



**CASTLEFORD  
PARK JUNIOR ACADEMY**

# Educational Visits Policy

**Castleford Park Junior Academy**

**December 2016**

*Review Date : Dec 2018*



### Rationale

At Castleford Park Junior Academy we strive to ensure that our pupils are given every opportunity to experience the geography, history and cultural significance of their local environment and the wider community.

Educational visits play an important role in enriching pupil's education and help develop their understanding of the world around them. They also help pupils develop their social and interaction skills. Visits provide children with the means to develop their self-belief and confidence and help them learn how to overcome barriers. Every child irrespective of gender, ability, SEND or medical needs, ethnic origin, sex, religion etc. is encouraged to participate in as wide a range of activities as possible.

Castleford Park Junior Academy offers children the opportunity to participate in residential visits, full day and partial day visits. Each is designed so that pupils enjoy and learn from enriching experiences. Staff are actively encouraged to arrange and participate in educational visits developing their own knowledge to ensure they provide stimulating and exciting pre-visit and post visit lessons.

### **ROLES AND RESPONSIBILITIES**

The Governing Body should:

- ensure that the school's policy is in line with the policy and guidance of the employer, ratified through the governing body and implemented within the school.
- ensure that required documentation is retained for ten years after a child has left the school
- ensure that the visit has specific and stated objectives
- ensure that the headteacher/visit leader show how their plans comply with the employer's policy and guidelines and that the headteacher/visit leader reports back after the visit
- ensure they are informed of less routine visits well in advance
- assess proposals for certain types of visits, which should include visits involving an overnight stay, adventurous activities or activities in hazardous locations, and ensure these proposals are submitted to the LEA if appropriate.

The Head Teacher should ensure that:

- an Educational Visits Co-ordinator (EVC) is appointed. In CPJA there are three EVCs Mrs Jody Roberts, Mr Liam Booth or the headteacher (all of whom have received training).
- visits comply with the school's policy and hence the policy guidelines provided by the employer/LA
- the visit leader is competent to monitor risks throughout the visit
- adequate child protection procedures are in place
- all necessary actions, such as the risk assessment have been completed and appropriate safety measures are in place
- the visit leader has experience in supervising the age groups going on the visit and will organise the group effectively.



- the visit leader, or another teacher, is competent to instruct the activity and is familiar with the location/centre where the activity will take place. This should be through making a specific visit or by other means e.g. contacting colleagues who have made previous visits, telephone call to provider
- non- teacher supervisors are appropriately people to supervise children
- the ratio of supervisors to children is appropriate
- the LA or Governors have approved the visit if appropriate and parents have given consent
- arrangements have been made for the medical and SEN needs of all pupils
- travel times out and back are known including pick-up and drop off points
- they have the address and phone number of the visit's venue and have a contact name
- a school contact has been nominated and the visit leader has details
- the visit leader, group supervisors and nominated school contact have a copy of the agree emergency procedures.
- the visit leader, group supervisors and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teacher's and other supervisors next of kin
- there is a contingency plan for any delays including a later return home.

#### **The EVC should:**

- assign competent people to lead or supervise a visit
- assess the competence of leaders and other adults proposed for the visit
- assist leaders with risk assessment (EVOLVE)
- organise the training of leaders on visits
- organise with the visit leader, induction of leaders and other adults taking pupils on a specific visit
- ensure CRBs are in place as necessary
- work with the visit leader to provide parents/carers with full details beforehand
- organise emergency arrangements and ensure there is an emergency contact
- keep records of individual visits including reports on accidents and 'near accidents'
- review systems and, on occasion, monitor practice

The member of staff designated as the EVC should be specifically competent and trained. This training should be kept up to date and refreshed every three years.

