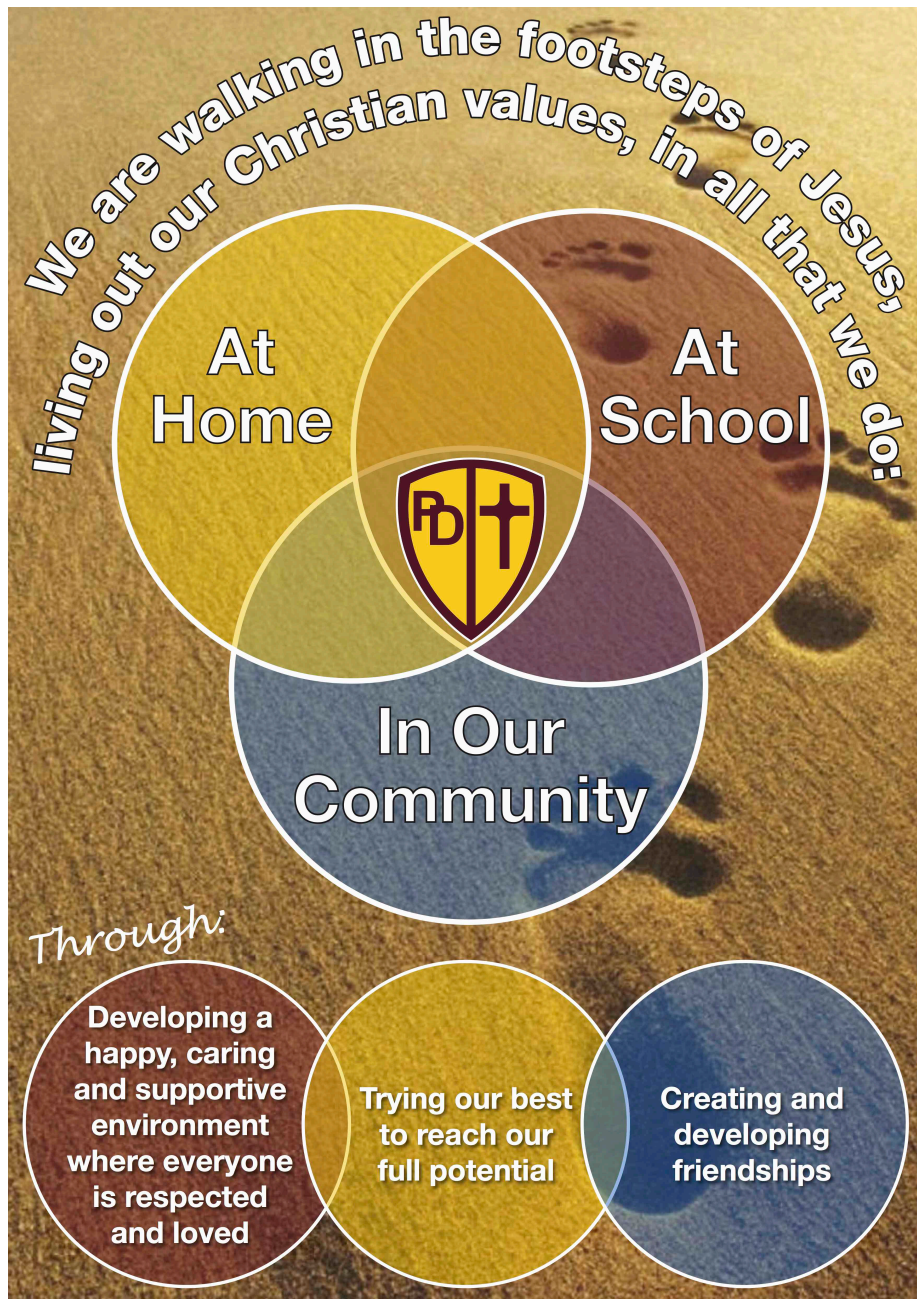


Parbold Douglas Church of England Academy

*Christo et Doctrinae
For Christ and Learning*



*Educational Visits Policy
REVIEW DATE: 2017*

EDUCATIONAL VISITS POLICY

SECTION 1

PDA ACADEMY STATEMENT OF POLICY

This Educational Visits Policy is produced for sole use within Parbold Douglas CE Academy.

It supplements the guidance published by the Department for Education (DfE) and the Health and Safety Executive (HSE) in June 2011, which the academy has formally adopted, through the Governing Body. Links to these documents are given below.

