

February 2015

Heron Hill Primary School

## **Educational Visits Policy**

The school acknowledges that students can derive immense educational benefit by taking part in educational visits off-site. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An Educational Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class or year group, regardless of their abilities, therefore developing further 'the whole child'.

The Headteacher (Heron Hill School's Educational Visits Co-ordinator, EVC) is responsible for this policy and procedures for dealing with occasions when groups are engaged on an official visit or journey. This policy and its related procedures correspond with the Cumbria County Council Guidance, systems and processes for supporting and monitoring "Learning Outside the Classroom" (LOtC) activities

Each member of staff has been made aware that it is a legal expectation that employees must work within the requirements of their employer's guidance. Cumbria Childrens Services employees must follow the requirements of the "National Guidance" (NG) on the website: [www.oeapng.info](http://www.oeapng.info)

The purpose of the visit must be clearly defined and be of educational value.

### **Legal Framework**

Health and Safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Health and Safety legislation is enforced by the Health and Safety Executive (HSE). The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

The Local Authority of Heron Hill School is the employer and therefore have employer responsibilities. Decisions about visits are delegated to the Headteacher. The Headteacher's agreement must be obtained before a visit takes place.

It is a Cumbria County Council requirement that we as a school must follow the Outdoor Education Advisers' National Guidance for Managing Learning Outside the Classroom ([www.oeapng.info](http://www.oeapng.info)) as well as the requirements outlined in the CCC Policy for 'Managing Outdoor and Experiential Learning and Educational Visits' (available on the Evolve system).

### **Roles and Responsibilities**

The **Headteacher** will ensure that the visit leader has completed all procedures. A list of all the Headteachers responsibilities can be found on the website [www.oeapng.info](http://www.oeapng.info) and guidelines are in Appendix 2.

For every visit a **visit leader** will be identified. The roles and responsibility are set out on the

website [www.oeapng.info](http://www.oeapng.info). The leader is responsible at all times, either personally or by delegation, for the planning, safety, supervision, implementation and follow-up of the visit. A visit should not be undertaken unless this vital role is clearly understood and accepted by the person concerned. If there are doubts about situations that occur away from home (e.g. unsuitable instructors, tired coach driver, and unsuitable weather conditions), it is the responsibility of the leader to consider the matter and take prompt and decisive action.

The role of **parents and Governors** is set out on the website [www.oeapng.info](http://www.oeapng.info)

### **Category of visit**

From 1 April 2011 Cumbria County Council has defined two levels of visits which are set below:

#### **Level 1**

All visits other than those in Level 2 including the examples below:

1. Sports fixture
2. Curriculum swimming
3. Cultural day visits to libraries, museums, theatres, art galleries, tourist attractions and religious sites.
4. Day visits to history, art drama and music events.

**This list above is not exhaustive, and only represents examples.**

**For example: Leighton Moss, Tullie House, Westmorland Show, Abbot Hall are all Level 1 visits.**

#### **Level 2**

1. Visits abroad
2. Residential Visits
3. Visits involving Adventurous Activities or remote locations, for example, Ingleton Year 6 visit with 'Real Adventure'.

### **Approval and Notification of Activities and Visits**

This school uses the Cumbria County Council online system "**EVOLVE**" at [www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk) for notification and approval. A key feature of this system is that visits and LOtC activities requiring approval are automatically brought to the attention of the Local Authority.

### **Risk Management**

The school has a legal duty to ensure risks are managed, requiring them to be acceptable or tolerable, as it is recognised that elimination is not always possible or reasonable. This requires that suitable and sufficient risk management systems are in place. This school has access to risk assessment materials on the school portal and generic educational visits risk assessments can be accessed through the Evolve system.

### **Supervision Guidelines**

#### **Agreed Ratios at Heron Hill Primary School**

Appropriate ratios are determined during the risk assessment process.