#### **The Visit Leader should:**

- have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the whole group
- obtain the Headteacher's prior agreement before any off-site visit takes place
- follow L/A and/or governing body guidelines and policies
- appoint a deputy
- clearly define each group supervisor's role and ensure all tasks have been assigned
- be able to control and lead pupils of the relevant age group



- be suitably competent to instruct pupils in an activity and make arrangements to be aware of any hazards or risks where the activity will take place
- be aware of Safeguarding issues
- ensure that adequate first aid provision will be available
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents and any plan B that may be necessary
- undertake and complete a comprehensive risk assessment (see JR/LB/KL for advice)
- ensure that teachers and other adults are fully aware of what the proposed visit involves and have seen and agree the risk assessments (give them their own copy)
- ensure that the ratio of supervisors to pupils is appropriate for the needs of the group and comply with the employer guidance (see Ratio sheet in files)
- ensure that the risk assessment references the needs of Individual Pupils and is reviewed for each visit
- consider stopping the visit/part of visit if the risk to health and safety of pupils is unacceptable and have in place procedures for such an eventuality
- ensure that group supervisors have details of the school contact
- ensure that supervisors and the school contact have a copy of the emergency procedures
- ensure that the group's teachers and other supervisors have the details of any SEND or medical needs which will be necessary for them to carry out their task effectively

#### **School staff should:**

- do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do in the same circumstances
- follow the instructions of the Visit Leader and help with control and discipline
- consider stopping the activity and notifying the Visit Leader, if they think the risk to health and safety of the pupils in their charge is unacceptable

#### **Adult volunteers should:**

- do their best to ensure the health and safety of everyone in the group
- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- follow the instructions of the Visit Leader and teacher supervisors and help with control and discipline
- speak to the Visit Leader or teacher supervisors if concerned about the health and safety of pupils at any time during the visit

#### **Pupils should:**

- not take unnecessary risks
- follow the instructions of the Visit Leader and other supervisors including those at the venue
- dress and behave sensibly and responsibly
- look out for anything that may hurt or threaten themselves or anyone in the group and tell the Visit Leader or supervisor about it
- be aware that any pupils whose behaviour may be considered to be a danger to themselves, others or to the group may be stopped from attending.



### **Parents should:**

- be able to make an informed decision on whether their child should go on the visit
- be given sufficient information in writing or briefing sessions to make an informed decision about whether their child should go
- be told how they can help to prepare their child for the visit
- reinforcing the visit's code of conduct
- agree the arrangements for sending a child home early and who will meet the cost
- provide the Visit Leader with emergency contact details
- sign all consent forms
- give the Visit Leader information about their child's emotional, psychological and physical health which may be relevant to the visit

### **PLANNING VISITS**

#### **Types of visits (follow LA guidelines)**

The Visit Leader must check if a license is required for adventurous activities offered by commercial companies, and if so check that the license is in place (AALA website). Before booking a visit, the Visit Leader should obtain written or documentary assurance that providers such as tour operators have themselves assessed the risks and have appropriate safety measures in place (See LA form EV VN2 - if this for bus company can be done in September and lasts for the whole year)

#### **Planning (follow L/A guidelines)**

Formal planning must take place before any and all visits. The dangers and difficulties which may arise must be considered and plans made to reduce them. This should be recorded on the risk assessment (Evolve system).

#### **The Visit Leader should:**

- ensure that the venue is suitable to meet the aims and objectives of the school visit
- obtain names and addresses of other schools who have use the venue (if applicable)
- obtain advice from the venue manager
- assess potential areas and levels of risk
- ensure that the venue can cater for the needs of the staff and pupils in the group
- become familiar with the area before taking a group of young people there (pre-visits are a must even if school has been taking pupils to a venue for years - things change!)

#### **Risk Assessments (See generic risk assessments provided by L/A - Evolve)**

Visit leader should read the LA guidance document EVGD3 (Guidance on the use of Generic Risk Assessment) -(all staff trained in use of EVOLVE)

Risk assessment should be carried out by the Visit Leader and one other, should be completed well before the visit and should be approved by the Headteacher and EVC.