<http://media.education.gov.uk/assets/files/pdf/d/departamental%20advice%20on%20health%20and%20safety%20for%20academys.pdf>

<http://www.hse.gov.uk/services/education/academy-trips.pdf>

Further Academy procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

The Academy has a strong commitment to the added value of learning beyond the statutory Academy day and beyond the Academy premises.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the academy:

- Out of hours Clubs (music, drama, art, science, sport (including Academy teams), homework etc)
- Regular nearby visits (libraries, shops, parks, place of worship)
- Day visits for particular year groups (Zoo, seaside, farms)
- Residential Visits
- Overseas visits
- Adventure Activities, which might be classed as higher risk.

SECTION 2 - ARRANGEMENTS

2.1 Aims and purposes of Educational Visits

Each year the Academy will arrange a number of activities that take place off the Academy site and/or out of Academy hours, which support the aims of the Academy. The range of activities are communicated to parents along with the criteria by which students are able to access them and the methods by which parents will be notified and asked for their consent.

Within each curricular programme of work the teachers plan educational visits and activities that support the students' learning. We plan activities in advance and inform parents of these in due course.

2.2 Approval Procedure and Consent

The Principal has nominated Mr David Jones as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the EVC and has nominated the Chair of the Governing Body as signatory on behalf of the governing body.

Before a visit is advertised to parents the EVC and/or Principal must approve the initial plan. The EVC will also approve the completed plan and risk assessments for the visit at a later date.

An exploratory visit must be made to the planned venue. If this is not practicable alternative arrangements will be made to gain as much knowledge of the site as possible by liaising with officials at the site or seeking advice from colleagues who have made previous visits. Site officials will be asked for copies of specific site risk assessments.

Where external contractors are involved in organising all or part of the visit the contract will be made with the Academy on behalf of the students. All payments for the visit will be made through the Academy accounts.

Parents will be asked to sign a general consent form when their child enters the Academy. This covers participation in: out of hour's clubs, academy teams and nearby visits, residential visits and adventure activities. Parents will be told in advance of each activity and given the opportunity to withdraw their child from a particular activity or trip. They will also be given the timetable for the activities that pupils are involved in and will be informed by letter and/or text through their son/daughter if an activity has to be cancelled.

Parents will be fully informed of the activities and arrangements for each visit and for all residential visits they will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The Academy has separate policies for 'Charging and Remissions' and 'Diversity' which applies to all educational visits.

A copy of the general consent form is at Appendix 2.

2.3 Staffing

The Academy recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on an Academy visit.

The EVC and group leaders must familiarise themselves with this policy.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing students' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the Academy will ensure that CRB screening is available for volunteer adults assisting with educational activities and visits.

The Academy does not support additional people accompanying educational visits who are not students at the Academy or part of the agreed staff complement. This may include family members accompanying visits if the SLT is not satisfied that there is an educational benefit for the students.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

2.4 The expectations of Students and Parents

The Academy has a clear code of conduct for Academy visits based on the Academy 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a student prior to or during the visit if such conduct places a child or children at risk and would have led to a temporary exclusion from academy.

2.5 Emergency Procedures

The Academy will appoint a member of the SMT as the emergency contact for each visit. All major incidents should immediately be relayed to the Academy office, the office will relay the problem to the SMT, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all students and accompanying adults on the visit with the emergency contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the Academy Critical Incidents Policy.

All incidents and accidents occurring on a visit will be reported back through the Academy reporting systems.

The Academy will have emergency funding available to support the Group Leader in an emergency.

2.6 Evaluation

All visits will be evaluated by the Group Leader with the EVC. A termly summary of all visits will be made to the Governing Body.

The EVC will ensure that any risk assessments prepared for the trip are dated as having

been evaluated and/or modified following the visit.

The Academy should state the implication for parents (associated costs, collection of child) as part of the signed agreements from parents.

The Principal will need to decide the limitations of such a system but group leaders should be reassured in advance.

3.1 Guidance for Group Leaders. (see Appendix 1)

Group leaders should be selected by the Principal and be given overall responsibility for the preparation, supervision and conduct of the visit. They should be of sufficient seniority to direct other accompanying staff.

