



## EDUCATIONAL VISITS POLICY

**This Policy includes the EYFS, Junior School and Senior School**

This policy reflects the DofE document: 'Health and Safety of Pupils on Educational Visits'.

### **Purpose**

To ensure that when pupils are taken from school on organised visits, whether on a day trip or a residential one, a high standard of care, similar to that of a parent to a child, exists and that careful supervision is maintained at all times.

### **Objectives**

All visits must have an identifiable education benefit, with clear objectives linked to the school's curriculum.

All visits must be led by the class teacher/Party Leader and a suitable assistant (preferably another teacher, but possibly another suitable member of staff), together with parent helpers. Parent helpers who will not be working with children unsupervised do not need a DBS Enhanced Disclosure with list checks. Those who have sole responsibility for a group, or who are staying overnight do need a DBS Enhanced Disclosure with list checks.

All those involved in the organisation and running of educational visits will comply with the school's guidelines on the health and safety of participants on educational visits.

The staffing/supervision ratios will vary according to the age of the children involved and the activities being undertaken. Generally we would follow the DfE guidance on adult/child ratios.

The DfE recommended staff to pupil ratios for visits and off-site activities is:

<b>Ratio</b>	<b>Pupils' Year Group</b>
1:6	Years 1- 3 inclusive (with a higher ratio for the under 5s)
1:10	Years 4 – 11

Generally, for residential visits, we work on a ratio of 1:10 as a minimum standard, with ratios of 1:7 for 'dangerous sports' trips such as skiing where possible.

As part of the organisation of a residential visit, a list will be created giving all the students names, and their mobile phone numbers (if they are going to carry a mobile phone). One copy will be lodged with the school office and one will be carried by the party leader. On return from the trip, ALL copies will be destroyed.

The management of all visits will be based on the outcome of suitable and sufficient risk assessments and class teachers/Party Leaders will ensure that such risk assessments are carried out as part of the planning process.

Any pupil whose behaviour may be considered to be a danger to themselves or others may be stopped from going on a visit and may be required to be taken home by the parent for the duration of the visit.

The class teacher/Party Leader will ensure that a deputy is appointed who should be a member of staff. Where larger numbers of staff are involved, the Party Leader will allocate duties to each member of staff, and allocate specific pupils to each member of staff (Group Leaders).

All those supervising children are given clear guidance and written instructions in advance by the teacher in charge/Party Leader. This will include emergency procedures and essential telephone numbers. A complete list of all the members of each group will be carried by **each** Group Leader.

It is the responsibility of all staff to ensure that the risk to health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

### **Practice:**

The school will:

- have a trained Educational Visits Co-ordinator (EVC);
- develop and implement procedures to monitor all educational visits;
- ensure that the procedure for dealing with emergency situations is available to all staff;
- implement a procedure for the investigation of and reporting on accidents, incidents and near misses.

### **Preparation for Visits**

During the planning of a visit the teacher in charge will refer to the document 'Planning a Visit – Trip Leader's Checklist' and complete steps 1 – 5 on that list.

- Ensure that the visit is planned and risk assessed, including an exploratory visit in most cases. Visits to areas near water must adhere to the Group Safety at Water Margins guidance (DfES 2002), a copy of which is on display in the staff room and available from the School Office.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities and that a copy of their Risk Assessments and Health & Safety Policies are obtained.
- Ensure that appropriate Risk Assessments covering travel to and from the location of the visit are included in the planning and documentation for the visit.
- Ensure that all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and ensure those adults understand their role.
- Ensure that each parent/guardian is made fully aware of the nature, purpose and detail of a visit and that permission including all relevant information is obtained for any off site activity.
- Ensure all pupils are informed of the nature and purpose of the trip.

As much information as possible should be sent home well in advance of the visit. This should be written in a precise manner. Do not rely on verbal information or notices as this could lead to serious legal consequences if a mishap or accident occurs.