Pupils must not be placed in situations which expose them to an unacceptable level of risk.



Safety must always be the prime consideration. If the risks cannot be contained, then the visit cannot take place. The person carrying out the risk assessment should record it and give copies to all teacher/supervising adults on the visit, with details of the measures they should take to avoid or reduce risks.

A copy must be sent via EVOLVE to the Headteacher/EVC so that approval can be given with a clear understanding that effective planning has taken place.

The Visit Leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary. Generic risk assessments should be reviewed annually.

### **On-going Risk Assessment**

Visit Leaders and all supervising adults have responsibilities for carrying out ongoing risk assessments throughout the visit. They must recognize their responsibilities to intervene, raise concerns or stop activities at any stage, if they have concerns over safety standards of colleagues or providers, or if circumstances change. Examples might be:

- Group tiredness
- Illness
- Change in weather
- Potential threats to participants from other groups or the public

Visit Leaders must not sanction activities that are not in keeping with the plan to which initial authority was given; e.g. pupils undertaking activities within the "None of the above" category (See EV VN1) and must not participate in hazardous activities, which fall into one or more of the other four categories.

### **Factors to be considered when assessing risks:**

- the type of visit/activity and the level at which it is being undertaken
- the location, routes and modes of transport
- the competence, experience and qualifications of supervisory staff
- the ratios of teacher and supervisory staff to pupils
- the group member's age, competence, medical fitness and temperament and suitability of the activity
- the SEND and medical needs of pupils
- the quality and suitability of available equipment
- Seasonal conditions, weather and timings
- emergency procedures
- how to cope when a pupil becomes unable or unwilling to continue
- the need to monitor the risks throughout the visit.

**NOTE: This list is not exhaustive**

## FINANCES



### Financial planning

The Visit Leader should ensure that parents/carers have early written information about the costs of the visit, how much will come from school funds, and how much each parent/carer will be charged or asked to contribute. Parents/carers should be given enough time to prepare financially for the visit. Any surplus funds left after the visit will be used to purchase resources to support the visit and for the work afterwards back in school or divided equally between the number of children and returned to parents/carers. It is at the school's discretion whether any families in particular need will be subsidised from the school's budget.

### Charging for visits

Parents should be made aware that any visit that occurs during school hours cannot be charged for and that a voluntary contribution is not compulsory. Children of parents who do not contribute will not be discriminated against. It is not permissible to ask parents to contribute more than the minimum amount in order to subsidise those pupils whose parents have not contributed. A visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up. Parents can be charged for board and lodgings on residential visits as well as the full costs when a visit is deemed to be an "optional extra"

## FIRST AID

Before undertaking any off-site visits the Visit Leader should assess what level of first aid might be needed. On any kind of visit there must be at least one adult who is qualified in emergency first aid and ensure that an adequate first-aid box is taken.

### TRANSPORT (follow LA guidelines)

The Visit Leader must ensure that the transport provider has adequately completed and returned the health and safety compliance check. (EV VN2 must be completed). The school may ask parents to help to transport children in cars. This should only be done with the express permission of the parents/carers. The person transporting must be asked to declare that their car has valid MOT and insurance. Staff may help to transport children in cars. This should only be done with express permission of the parents/carers. The person transporting must be asked to declare that their car has valid MOT and insurance.

### SUPERVISION (follow LA guidelines)

It is important to have a high enough rate of competent adult supervision to pupils for all visits. Suitable ratios are a matter of judgement for the Head Teacher and EVC after consultation with the Visit Leader and as part of the risk assessment. There is no law that lays down appropriate staff:pupil ratio on educational visits. It is not possible to give precise ratios for all situations; however, general principles should assist Visit Leaders to arrive at sensible and practical solutions.