#### **Early Years and Foundation Stage**

We will follow the specific legal requirements for staff to pupil ratio for these pupils as outlined in the Early Years Foundation Stage Statutory Framework. A fully qualified paediatric first aider will always accompany visits involving these pupils.

## **Parents/Volunteers**

Parents, governors and volunteers can be used to achieve the pupil:adult ratio. Such helpers should be carefully selected and ideally be well known to the school and pupil group. Anyone who has not had a DBS check should not be left in sole charge of pupils. The Headteacher and visit leader must assess the suitability of any volunteer.

For the protection of both pupils and adults, all adult supervisors should ensure that they are not left alone with a pupil wherever possible.

All supervisors should be made aware of their responsibilities at all times, in particular any pupils who may require closer supervision. It may be helpful to put this in writing.

Staff should hold a preliminary meeting for volunteer helpers

## **Headcounts**

Whatever the length and nature of the visit, a 'Moving Between Sites' register should be taken when leaving an area or the venue and when arriving back at school. A headcount is not enough.

## **Insurance**

Heron Hill Primary School has:

A Visits insurance: 64796355 (Chubb)

Employers Liability Insurance: QLA-08AC02-0013

Public Liability Insurance: QLA-08AC02-0013

Business Use Car Insurance: RNN743094/S11S8101 (Marsh)

Balance of Risks: SP-08AC02-0011

Only coach companies that have appropriate insurance will be used.

## **Records of Visits**

Records of all Level 2 visits will be kept on the EVOLVE website.

## **Financial Planning**

Refer to the school's charging and remissions policy. Also refer to NG Document 'Charges for Off-Site Activities and Visits in an Educational Establishment'.

## **Contact with Parents**

Parents/Carers will be informed in advance of all the details of a proposed visit.

Residential Visits: The school administrator prints off details of all the pupils going on that visit for the visit leader to take with them. FORM C can be used for Level 2 Visits.

Parental consent is not required for visits within the school day. However, schools must inform parents that visits are taking place.

## **Transport**

Staff are covered by the school's Business Use insurance policy but they must inform the Headteacher of any convictions or points added to their driving licence.

If parents' cars are used to transport pupils OR other parents the leader needs to check that they have completed the form for Staff/Volunteer drivers attached in the Appendices.

Car booster seats will be used where children are below 12 years of age and are below 135cms in height.

If a mini-bus is to be used then reference is made to the County Councils regulations and guidance file on mini-buses. Only a member of staff who has passed a mini-bus assessment will drive the mini bus.

If a coach is to be used it must be fitted with seatbelts and only a reputable coach company will be used.

## **GUIDANCE NOTES FOR VISIT LEADERS: IMMEDIATE ACTION FOLLOWING A SERIOUS ACCIDENT OR INCIDENT**

A serious accident or incident is defined as

- ◆ an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- ◆ circumstances in which a party member might be at serious risk/serious illness; or
- ◆ any situation in which the press or media might be involved.

*Remember that serious incidents are extremely rare, but if one occurs it certainly makes great physical and emotional demands upon you. These guidance notes are designed to help you deal with an emergency.*

*Remember that you are not alone, the school or the LA will support you as much as possible.*

### 1. Be prepared

- Carry the LA 24 hour emergency telephone number and pager number at all times (see details below).
- Ensure that you are familiar with all of the LA guidelines for educational activities off-site.
- Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with situations should the party get split up.

### 2. Care of the Group

- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

### 3. Communication

- Contact the schools 24-hour standby person (usually Peter Hicks or Kate Maddock)
- Contact your LA 24 hour helpline number:

Normal Office hours: 01228 227169

Outside Normal Office hours: 07699 113300-ask for pager no: 786440

- *In either event, give the following information:*

Your name  
Name of group  
Telephone number you are calling from  
What happened  
To whom

Where  
When  
What has happened since  
If a fatality is involved, has this been confirmed?  
By whom  
Which local emergency services are involved.