The Group Leader must ensure that:

- The Academy policies and guidelines are followed.
- All required paperwork is submitted to the Principal and EVC for approval before the visit goes ahead.
- All accompanying staff are thoroughly briefed and clear about their specific duties and responsibilities.
- They are suitably competent to instruct/supervise students in any planned activity.
- They are familiar with the visit location and centre.
- They understand child protection issues.
- They allow sufficient time to undertake the planning and organization of the trip.
- They undertake and complete a comprehensive risk assessment.
- They adequately brief colleagues, parents and students.
- They obtain sufficient information about the students to assess their suitability for the visit and the planned activities.
- That they ensure all accompanying staff are briefed on students' medical and special educational needs.
- They organise suitable and sufficient supervision proportionate to the numbers, ages and abilities of the group and the planned activities.
- They have sufficient competence and confidence to assess risks as they change throughout the visit and to make a decision to stop activities if the risk becomes unacceptable.
- They have adequate emergency procedures in place that are known to all relevant parties.

3.2 Accompanying Staff and Volunteers must:

- Follow the instructions of the group leader
- Help to maintain control and discipline
- Be prepared to stop any activity if they feel the risk to health and safety is unacceptable.
- Not be left in sole charge of students except where it has been previously agreed as part of the risk assessment.
- Inform the group leader if concerned about the health and safety of students during the visit.

3.3 Supervision

Staffing ratios will vary according to the activity, age, group, location and resources. Ratios should not be finalised until the risk assessment is complete. Group leaders will also need to consider the needs of students with SEN and/or physical disabilities. Known behaviours, learning and physical needs should also be taken into account.

The DCSF and Ofsted make the following recommendations:

UK: One adult per 15 students, with a minimum of two adults. The group leader must be a qualified teacher or other approved person employed by the Academy. In mixed parties, one male and one female adult. This applies up to and including Year 11 students.

Volunteer Adults: At least half of the adults accompanying an educational visit should be staff based at the Academy (teachers or other members of staff). Organisers are encouraged to use other adults to meet (or exceed) the minimum staffing requirements. Any volunteer helpers should be properly briefed on their responsibilities and especially on safety procedures and must be CRB checked if volunteering regularly or on a residential visit.

Exchange Parties: Staff organising exchanges should send a list of host families to the Child Protection Co-coordinator for his/her information. This is to ensure that we do not place a visiting youngster in a home which is potentially unsuitable.

All groups must be led by a teacher.

Residential visits and adventure activities will require higher levels of supervision and all accompanying staff and volunteers must be CRB checked.

3.4 Risk Assessment

A common sense and proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments can be produced for lower risk, common activities (e.g. visit to a local museum) but the group leader must review and adapt these as necessary before undertaking the planned visit. For higher risk activities a full risk assessment must be undertaken before the visit. The risk assessment should identify the following:

- 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?

A copy of the 10 key points the HSE recommends considering is at Appendix 3.

If any adventure activities are to be undertaken the academy must check that the provider of these activities holds a licence as required by the Adventure Activities Licensing Regulations 2004.

Copies of the risk assessment should be given to all teachers/supervisors on the visit, with details of the measures they should take to avoid or reduce the risks.

A copy should also be given to the Principal and the EVC responsible for approving the visit

Risk assessment is not a one off exercise. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

3.5 Transport

When hiring buses and coaches it is essential that the company is reputable. Local Authorities can provide an up to date 'Approved Bus and Coach Operators List' to enable Academies to identify those operators who are able to provide vehicles and drivers to a minimum standard at all times.

The vehicle should be provided with seatbelts on all seats – with all seats forward facing, as the law requires for academy trips.

If parents' or teachers' private vehicles are used the vehicles must be roadworthy and adequately insured. Documentation must be checked by the Group Leader. All cars must be fitted with suitable child restraints. Parents must provide specific permission for their child to be transported in a private vehicle.

If public transport is used it is advisable to make party bookings in advance and ensure that the risk assessment adequately covers all potential hazards.

3.6 First Aid and Medical Needs

It is advisable that one member of the accompanying staff is first aid trained and is also able to provide any necessary support for students with medical needs e.g. use of epipen.

A travel first aid kit should be carried and also details of any students with medical needs.

3.7 Insurance

The Group leader must ensure adequate insurance is in place for all trips

SECTION 4 EMERGENCY PROCEDURES

4.1 Introduction

Despite good planning and organisation there may be accidents and emergencies which will require on the spot response by the group leaders. Adequate provision for minor first aid must be available when the party is 'in the field' and the leader should ensure that the levels of supervision are sufficient to allow the group to be split where necessary. A mobile phone is a useful aid.