Information should include the following:

- Purpose of Visit
- Date
- Time of departure and return
- Cost (if any)
- Any extra money needed for souvenirs
- Kind of clothing and footwear required
- Lunch and snack arrangements

In line with Department for Education advice, Moorland School is a user of Lancashire County Council's Educational Visits 'Evolve' system, ensuring that the safety of students whilst taking part in educational visits or outdoor learning is the most important thing and must always be the first aspect to consider for parents and teachers. We follow a comprehensive educational visits policy which includes practices and procedures, including risk assessments.

For every school trip planned, we are required to submit a Parental/Carer Consent and Medical Information Form (Appendix 2) for each pupil taking part in a trip which requires

03B Consent form for Type B Educational/Off-Site Visits and Adventurous Activities

All parental permission slips must be collected and returned to the EVC.

***During a visit the teacher in charge will: -***

- Ensure that the visit is as safe as practicable.
- Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.

***During a visit accompanying adults will:-***

- Be given a copy of the risk assessment for the visit.
- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

***During a visit all participants will: -***

- Ensure they co-operate with the teacher in charge and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- Develop their knowledge and understanding related to responsible participation in risk reduction.

***Inappropriate behavior by a member of the general public during the visit***

**If a member of the general public is behaving in a way which is unacceptable, for example someone taking close up photographs or an unacceptable number of photographs of the children, the teacher in charge will contact the venue's security and ask them to handle the situation. If the venue security team is unable to handle the situation then they should be asked to contact the police. If they refuse then the teacher in charge should initiate such a call.**

### **After the visit the teacher in charge will: -**

- Ensure that pertinent information acquired from or about the visit is drawn to the attention of the EVC and shared with colleagues for consideration in the planning of future educational visits and activities, by completion of a post evaluation form.

### **First Aid**

At the very least there should be one member of staff with a current first aid certificate. Any trips involving children in the Foundation Stage (ie Reception class) MUST be accompanied by someone holding a Paediatric First Aid qualification.

It is essential for every journey, whether local or a longer distance, that the teacher in charge takes a first aid kit. First aid kits for trips are available from the school office.

The teacher in charge should also check, if a stay is planned, whether the venue has a first aid station for use in emergencies. There may be some children with special needs, either medical or dietary. The teacher in charge of the group is responsible for checking that the 'supplies' required by each of those children are available and that he/she knows what emergency procedures are applicable should problems arise. It may be necessary in some cases to assess the risks involved with the child's parents before accepting responsibility, in which case details of the agreement reached must be added to the consent form by the parent. The decision however may be:

- \* this is not a suitable trip *or*
- \* the parent/carer accompanies the child

### **Travel Sick Children**

If parent indicate that a child suffers from travel sickness please ask parents to put travel sickness medication in an envelope on which is written:

- The child's name
- The class teacher's name
- Administration instructions should be written clearly by the parent, preferably on the school's medication request form.

### **Travel Sickness**

The teacher in charge is responsible for ensuring that the following supplies are taken:

- Supply of paper towels
- A plastic bucket lined with a plastic bag
- Wet wipes
- Waterless hand cleanser
- Spare underwear and outer clothing
- First Aid Kit
- Mobile Phone and emergency contact numbers

### **Transport**

It is the policy of this school that only our own minibuses and reputable coach companies with seat belts are used to transport children on school trips. The teacher in charge should check all children have seatbelts fastened prior to departure. Checks are made to ensure that coach companies have appropriate insurance in place.

The school's policy is to discourage staff from transporting pupils in their private cars, and never to allow them to be transported in cars belonging to parent helpers (unless the parents make a private arrangement that does not involve the school). If a teacher is using a private car to carry pupils for any purpose the following will apply:

- Parental permission is required if a child is being transported in a private car.
- the Office Staff are responsible for checking that the vehicle to be used is taxed, insured and, where appropriate, has an MOT.

### Insurance

The law places the Group Leader "in loco parentis". The DfE Guidance "The Health and Safety of Pupils on Educational Visits: A Good Practice Guide," should be referred to by all Group Leaders. It explains that their responsibility is to "act as any reasonable parent would do in the same circumstances." Staff who take part in visits and activities outside school may feel concerned about the possibility of being held personally liable if an accident should occur. However, the school, as their employer, will always support a member of staff in the unlikely event of an accident occurring, provided they have exercised reasonable care and followed the school's guidelines.

