

Pensby Primary School



Visits and Visitors Policy

Mrs K Brown

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INTRODUCTION

The school follows and adopts the Local Authorities recommendations for visits and visitors.

Parental approval is obtained for all visits and activities. In the case of walking to local venues e.g. the library/church, parents give a blanket permission at the beginning of each academic year. However, parents are always informed before these visits take place.

For visits of less than 1 day in and around the local area of the school that have none hazardous activities (e.g. visit to Chester for Roman day) the following procedures are in place:

- Pre visit check by staff
- Staff seek permission for visit from Headteacher or Senior leader
- The visit is organised using appropriate transport i.e. coach with seat belts (in the event of staff vehicles being used, staff insurance is checked, parental permission sought, no less than 2 children per 1 adult in the car)
- A risk assessment of the visit is undertaken and submitted at least **3 days** before the visit. The Headteacher or senior leader reads and approves the risk assessment then uploads the visit into EVOLVE
- At least 1 member of staff who is an emergency first aider must accompany the visit
- Parent volunteers are not permitted to take groups of children out of site of school staff at any time

The governing Body is always informed of these visits through the Headteachers report to governors

For visits of more than 1 day that are overnight, or include Hazardous activities, permission must be sought from the Chair of Governors and the Local Authority before the visit takes place. Hazardous activities include:

Abseiling	Mountaineering
Archery	Orienteering
Assault Courses	Parachuting
Canal boating	Pony Trekking
Canoeing	Power Boats
Campcraft	Pot holing/Caving
Cycling	Quad Biking
Crosscountry skiing	Quasar Laser War Games
Dry Slope Skiing	Rafting
Duke of Edinburgh	Rock Climbing
Bronze	Rowing
Silver	

	Gold	Sailing - Inland
Fencing		Sailing - Open Seas
Flying		Shooting
Gliding		Snorkelling
Hang Gliding		Swimming - not organised by the LA
Helicopter Rides		Sub Aqua
Hill Walking		Trampolining
Horse Riding		Water Skiing
Hot Air Ballooning		Weight Lifting
Indoor Rock Climbing		Wind Surfing
Judo/Wrestling		Winter Sports
Mountain Biking		(Skiing, Ice Skating, Tobogganing)
Motor Cycling		

For these visits it is usual that a parents meeting will be called to explain the nature for the visit. These types of visits follow the procedure:

- Pre visit check by staff
- Organisation of additional insurance cover
- Organisation of activities and transport - approve activities and seat belts on bus
- Parental meeting
- School completes appropriate forms as required by Local Authority and submits them at least 2 weeks before the visit and gives copies to Governing Body for approval.
- Risk assessments are completed
- Permission for the visit is received
- Staffing is organised to include emergency first aider and fully trained first aider. No one without a CRB is permitted to accompany the visit
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The school has an Educational Visits Coordinator - Mrs K Brown, who oversees all visits and visitors.

RESPONSIBILITIES OF THE LOCAL AUTHORITY (LA)

The LA will:

- Monitor educational visits being carried out by schools in the LA - including all visits which involve an overnight stay and/or hazardous activity.
- Visit schools/centres on a sample basis in order to observe activities taking place.
- Be responsible for updating documentation as and when required.
- Monitor the work of the Educational Visits Co-ordinators (EVCs) and provide training on an annual basis.

- Monitor the work of the EVCs.
- Give guidance and advice to the EVCs.
- Ensure that relevant risk assessments are completed before any overnight stay or hazardous activity takes place.
- Provide training for any teacher that requires INSET in order to improve their competence.
- Ensure that Technical Advisors are made available to Group Leaders to enable local validation to take place.
- Periodically check the suitability of the various contractors used by schools in the LA. This will involve checking on risk assessments and qualifications of persons teaching hazardous activities.
- Check the educational objectives of trips, especially those involving an overnight stay and hazardous activity.
- Check any generic risk assessments prepared externally, eg activity providers.
- Check the competencies of any teacher who wishes to take charge of hazardous activities.
- Maintain a register of staff competent to lead specific adventure activities.

The Local Authority recommends the following adult / child ratios:

Reception - 1 to 4

Years 1 to 3 - 1 to 6

Year 4 to 6 - 1 to 10

The school follows this recommendation wherever possible. However for local visits we accept higher ratios of 1 to 15 for key stage 2 and 1 to 10 for key stage 1.