Activity centres should have their own emergency procedures. Details of these must be obtained in advance of the visit and compared with the recommended framework below. If there is any doubt about the safety of the arrangements the trip should not take place.

4.2 Recommended Procedures:

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and safe.
- If there are injuries immediately establish their extent, so far as possible, and administer appropriate first aid.
- Establish the names of the injured and call whichever emergency services are required.
- Advise other party staff of the incident and that the emergency procedures are in operation.
- Ensure that an adult from the party accompanies the injured child/children to hospital.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to academy.
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all students and staff are accounted for;
- Control access to phones until contact is made with the Principal emergency contact point or designated senior member of staff and he or she has had time to contact those directly involved;

4.3 Give full details of the incident to the Principal or designated contact:

- Name;

- Nature, date and time of incident;
- Location of incident;
- Details of injuries;
- Names and telephone numbers of those involved;
- Action taken so far;
- Telephone number for further contact.

4.4 Serious Incidents

For serious incidents where the media may be involved, try to identify alternative telephone numbers at “home” and “off-site base” as other lines will quickly become jammed. It is not for the party leader or other party members to discuss matters with the media, procedures for this are given below. Under no circumstances should the name of any casualty be divulged to the media.

The Principal or designated senior staff member should arrange to contact parents/carers of those involved.

For a serious incident the Principal or designated senior staff member should contact parents of all party members. It is also his/her responsibility to act as a link between the group involved, the Chairman of Governors, Harris Federation and parents.

A member of the Senior staff will be designated as the point of contact for the media and all involved should direct questions and requests to this person. This person will liaise with the emergency services, possibly on site.

The party leader should write down, as soon as practicable, all relevant details while they are still fresh in the memory. Other staff members might also be asked to do so. A record should be kept of the names and addresses of any witnesses. Any associated equipment should be kept in its original condition.

- Legal liability should not be discussed or admitted.
- All accident forms should be completed as soon as possible and Insurers, the Health and Safety Executive should be informed as appropriate.

Appendix 1 - CHECKLIST FOR GROUP LEADER

Description of visit

Date completed:

Signature Principal / EVC:

(for approval)

ACTION TAKEN	NO	YES
<p>Outline visit plan approved by Principal / EVC</p> <p>Venue visited or others consulted</p> <p>Risk assessments completed and checked by Principal and EVC</p> <p>Parental consent forms completed</p> <p>Medical forms completed</p> <p>Insurances checked</p> <p>Staffing levels agreed (based on risk)</p> <p>Transport arranged</p> <p>Equipment sufficient and suitable</p> <p>First Aid arrangements in place</p> <p>Staff and volunteers briefed</p> <p>Parents briefed</p> <p>Participants briefed</p> <p>Emergency plan agreed</p> <p>Final plans approved by Principal and Governors</p>		

Appendix 2

CONSENT FORM FOR ACADEMY TRIPS AND OTHER OFF-SITE ACTIVITIES

Please sign and date the form below if you are happy for your child, *<name of the child>*:

a) To take part in academy trips and other activities that take place off academy premises;
and

b) To be given first aid or urgent medical treatment during any academy trip or activity.

Please note the following important information before signing this form:

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the
- holidays or a weekend
- adventure activities at any time
- off-site sporting fixtures outside the academy day,
- all off-site activities for nursery academis.
- The academy will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the academy that you do not want your child to take part in any particular academy trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the academy – for example, year-group visits to local amenities – as such activities are part of the academy’s curriculum and usually take place during the normal academy day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

MEDICAL INFORMATION

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

.....
.....
.....

Signed.....

Date.....

Appendix 3

RISK ASSESSMENT

The following are the 10 key points to consider when preparing a risk assessment.

1. What are the main objectives of the visit?
2. What is "Plan B" if the main objectives can't be achieved?
3. What could go wrong?
Does the risk assessment cover:
 - The main activity
 - "Plan B"
 - Travel arrangements 🚗 Emergency procedures
 - Staff numbers, gender and skill mixes
 - Generic and site-specific hazards and risks (including for Plan B)
 - Variable hazards (including environmental and participants' personal abilities and the 'cut off' points).
4. What information will be provided for parents?
5. What consents will be sought?
6. What opportunities will parents have to ask questions (including any arrangements for a parents' meeting)?
7. What assurances are there of the leader(s) competencies?
8. What are the communication arrangements?
9. What are the arrangements for supervision, both during activities and 'free time' – is there a Code of Conduct?
10. What are the arrangements for monitoring and reviewing the visit?