The minimum amount of Employers' Liability Insurance provided by Moorland School is £5M, and the school's Public Liability Insurance Cover amounts to £10M. Where a member of staff transports a pupil in his/her car, insurance cover is automatically provided through the school's "occasional business use" motor policy. This ensures that motor insurance claims arising whilst a member of staff is using their own car for school business purposes can be settled without involving their own motor insurer

### Types of Visit *(Taken from HASPEV Publication)*

When planning to use adventure activity facilities offered by a commercial company or by a local authority the teacher in charge should check: whether the provider is legally required to hold a licence for the activities it offers and, if so, that the provider actually holds a licence. It is illegal for a provider of licensable status to offer a licensable activity without a valid licence. The Adventure Activities Licensing Authority can check on the licence status of a provider. Their address is:

- Adventure Activities Licensing Authority, 44 Lambourne Crescent, Cardiff Business Park, Llanishen, CARDIFF, CF14 5GG  
Telephone: 0292 075 5715 Their website is: [www.aala.org](http://www.aala.org)

A licensed provider does not necessarily have to hold a licence for all its activities. Many of the activities that pupils take part in will be covered by health and safety legislation alone. However the following activities - where undertaken by young people under 18 years unaccompanied by a parent - need a licence when commercial companies sell them, or when local authorities provide them with or without a charge:

- **caving:** the exploration of underground passages, disused mines, or natural caves which requires the use of special equipment or expertise;
- **climbing:** climbing, sea-level traversing, abseiling or scrambling over natural terrain or certain man-made structures which requires the use of special rock-climbing or ice-climbing equipment or expertise;
- **trekking:** going on foot, horse (pony), pedal cycle, skis, skates or sledges over moorland, or on ground over 600 metres above sea level when it would take 30 minutes to reach an accessible road or refuge;
- **watersports:** this comprises sailing, canoeing, kayaking, rafting and windsurfing, on the sea, tidal waters, inland waters at a location where any part of those waters is more than 50 metres from the nearest land, and turbulent inland waters. Rowing is exempt.

Holding a licence means that a provider has been inspected and the Licensing Authority are satisfied that appropriate safety measures are in place for the provision of the specified licensed adventure activities. Other elements of the provision - such as catering and accommodation - are not covered by the licensing scheme. These should be checked separately by the teacher in charge. Not holding a licence does not imply a lack of safety. It might simply mean the provider or the activity is not licensable.

If proposing to use a non-licensable provider, for non-adventurous trips only, the teacher in charge should obtain assurances in writing from the provider that:

- the provider has checked the suitability of the staff, including temporary workers, to work with young people;
- clearly defined the roles and responsibilities of its staff;
- the appropriate security arrangements are in place;
- risks have been assessed and that the provider's staff are competent to instruct and lead pupils of the group's age range on the activity;
- the equipment is appropriate and that its safe condition is checked before each use;
- clear management of safety systems are in place;
- there is appropriate provision for first aid;
- there are emergency procedures (including arrangements for informing next of kin and for alerting the teacher in charge);
- that the provider's staff are competent in the procedures and will hold emergency phone numbers and addresses of the group members;
- that the group will have a fire drill as soon as possible on arrival at the provider's base.

The teacher in charge may wish to ask the provider for names of other schools who have recently used its facilities.

If transport is arranged via the provider the teacher in charge should check that it will allow a seat for each member of the party fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

### **Emergency Procedures**

If during the visit a member of the party has an accident which requires hospital treatment, it may not be possible for the Party Leader to accompany him or her to the hospital because of their other responsibilities, but they should ensure another member of staff accompanies the injured pupil. Once the casualty is in the care of the paramedic be sure that the paramedic has all the necessary information about the casualty. The Party Leader should:

- i) Inform the Headteacher or member of the SLT giving as full, calm and factual account as the circumstances permit.
- ii) Where the full facts have not yet emerged, he or she should say so, and ensure that follow-up communications with the Headteacher/member of the SLT are maintained.
- iii) If the emergency call needs to be made out of school hours please telephone the number provided for the Headteacher. Group Leaders also need to consider when to contact a pupil's parents regarding an accident and hospital treatment.