RESPONSIBILITIES OF GROUP LEADERS

One teacher, the group leader, should have overall responsibility for the supervision and conduct of the visit and should have regard to the health and safety of the group. The group leader should have been appointed or approved by the headteacher or the governing body. The group leader should:

obtain the headteacher's prior agreement before any off-site visit takes place;

follow the LA regulations, guidelines and policies;

appoint a deputy;

clearly define each group supervisor's role and ensure all tasks have been assigned;

be able to control and lead pupils of the relevant age range; be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;

be aware of child protection/safeguarding issues;

ensure that adequate first-aid provision will be available;

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.

review regularly undertaken visits/activities and advise the headteacher where adjustments may be necessary;

ensure that teachers and other supervisors are fully aware of what the proposed visit involves;

have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;

ensure that ratio of supervisors to pupils is appropriate for the needs of the group.

consider stopping the visit If the risk to the health and safety of the pupils is unacceptable and have in place procedures for such an eventuality;

ensure the group supervisors have details of the school contact;

ensure the group supervisors and the school contact have a copy of the emergency procedures;

ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs which will be necessary for them to carry out their tasks effectively.

RESPONSIBILITIES OF STAFF

For all day to day visits, teachers are responsible for completing all paper work and emailing it to Mrs B Gill for processing AT LEAST 1 WEEK BEFORE THE VISIT.

Failure to do this will result in the trip/visit being cancelled. Staff must email:

- An up to date risk assessment
- A list of all pupils with contact details
- A list of all staff with contact details
- An itinerary
- A completed 'Trip/Visits details form' (appendix 1)

NO PUPILS ARE PERMITTED TO LEAVE THE SCHOOL SITE UNLESS THIS PROCESS HAS BEEN FOLLOWED AND APPROVED BY THE HEADTEACHER

RESPONSIBILITIES OF GOVERNING BODIES

Governing bodies should:

ensure that the headteacher and the Educational Visit Co-ordinator (EVC) are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfil their responsibilities;

ask questions about a visit's educational objectives and how they will be met: Are the objectives appropriate to the age and abilities of the pupil group? The Governors should challenge the nature of the venture when the educational objectives are not clear or where the means to meet them do not appear to be realistic. Governors offering professional advice to schools, should be aware that their professional indemnity insurance is unlikely to cover them for unpaid advice;

help to ensure that early planning and pre-visits can take place and that the results can be acted upon;

ensure that bookings are not completed until external providers have met all the necessary assurances. Also, ensure that specific items in the risk management - for example, overnight security, room and floor plans - are checked prior to departure;

ensure that the headteacher and the EVC have taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit.

satisfy themselves that the risk assessment has been carried out, that appropriate safety measures are in place and that training needs have been addressed;

ensure that the headteacher/group leader shows how their plans comply with regulations and guidelines, including the school's health and safety policy document and that the headteacher/group leader reports back after the visit;

ensure that they are informed about less routine visits well in advance;

assess proposals for certain types of visit, which should include visits involving an overnight stay, hazardous activities, or travel outside the UK, and submit these proposals to the LA if appropriate;

ascertain what governor training is available and relevant.

RESPONSIBILITIES OF HEADTEACHERS

Headteachers should ensure that visits comply with regulations and guidelines provided by the LA and the school's own health and safety policy. Headteachers should ensure that the group leader is competent to monitor the risks throughout the visit.

Headteachers should be clear about their role if taking part in the visit as a group member/supervisor. They should follow the instructions of the group leader who will have sole charge of the visit.

Headteachers should ensure that:

tasks are delegated to the Educational Visits Co-ordinator (EVC);

that arrangements are in place for the governing body to be made aware of visits so that questions can be asked as necessary;

ensure that arrangements are in place for the educational objectives of a visit to be inclusive, to be stated in the pre-visit documentation, and to be made known to all relevant parties;

Best value is obtained. Appropriate consideration must be given to financial management, choice of contractors, and contractual relationships;

issues identified by exploratory visits have been satisfactorily resolved within the risk assessment;

the accreditation or verification of providers has been checked; that

visits are evaluated to inform the operation of future visits;

the EVC keeps him or her informed of the progress of the visit and that this information is relayed to governors (and to parents as necessary);

the EVC has designated an appropriately competent group leader who will meet the LEA's criteria.