Ratios will depend upon:

- Sex, age and ability of group
- Pupils with SEND or medical needs
- Nature of activities



- Experience of adults in off-site supervision
- Duration and nature of journey
- Type of any accommodation
- Competence of staff, both general and on specific activities
- Requirements of the organization/location to be visited
- Competence and behaviour of pupils
- First aid cover

DfeS guidelines provide benchmark guidance on ratios for day visits and residential visits as follows:

### ***Day visits***

Recommended adult/pupil ratios for normal day visits are:

School years 4-6: 1 teacher or adult for every 10-15 pupils

### ***Residential visits***

A minimum of 2 teachers or adults

1 teacher or adult for every 10 pupils

Mixed gender groups should have at least one male and one female teacher.

Although the above ratios are for guidance, any group wishing to work below these ratios would have to carefully justify this to the Head, EVC, governors and possibly the LA via risk assessment. Responsible adults would preferably be employed by the school but may also be carefully selected parents/carers. There should be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involve potentially hazardous activities, the risks may be greater and supervision levels should be set accordingly. Inexperienced members of staff should shadow a more experienced staff member on a visit before undertaking leading a visit themselves.

### **Parents/Volunteers**

Such people should be carefully selected and ideally should be well-known to the school and the pupils. Anyone who has not had a criminal conviction check should not be left in sole charge of pupils. The suitability of parent volunteers should be assessed by the Visit Leader. Where there is any doubt about suitability, further investigations should be made and if any doubt remains the adult should not be allowed to supervise the visit.

### **Headcounts**

Regular head counting of pupils should take place on all visits, particularly before leaving any venue and before any means of transport is allowed to depart. All supervisors should carry a list of pupils and adults involved in the visit at all times. The Visit Leader should organise rendezvous points and tell pupils what to do if they become separated from the group.

### **EQUAL OPPORTUNITIES**

Every effort will be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of SEND or medical needs, ethnic origin, sex, religion etc. All pupils should be encouraged to participate in as wide a range of activities as possible.

### **PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

If a visit is to cater for pupils with special needs, a suitable venue will be selected. Slight modifications to the activities or length of stay may be necessary.



## **PUPILS AND ADULTS WITH MEDICAL NEEDS**

All staff supervising visits should be aware of pupil's medical needs and any medical emergency procedures. Medical information should be collated for all children and adults. If a pupil's safety/needs cannot be guaranteed, it may be appropriate to ask the parent/carer or a support assistant to accompany that pupil.

## **COMMUNICATING WITH PARENTS/CARERS (follow LA guidelines)**

Parents will be informed of all off-site visits unless it is a regular part of the school curriculum and is included in the school prospectus or a letter. The Visit Leader must ensure that parents/carers are provided with information regarding visits prior to them taking place. The amount of information and style of provision will depend upon the type of visit planned. For high risk categories parents/carers must be given the opportunity to ask questions, see slides/videos and meet the staff who will be attending. The Visit Leader will nominate a member of staff to record any questions asked by parents and also the responses given. A register of parents/carers who attend the pre-visit meetings must be kept. Parents/carers must be asked to complete a parental consent form.

## **Walks in the local environment**

At the beginning of every school year, parents/carers are asked for permission for pupils to be taken out for walks in the local vicinity. This will include instances such as walking to church, investigating Roman Castleford, identifying plant life etc.

## **INSURANCE (follow LA guidelines)**

The Visit Leader must ensure that adequate insurance arrangements are in place and that they have ascertained the details of the insurance held by the tour operator or activity centre. Arrangements need to be in place to cater for any cancellations for whatever reason.

## **COMPLETING THE FORMS**

### **EV\_VN1 (Visit Notification Form)**

The Visit Leader should complete this form as soon as possible once the preparations are complete, Visits in the local vicinity to the same venue can be completed fully in the first instance and then reviewed for any subsequent visit. The Visit Leader should have already received approval of the proposed visit in principle and should have regularly updated the headteacher/EVC on the progress of the preparations. The Visit Leader should obtain parental consent using the appropriate form if necessary. When approval is given, one copy should be retained by the headteacher/EVC and another by the Visit Leader. The headteacher/EVC should be informed of any subsequent changes in planning, organization, staffing. If required, the headteacher/EVC should seek approval from the school governors or LA. If approval is required from the LA then the EV\_VN1 should be submitted via EVOLVE a minimum of 4 weeks prior to the departure date along with all risk assessments and other supporting documentation as appropriate.