As a general guide, inform parents as soon as diagnosis is complete and treatment underway.

## Emergency Contact Numbers

<i>Number</i>	<i>From UK</i>	<i>From Abroad</i>
School (office hours)	01200 423833	+44 1200 423833
Headteacher	07809 308491	+44 7809 308491
Executive Headteacher	01200 429301	+44 1200 429301
EVC	01200 423833	
Assistant Principal	01200 423833	+44 7879 817538

## Media Enquiries

Should there be an incident or emergency during a school visit, there may be enquiries from local and national media. Any contact from the media should be immediately referred to the Headteacher who will take charge of the School's response. The Headteacher will prepare a short statement of facts and will also prepare a short statement which can be used by office staff dealing with incoming calls.

## Monitoring and Review

The implementation of this policy will be monitored by the SLT and EVC coordinator and reviewed annually.

This policy will be updated in line with new initiatives together with any streamlining of school processes.

*Reviewed and updated by Deborah Frost, September 2020*

*Next Review Date: September 2021*

## APPENDIX 1

### Planning a Visit – Trip Leader’s Checklist

#### Planning a Visit – Trip Leader’s Check List

Stage	Activity
<b>1 Proposal</b>	<ul style="list-style-type: none"> <li>• Outline your intentions to the Headteacher/Assistant Principal.</li> <li>• Discuss the practicality of the trip i.e. organising staff cover, ratios, individual group member needs and any additional support required for the trip.</li> <li>• Trips should be organised at least 6 weeks prior to departure.</li> <li>• Residential trip costings need to be finalised with the Headteacher/Assistant Principal.</li> <li>• Headteacher/Business Manager to allocate staff as appropriate. EVC to be informed.</li> <li>• Discuss with EVC your plans and financial implications to be considered.</li> <li>• Site visit/pre-inspection of the venue/facilities to take place.</li> </ul>
<b>2 Letter</b>	<ul style="list-style-type: none"> <li>• Draft a letter outlining the trip’s purpose and educational objectives, cost implications and timings. Email your draft letter to the Office Manager.</li> <li>• Complete a minibus request form or requisition form if you require a coach (both found in the office). EVC to be sent a copy of confirmation once travel arrangements are in place.</li> <li>• Office to sanction letter and attach relevant Form 3a or 3b consent form.</li> <li>• Consent letter to be emailed out to parents.</li> </ul>
<b>3 Risk Assessment</b>	<ul style="list-style-type: none"> <li>• Complete a full risk assessment for the trip. Seek advice from EVC if unsure as to requirements. Include any risk assessments done by the establishment, maps, safety procedures etc. in addition to your own risk assessment.</li> <li>• Email your risk assessment to the EVC including a list of intended participants.</li> <li>• Supply staff contact details to the EVC.</li> <li>• EVC will upload all paperwork to Evolve for authorisation.</li> </ul>
<b>4 Approval</b>	<ul style="list-style-type: none"> <li>• Completed consent forms and funds to be handed to the EVC to collate and generate necessary paperwork for the trip.</li> <li>• Medical details noted and highlighted to trip leader.</li> <li>• Authorisation obtained from Evolve as to whether the trip can proceed.</li> </ul>
<b>5 Pre Departure</b>	<ul style="list-style-type: none"> <li>• Ensure paperwork is obtained from EVC (includes all medical information, staff contacts in case of emergency, register).</li> <li>• Note all medical requirements and ensure necessary medication is obtained prior to departure.</li> <li>• Ensure first aid kit is carried at all times</li> </ul>
<b>6 During Visit</b>	<ul style="list-style-type: none"> <li>• Contact EVC to confirm safe arrival at venue.</li> <li>• Health and safety/risk assessment should be ongoing throughout the trip by all staff members. Any areas highlighted to be brought to the Trip Leader’s attention immediately.</li> <li>• Register pupils at frequent intervals.</li> <li>• Contact EVC regarding time of departure from venue and expected time of arrival back at school.</li> <li>• Notify EVC and main office of any delays / accidents or incidents.</li> </ul>
<b>7 On return to school</b>	<ul style="list-style-type: none"> <li>• Report to EVC upon arrival back at school that visit is closed.</li> <li>• Complete a post evaluation form.</li> <li>• Notify the Head Teacher/Assistant Principal of any incidents / accidents / concerns.</li> </ul>