the EVC can obtain advice on less routine visits from an appropriate technical adviser as necessary;

there is a contingency plan (plan B), covering for example the implications of staff illness and the need to change routes or activities during the visit. The consent form should carry details of plan B;

time is available for the EVC to arrange for the induction and training of staff and volunteers and ensure that staff receive the induction and training that they need before the visit;

sufficient resources are available to meet identified training needs, including attendance at courses arranged or held by the LA;

visit evaluation is used to inform training needs. Further staff training should be made available where a need is identified;

the recording of any accidents are made. Accident and incident records should be reviewed regularly, and this information used to inform future visits;

serious incidents, accidents and near-accidents are investigated;

teachers are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff;

the school has emergency procedures in place in case of a major incident on an educational visit. These should be discussed and reviewed by staff. Ensure that pupils, parents, group supervisors and others are given written details of these procedures;

the school contact has the authority to make significant decisions. He or she should be contactable and available for the full duration of the visit 24 hours a day. He or she should be able to respond immediately at the school base to the demands of an emergency and should have a back-up person or number;

the EVC briefs the leader and supervisors about the emergency procedures as part of the risk assessment briefing and that the leader and supervisors have ready access to them during the visit;

the EVC impresses upon parents the importance of providing their own contact numbers which will enable the parents to be contacted in case of emergency;

a procedure is established to ensure that parents are informed quickly about incident details through the school contact, rather than through the media or pupils;

contractors have adequate emergency support procedures, and that these will link to school and LA emergency procedures.

adequate child protection procedures are in place;

all necessary actions have been completed before the visit begins;

the risk assessment has been completed and appropriate safety measures are in place;

training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;

the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;

the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location/centre where the activity will take place;

group leaders are allowed sufficient time to organise visits properly;

non-teacher supervisors on the visit are appropriate people to supervise children with appropriate safeguarding clearance;

ratio of supervisors to pupils is appropriate;
the LA and governing body has approved the visit,

if appropriate; parents have signed consent forms;

arrangements have been made for the medical needs and special educational needs of all the pupils;

travel timings are known

Any additional insurance is in place

Medical needs are known and addressed

they have the address and phone number of the visit's venue and have a contact name;

a school contact has been nominated (this may be the headteacher) and the group leader has details;

the group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedures;

the group leader, group supervisors, LA and nominated school contact have the names of all the adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;

there is a contingency plan for any delays including a late return home;

the headteacher should ensure that banking arrangements are in place to separate the visit's receipts from other school funds and private accounts;

the headteacher should reach a pre agreement with parents on whether any funds left surplus after the visit will be returned to parents or retained for another visit.

During visit

As soon as the group arrive at the destination the group leader should ensure that the venue is suitable for the visit to continue.

In the case of an overnight stay the group should be made aware of the safe means of escape in case of fire and where the group should assemble.

As soon as practicable the group leader should carry out a fire drill so that pupils are aware of procedures and carry them out safely and effectively.

The duty rota should be made known to all staff and pupils for the length of the visit.

Establish contact point if you get lost.

At the venue, keep a watchful eye on your group. Take a roll call after lunch.

Revise timetable and Codes of Conduct.

Reduce hazards by ensuring structured activities and group procedures.

Count equipment in and out.

Collect work in.

Before coach departs venue, check number on board.

Visitors

Visitors are only permitted into school to work with the children if they:

- Have a recent and relevant CRB
- If they have read the school safeguarding information and signed to agree its contents
- If a risk assessment of their work has been undertaken by a relevant member of staff
- If they are supervised by staff either directly or closely by staff
- If parents have given permission for them to work with their child/ren

Appendix 1



Pensby Primary School - Trip/visit details



Date of submission of this form to office	
Visit name	
Class teacher	
Year group	
Purpose of visit	1. 2.
Intended outcome	
Date of visit	
Venue/venues	
Are you using staff from the venue?	
Travel arrangements (include name of any transport company to be used)	
Visit leader	
Visit leader contact number	
Number of boys	
Number of girls	
Names and contact details of staff on visit	
Risk Assessment - must be emailed to headteacher	

Programme itinerary - must be emailed to headteacher

Signed by person completing form:

1.