### **EV\_VN2 (Provider Assurance Form)**

This form should be used to seek assurance from external providers that they have appropriate working practices and safe systems of work in place. This form can be used with any type of visit where the safety of pupils becomes partly the responsibility of an external provider and what the provider is doing could be a significant risk if not done properly. If more than one company or external provider is involved, there will more than one EV\_VN2 form. E.g if you book a trip to an adventure centre and book a coach company to provide transportation, each will need to submit a form.



If you book a trip including transport, through a travel agent, they will be responsible for providing the EV\_VN2. If the provider has been used before in the previous twelve months, then there should be an existing EV-VN2 that can be used. It would be useful for this to be submitted for travel companies in September so that it is available throughout the school year.

### **Risk Assessment**

Use generic risk assessments on EVOLVE system (LA) but be aware they are not to be regarded as a finished product. Visit Leaders must amend them to make them applicable to their visit. Risk assessments must be completed before any pupils leave the school premises, including in the local vicinity. Visit leaders should:

Read Guidance document EV GD3 and follow advice

Complete checklist for modifying a generic risk assessment from EV GD3 and submit to headteacher/EVC with all completed documentation.

### **Documentation to be completed for visits in the local vicinity**

Prior to the visit (share with headteacher/EVC)

- EVVN1 for approval. Generic ones are available on EVOLVE which require the schedule, staff and students information appending.
- Completed risk assessments
- Checklist for modifying a generic risk assessment
  
- Needs of individual pupils (completed at beginning of each year and reviewed prior to each visit  
Itinerary (if information not on EV VN1)  
List of all pupils and adults attending the visit (pupil list can be obtained from office)

### **Completed with the head teacher/EVC prior to the visit**

FORM EV CL1 (checklist)

### **After the visit**

- Evaluation
- Accident Forms (if any)

### **Documentation to be completed for Non-Local Vicinity Visits**

Prior to the visit (share with headteacher/EVC)

- EV VN1 Application for Approval
- Completed Risk Assessment
- Checklist for modifying a generic risk assessment
- Needs of individual pupils (completed at beginning of each year and reviewed prior to each visit
- Itinerary (if information not on EV VN1)
- List of all pupils and adults attending the visit (pupil list can be obtained from office)
- Transport Health and Safety Compliance Check (if appropriate)
- Pupil Consent/Medical form (other than visits within the local vicinity)
- Adult Contact/Medical Role on Visit form (other than visits within the local vicinity)
- Form 7 (if appropriate)

### **Completed with the headteacher/EVC prior to the visit**

FORM EV CL1 (checklist)



### **After the visit**

- Evaluation
- Accident Forms (if any)

### **Records to be kept by school**

Legislation requires that school keeps the following records for 10 years after a pupil has left school:

- List of staff and children on visits (including in local vicinity)
- Risk assessments
- Itinerary
- Evaluations
- Accident forms (if any)
- Consent/Medical forms (if an accident occurred)
- Form 7 (if an accident occurred)
- External provider verification

### **Appendices**

Confirmation

Guidance on use of LA generic risk assessments

LA generic risk assessments

Needs of individual pupils

EV VN1

EV VN2 and covering letter

EV CL1

School Trip Attendance Form

Transport Health and Safety Compliance Check and covering letter

Pupil Permission form

Adult contact/Medical/role form

Form 7

Action to be taken by Visit Leader

Day of visit checklist

Educational Visits guidance documents

- Responsibilities for visits (legal framework)
- Types of visits
- Planning visits
- Planning transport
- Emergency Procedures
- Communicating with Parents
- Insurance