EVC: Lisa Kellow Email: [lkellow@moorlandschool.co.uk](mailto:lkellow@moorlandschool.co.uk)  
Assistant Principal: Debbie Frost Email: [dfrost@moorlandschool.co.uk](mailto:dfrost@moorlandschool.co.uk)  
Headteacher: Jonathan Harrison Email: [jharrison@moorlandschool.co.uk](mailto:jharrison@moorlandschool.co.uk)

Tel: 01200 423833  
Tel: 07879 817538  
Tel: 07809 308491

**Information Sheet for Type B Educational/Off-Site Visits  
and Adventurous Activities**

*(This sheet is to be retained for information purposes)*

<b>Proposed visit to:</b>	
<b>Date(s) of the visit:</b>	
<b>The proposed activities &amp; educational objectives are:</b>	1. 2. 3.
<b>The alternative (Plan B) activity/venue is:</b>	
<b>Date(s) of the visit:</b>	
<b>Mode of transport: (inc. name of carrier)</b>	
<b>The time &amp; place of departure is:</b>	
<b>The approximate time &amp; place of return is:</b>	
<b>For residential visits only - the address:</b>	Tel No:.....
<b>The out of hours supervision arrangements are:</b>	
<b>The base contact details are : (NB <u>these should only be used in emergency situations</u>)</b>	Tel No:.....

A kit list and other information is enclosed (as appropriate). A parent/carer’s briefing meeting has been arranged at the school/service on ..... at ..... (date) ..... (time) (as appropriate).

Copies of written Risk Assessments for the activities (including Plan B) are available on request from the school/service.

For the visit and the journey to be a valid and safe educational experience, sensible active involvement is required from all participating children. To ensure that the maximum value is gained the school/service has particular requirements regarding conduct and behaviour. Your acknowledgement of this is essential (see Part 1 of the attached consent form). If you require any further details, please do not hesitate to contact the school/service.

This visit/ activity has been planned in such a way that, at certain times, there may be an element of 'remote supervision' employed as a group management technique by the accompanying staff/ adult helpers. This is

recognised good practice and while the staff/ adult helpers will not be directly/ closely supervising the young people they will be positioned in such a way that they will be able to offer 'timely' assistance as required.

On residential visits your child will be encouraged to contact you at suitable times, if appropriate.

It is important that parents/carers contact the school/service prior to the visit if there has been any recent illness of which the Visit Leader should be aware. Furthermore, parents/carers should provide the school/service with any updated medical information and any changes to emergency contact numbers.

There will be no charge for this visit.

*Or the voluntary contribution for this visit will be £.....*

*Or The cost of this visit will be £.....*

If desired, parents/carers may request to see the Lancashire County Council's Educational/Off Site Visits Policy and Guidelines and the school's own Charging and Remissions policy.

**NOTE:**

Lancashire County Council's insurance arrangements do not cover personal accident, or loss/ damage to personal items. The County Council recommends that you consider taking out personal accident insurance.

**Important  
Parental/Carer Consent and Medical Information**

The attached consent form **must** be completed and returned to the School/Service **before** your child may participate in the visit/activity. Non-receipt of the form will mean that your child will not be able to participate in the visit/activity.

**Parental/Carer Consent and Medical Information Form  
for Type B Educational/Off-Site Visits and Adventurous Activities  
(This form is to be completed in full by the parent/carers and returned to the School/Service)**

**1. Details of Visit**

Visit to:.....

Alternative Activity (Plan B):.....

From: ..... (date/ time) To: ..... (date/time)

Child's name: ..... Date of Birth: ..... Form/class: .....