#### 4. Next Steps and General Advice

- Parents and relatives will naturally be anxious to establish what is happening, but do NOT let party members (staff or young people) telephone home until after you have made contact with your school and LA and this has been agreed.
- Do NOT speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that “an official statement will be made through the County Council Media Team as soon as possible”.
- Do NOT admit liability of any sort to anybody.
- Do NOT allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Retain any equipment involved in an unaltered condition.
- Keep a written record of all that happens.
- Be as compassionate as possible, with anyone involved.
- Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- If you change location, remember to let your Headteacher/LA contact person have the new telephone number at which you can be contacted.

*Finally, all situations are different, your Headteacher/LA contact or a Senior Officer of the Authority will make themselves available to offer you advice and support. Use them as much as you need.*

## LETTER TO STAFF/VOLUNTEER DRIVERS

Heron Hill School greatly values your support in helping to transport participants to and from activities. Without your help, it would be difficult to undertake some of the activities and this would clearly disadvantage children. However, it is a statistical fact that any activity on roads is far more dangerous than any other environment. It is the duty of the senior leadership to do what we can to minimise the risks associated with road transport and we therefore ask all our drivers (volunteers and employees) to conform to the checklist below, sign and date it. As a safeguard for parents/carers in general, we shall require drivers for all planned visits organised by this school to have lodged the completed checklist before they drive other people's children to or from events. This in no way invalidates or curtails private arrangements undertaken between parents.

**NAME OF DRIVER:** \_\_\_\_\_

- I have passed my test for the class of vehicle I am using over 3 years ago
- I have no more than 3 points on my licence
- My car carries insurance, which is renewed each year on -----(date) and I have checked with my insurance company that my insurance covers transporting pupils or young people on a voluntary basis.
- The road fund licence is current and always renewed by/on the expiry date on the tax disc.
- The vehicle is regularly serviced, kept in a safe running condition and where required, has a valid MOT certificate.
- I am aware that overloading the vehicle could invalidate my insurance.
- All passengers I shall carry will have access to, and **use** a seatbelt including those in the back seat.
- I am aware that any formal payment for petrol or mileage cost would invalidate my insurance unless it had been previously declared to the insurance company. (Remuneration would be construed as being for "hire or reward" – a separate insurance classification) – **This applies to parents/carers only.**

### ADDITIONALLY, FOR THOSE EMPLOYED BY OR FOR THE SCHOOL

- The vehicle I shall be using is/ is not\* insured in my name. (If you are driving as a "named" driver on someone else's insurance, the cover is usually restricted to social, domestic and pleasure purposes.

(\* Delete as appropriate or if not applicable)

Signed: \_\_\_\_\_ Vehicle Registration No: \_\_\_\_\_ Date: \_\_\_\_\_

**The Headteacher/EVC will ensure that:**

- All necessary actions are completed before the visit begins
- Child protection procedures are in place
- Risk assessments are completed and appropriate safety measures are in place
- Training needs have been assessed and needs of staff and pupil have been considered
- The group leader has experience in supervising the age group going and will organise the group effectively
- The group leader or another teacher is competent to instruct the activity and is familiar with the location
- Non-teacher supervisors are appropriate people
- Ratios are appropriate
- Parents have signed consent forms where required
- Arrangements have been for the medical needs and special educational needs
- First aid provision will be available
- Travel arrangements are appropriate
- Travel times are made clear
- Insurance cover
- Contact details of venue are available
- School contact has been agreed
- Visit leader, supervisors and school contact have copy of emergency procedures
- Visit leader, supervisors and school contact have the names of all adults and pupils travelling in the group and contact details of parents and teachers and other supervisors' next of kin
- There is a contingency plan for delays
- The 'Visits out of School' form has been completed and left at the office before the group departs
- Teachers have a 'Moving Between Sites' register with them, which is filed in the office on return

Details of Headteacher and EVC responsibilities can be found under National Guidance on the website: [www.oeapng.info](http://www.oeapng.info)