



Educational Visits Policy

Please note this policy is an additional document to our current Health & Safety policy

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. 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.

Approval Procedure and Consent

The head teacher Naeem Bashir must approve/authorise any visits before they are booked and parents are informed. This is the responsibility of the lead staff member planning the visit.

Before a visit is advertised to parents the EVC must approve the initial plan and ensure there are sufficient staff for the visit to go ahead. 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.

Parents will be asked to sign a general consent form when their child enters the Academy. This will cover the participation in such visits adventure activities. Parents will be told in advance of each activity and will be 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 either by letter or phone call or 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.

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 Head Teacher 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 SMT 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 Head Teacher might work in partnership to undertake planning and risk assessments.

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.

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, and 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.

Guidance for Group Leaders.

Group leaders should be selected by the Head Teacher 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 Head Teacher 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 organisation 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.

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.

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.

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.

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.

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 Head Teacher 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.

Transport

When hiring buses and coaches it is essential that the company is reputable. The vehicle should be provided with seat belts 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.

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.

EMERGENCY PROCEDURES

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. If there is any doubt about the safety of the arrangements the trip should not take place.

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 Head teacher and he has had time to contact those directly involved.

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. 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 Head Teacher or designated senior staff member should contact parents of all party members.

If it is necessary to talk to the media, the Head teacher will do this initially. A member of the SMT 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.

All accident forms should be completed as soon as possible and Insurers, RIDDOR and OFSTED should be contacted within 24 hours.

Signature: *Naeem Bashir*

Naeem Bashir
Headteacher