I agree to my son/daughter/ward taking part in the above stated visit/activity and having read the information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/her part and that the school/service reserves the right to prevent my son/daughter/ward continuing with the visit/activity in the case of poor behaviour. Further, I understand that there would be no entitlement to a refund of monies paid. I agree that I will update the school/service with any medical information or changes to emergency contact details.

S/he is capable of swimming 25 metres unaided Yes/No

**2. Emergency Details**

a) I may be contacted by telephoning the following telephone number(s):

Home: (.....) ..... Work: (.....) .....

Mobile Telephone no: .....

Name & Address: .....

.....

b) Please state an alternative contact point: - Telephone number: (.....) .....

Name & Address of Contact: .....

.....

Child's Health Service details: - Medical card number: .....

Family doctor (Name, address and telephone number): .....

..... (.....) .....

**3. Medical Information**

a) Does your child suffer from any of the following conditions?

Asthma	Yes/No	Bronchitis	Yes/No
Chest Problems	Yes/No	Diabetes	Yes/No
Fainting	Yes/No	Migraine	Yes/No
Heart Trouble	Yes/No	Raised Blood Pressure	Yes/No
Tuberculosis	Yes/No		

If 'Yes', to any of the above, please provide details: .....

.....

Epilepsy Yes/No

If 'Yes',

a) What specific epilepsy syndrome has been diagnosed for your child? .....

b) What is the pattern of any seizure? .....

b) Does your child suffer from any other condition requiring medical treatment, including medication? Yes/No

If 'Yes', please provide details: .....

c) Is your child allergic or sensitive to any medication (e.g. Penicillin), insect bites or food? Yes/No

If 'Yes', please provide details:.....

.....

**d) Has your child been immunised against the following diseases?**

Poliomyelitis Yes/No Tetanus (lock jaw) Yes/No  
If 'Yes', to tetanus, please give date if known .....

**e) Is your child taking any form of medication on a regular basis?**

If 'Yes', please give full details, indicating the type of medication and dosage.  
.....

**Please ensure that your child has adequate supplies of medication and dosage for the whole visit.**

**f) To the best of your knowledge, has your child been in contact with any contagious or infectious diseases, or suffered any recent condition that may become infectious or contagious?** Yes/No

If 'Yes', please give full details:.....

**g) In the case of a residential course, does your child have any: (please give the details).**

- Special Dietary needs? .....
- Any childcare needs? .....

**h) Please supply any additional information that you wish the Visit Leader to be aware of (e.g. medical conditions, allergies, recent illness, special requirements etc) which may affect the full range of activities in this event:**

.....  
.....

**4. Insurance Cover**

I understand that the visit is insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I have been specifically advised of this in writing by the organiser of the visit. I also understand that any extension of insurance cover is my responsibility unless advised differently by the School/Service.

**5. Declaration By Parent/Carer**

- In the case of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.
- I have read the attached information provided about the proposed visit and the insurance arrangements.
- I consent to my child taking part in the visit and activities, and, having read the information sheet, declare my child to be in good health and physically able to participate in any activities mentioned, subject to any agreed adjustments.
- I have noted where and when the children are to be returned and I understand that I am responsible for my child getting home safely from that place.
- I will ensure that any change in the circumstances (e.g. recent illness, medication or injury) which will affect my child's participation in the visit will be notified to the School/Service prior to the visit.

**I accept that there is an inherent risk of injury in participation of adventurous outdoor activities. Risk can be reduced to acceptable levels by implementing appropriate risk assessments. Copies of written risk assessments are available on request from the school/centre.**

Signature of Parent/Carer ..... Date.....

**(N.B. Parental/Carer consent required for children aged 17 and under)**

Name of parent/carer in block letters: .....

Address: .....

.....

**NOTE: This completed form to be returned to the school/service.**

**In the case of the applicant being 18 years of age and above, the following must be read and signed:**

I declare the above information is correct and that the person in charge of the visit/activity has my permission to authorise medical treatment in an emergency. I consent to medical treatment if deemed necessary by the attending authority present and the use of anaesthetics being given in the case of an emergency.

Signed ..... Date .....