	Paradise Primary School 1 Bretton Street Dewsbury WF12 9BB	Issued and Approved by: Paradise School Governing Body Date: August 2021	Date of review: August 2022 Page 1

EDUCATIONAL VISITS & OUTINGS POLICY

At Paradise Primary School, educational visits are fundamental to providing our children with a broad and balanced education. Our curriculum teaching occurs both in and outside the classroom and we are committed to using every opportunity to enhance the SMSC (Spiritual, Moral, Social and Cultural) development of all our children.

Aims

Educational Visits 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.

Responsibilities

The organisation, risk assessment and safety control of an educational visit is paramount. With rigorous organisation and control, a visit should provide a rich, learning experience with minimum risk for the pupils. The following guidelines support the planning and implementation of educational visits organised at Paradise Primary School.

Senior Management Team (SMT)

The SMT at Paradise Primary School will endeavour to ensure that:

- They have appointed a suitable group leader
- All necessary actions have been completed before the visit begins
- The governing body has approved the visit
- The risk assessment is complete and that it is safe to make the visit
- Training needs have been met
- The group leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively
- All supervisors on the visit are appropriate people to supervise children and have appropriate clearance
- Parents have signed consent forms where appropriate
- Arrangements have been made for all the medical needs and special educational needs of all the children
- The mode of travel is appropriate
- Travel times out and back are known
- There is adequate and relevant insurance cover
- They have the address and phone number of the visit's venue and have a contact name
- They have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staffs' and volunteers' next of kin.

Group Leader

Hadith "If three of you set out on a journey, you should appoint one of you as the amir (leader)" (related by Abu Dawud)

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the SMT. The Group Leader should:

- Be able to control and lead pupils of the relevant age range
- Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Have regard to the health and safety of the group always
- Observe the guidance set out for teachers and other adults below
- Ensure that pupils understand their responsibilities (see responsibilities of pupils below)
- Have a mobile phone on their person which has been issued by the school to make any contact that is necessary

Other teachers and adults involved in a visit

Teachers on school-led visits act as employees of the Governing Body. They will therefore be acting during their normal employment during their normal hours. They will be acting under an agreement with the SMT and Governors if some of their time on the visit falls outside normal hours.
Teacher and other adults on the visit must:

- Do their best to ensure the health and safety of everyone in the group
- Care for each individual pupil as any reasonable parent would
- Follow the instructions of the leader and help with control and discipline. Non-teachers should not have sole charge of pupils except where risks to health and safety are minimal and they are in possession of the relevant DBS checks
- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable

Responsibilities of pupils

The group leader should make it clear to pupils that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other adults
- Dress and behave sensibly and responsibly
- Look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- Should not undertake any task that they fear or that they think will be dangerous

Any pupils whose behaviour may be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways.

Parents

The group leader should ensure that parents are given information about the purpose and details of the visit if appropriate and are invited to any briefing sessions for longer visits.

The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Parents must:

- Provide the group leader with emergency contact number(s);
- Sign the consent form;
- Give the group leader relevant information about their child's health which might be relevant to the visit

At registration and at annual intervals, the school will confirm each child has the permission to take part in visits or outings which are off the school premises. Normally parents will only be informed of a particular trip if the duration is a whole day or if payment is required.

If parents withhold consent absolutely the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the SMT will need to consider whether the child may be taken on the visit or not.

Planning off-site visits

When a staff member plans to take a group of children off the premises, the Head teacher and SMT must be informed so they can ensure appropriate planning. If the Head teacher feels it is necessary, depending on the nature of the trip, they may then contact the Governing Body for information / approval.
In practice, the detailed planning is delegated to the organiser of the visit or the group leader, but the SMT must be satisfied that the person planning the visit is qualified to do so and has the necessary experience. The organiser / group leader must agree all plans with SMT.

Risk Assessment

A risk assessment should always be carried out before setting off on a visit. The risk assessment should include the following considerations:

- what are the risks?
- who is affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?

- can the group leader guarantee that these safety measures will be provided?
- what steps will be taken in an emergency?
- what is the acceptable ratio of adults to children for this visit?

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.

The group leader should take the following factors into consideration when assessing the risks:

- the type of activity and the level at which it is being undertaken;
- the location;
- the competence, experience and qualifications of supervisory staff;
- the group members' age, competence, fitness and temperament;
- pupils with special educational or medical needs;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing.

Exploratory visit

Wherever possible the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupil in the group;
- ensure that the group leader is familiar with the area before taking the children.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness or the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue.

First Aid

First Aid provision should be considered when assessing the risks of the visit.
For adventurous activities, visits which involve overnight stays, or visits abroad it is sensible to have at least one trained first-aider in the group.
The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- a suitably stocked first-aid box;
- a person appointed to oversee first-aid arrangements.

First-aid should be available and accessible always. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The SMT should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- sex, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competency of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When a visit is to remote areas or involves hazardous activities, the risks may be greater and supervision levels should be set accordingly.
As general guidelines, the following ratio of adults to children should be used:

Nursery and Early Years, visits off-site may be as low as:	1:2
Key Stage One, visits off-site on foot:	1:10
Key Stage One, visits off site involving public transport:	1:6
Key Stage Two, visits off-site on foot:	1:20
Key Stage Two, visits off-site involving public transport:	1:15

Regardless of these suggested ratios, each visit will be assessed individually through the school's risk assessment procedure for educational visits.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally, they should be well known to the school and the pupil group.

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities always. All supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the

group always.

For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The group leader should establish rendezvous points and tell 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 of them and why rules must be followed. The 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.

Information to pupils

It is for the group leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Pupils should understand:

- The aims and objectives of the visit / activity;
- Background information about the place to be visited;
- How to avoid specific dangers and why they should follow rules;
- Why safety precautions are in place;
- What standard of behaviour is expected from pupils;
- Emergency procedures
- What to do if separated from the group
- What to do if approached by a stranger
- Who is responsible for the group

Transport and pupils

Pupils using transport on a visit should be made aware of basic safety rules:

- Arrive on time and wait for the transport away from the road, track etc.
- Do not rush towards the transport when it arrives;
- Wear your seatbelt and stay seated while travelling on transport;
- Make sure your bags do not block aisles on the transport
- Never attempt to get on or off the moving transport;
- Never throw things out of the transport vehicle's windows;
- Never get off a vehicle held up by traffic lights or in traffic;
- Never run about while transport is moving or pass someone on steps or stairs;

- Never kneel or stand on seats or otherwise impede the driver's vision
- Never distract or disturb the driver;
- Stay clear of automatic doors / manual doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road;
- If you have to cross roads to get to the transport always use the Green Cross Code
- If you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

Pupils with special educational and medical needs

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

Communicating with Parents / Guardians

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 parent would. The following information on matters that might affect pupils' health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

- Dates of the visit:
- Times of departure and return;
- Mode(s) of travel including the name of any travel company;
- Details of accommodation with security and supervisory arrangements on site;
- Names of leader, or other staff and of other accompanying adults;
- Visit's objectives;
- Accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
- Clothing and equipment to be taken;
- Money to be taken;
- The information to be given by parents and what they will be asked to consent to.