

# Mercia Primary Academy Trust



## Educational Visits Policy

### Policy Status and Review

<b>Date:</b>	June 2021
<b>Review Date:</b>	June 2024
<b>Signed by Director:</b>	
<b>Date Signed:</b>	

Our aim is that all visits from school should be:

- Safe
- Educational
- Enjoyable

### **Rationale**

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

### **Purpose**

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

### **Planning Educational Visits**

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils.

Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The following guidelines support the planning and implementation of Educational Visits organised at school.

- Parents – information and consent. Parents should be given information about the purpose and details of the visit at least two weeks in advance. Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would.
- For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.

### **Parental Consent**

Routine visits in the locality of the school are covered by the parental permission form. All schools will seek consent for all other visits. A parental consent form must be returned for each child in the group. If parents wish to withhold consent, they will be invited to meet with the Deputy or Head teacher to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.

If the parents give a conditional consent the Deputy or Head teacher will need to consider whether the child may be taken on the visit or not. Risk Assessments will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them, and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through "Plan B" scenarios. Risk Assessment forms and the Educational Visits Checklist are available from the Educational Visits Folder in the School Office. The Risk Assessment should be discussed with and authorised by the Educational Visits Co-ordinator or Deputy or Head teacher. It should be signed by all the adults attending the trip and in the Educational Visits Folder in the School Office.

### **First Aid**

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group. First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

### **Staffing Ratios**

It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children is recommended:

#### **Nursery and Early Years 1:3**

#### **Key Stage One 1:5**

#### **Key Stage Two 1:8**

In practice, the ratio should be determined by factors such as type of activity, any SEN or medical needs, experience of the staff, venue, transport and weather conditions. Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

### **Preparing Pupils**

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected and why rules must be followed.

Lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity.

This could include considering any health and safety issues.

If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Deputy or Head teacher in advance to discuss concerns and agree what action is to be taken.

Pupils with special educational and medical needs. The Head teacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Types of Visits:**

#### **Adventurous Activities**

If the school is leading an adventure activity, such as canoeing, the LEA must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

#### **Residential Trips**

Residential trips will be planned well in advance and arrangements will be overseen by the Headteacher or Deputy Headteacher. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending. The Visit Leader should be an experienced, senior member of staff. Residential trips must be approved by the Governing Body. Approval will be arranged by the Headteacher or Deputy Headteacher.

### **Farm Visits**

MPAT schools recognise that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections. The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

### **Roles and Responsibilities**

The Governing Body

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed annually.

The Governing Body will approve residential visits.

The Headteacher will ensure a suitable Educational Visits Co-ordinator is appointed.

The Headteacher will ensure suitable Visit Leaders are appointed.

The Head teacher (or Educational Visits Co-ordinator) will sign off the Risk Assessment.

### **Visit Leader**

There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head teacher. This will usually be a Senior Teacher. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator (or Head teacher) at least two weeks in advance of the visit. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed.

The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment.

The Visit Leader is responsible for ensuring the emergency contact numbers, mobile phone, first aid kit and pupil medication are taken on the visit (including inhalers),

Other teachers and staff involved in a visit

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Teachers and staff on school-led visits act as employees of the Academy Trust and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head teacher and Governors if some of their time on the visit falls outside normal hours.

### Parent Helpers

Parent helpers are welcome on Educational Visits and will attend a briefing with the Visit Leader before the visit when they will sign the Risk Assessment and be given a written list of the children in their group. All helpers must have the appropriate DBS check

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

*A signed version of this document is available from the school office.*

### Version Control

Version	Date Approved	Changes	Reasons for Alterations
	Feb 2016	None	
	September 2018	Updated staff list and added inhalers to medications needed	
	4/11/19	Names of HT's removed and kept to roles	
	01/10/20	No changes	
	March 2021	Added a range of different formats	Accessibility