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## **Policy for Educational Visits**

### **What is this policy for?**

This policy sets out clear guidelines on the way that Hutton CE Primary School enriches our curriculum through visits out and visitors into school and provides a wide range of real life experiences for pupils to explore beyond their usual physical boundaries.

This policy offers school staff advice and support in the planning and organising of all offsite activities.

### **The vision for Educational Visits**

At Hutton CE Primary, we believe that our pupils should experience a wide range of opportunities which extend their learning in all curriculum areas. We provide opportunities for pupils to ask questions of themselves and the world they live in, to enable them to embark on their personal search for enjoyment and fulfilment and to challenge themselves to move outside of their comfort zone in order to grow as a person.

### **When do educational visits happen?**

An example of the range of activities pupils at Hutton CE Primary School participate in.



Class	Autumn		Spring		Summer	
Reception	Local Park visit	St Mary's Church visit	Local park visit	St Mary's Church visit	Local Farm visit	St Mary's Church visit
Year 1						
Year 2			Dance Their Socks Off – Weston Playhouse		SS Great Britain/Matthew	
Year 3	Worlebury hill fort		Bath – Roman baths Dance Their Socks Off –Playhouse Mendip outdoor pursuits - tobogganing		Countryside Day	
Year 4			Mendip outdoor pursuits -climbing Hooke Court residential trip			
Year 5	Houses of Parliament London trip		Mendip outdoor pursuits -caving Dance Festival – Weston Playhouse			
Year 6	Bristol Trip Life skills		Mendip outdoor pursuits -canoeing		Hooke Court Outdoor residential camp	

### What do we learn from Educational visits?

Educational trips are planned to support and broaden the children's understanding of the current class topic. In addition, there will be additional trips throughout the year, such as sports, music or charity community events. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The school is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

### How do our Educational Visits operate?

Guidelines:

1. All offsite visits must be assigned to one of the Category of Activities (see Appendix A) and must then follow the relevant procedures from the LA policy.
2. All staff must be familiar with the LA Emergency Procedures Plan in case of a major incident during a visit. (See Appendix B).



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3. All staff, helpers or external providers of activities must have the appropriate skills, competence and qualifications to undertake a given activity safely and to meet its stated aims. This must include the ability to carry out the 3 levels of risk assessment. (see Appendix C)
- 4a. All Parents/carers must be fully informed in writing of any visit. This information must include: travel, cost, potential risks (and accommodation if applicable).
- 4b. Parents MUST sign to acknowledge receipt of the information and provide permission for the children to go. Under NO circumstance will children be allowed to go if this permission is not granted IN WRITING.
- 4c. Parents must also provide emergency contact points (day and night for residential camps) and disclose relevant medical information. (See Appendices D and E for relevant forms for residential.)
5. Adequate first aid cover will be provided on all visits.
6. All staff and any voluntary helpers who have unsupervised access to pupils must have DBS clearance for convictions involving children or young persons. [This means groupings must consider this, especially if small groups are to tour alone, or visit toilets alone. Possible suggestions are that the teacher, LSA, and SMSA each have a group which pairs with a Parents group. Parents who would like to offer to accompany trips could be asked for DBS clearance.]
7. Accompanying adults MUST be given some knowledge of the activity, be physically fit and capable of deputising as leader in an emergency. [This means copies of all groupings in the class, members on the coach, emergency contact procedure, and knowledge of risk assessments and the aims of the visit. Usually this would be the LSA accompanying the class. Occasionally it may be a Parent helper.] (see appendix F)
8. Any incidents, injuries, unsafe practices, equipment failure or “near misses” occurring during an activity must be reported using relevant forms (See Appendix G)
9. All visits must be monitored and evaluated and these records are given to the Educational Visits Co-ordinator after the visit (see appendix H).
10. FOR RESIDENTIAL VISITS: All external providers must have the relevant qualifications i.e. Adventure Activities Licensing Authority (AALA) License. The details of which will be checked by the LA advisory section on receipt of the OFFSITE VISITS NOTIFICATION FORM (see Appendix I). This form must be sent at least 4 weeks before any visit. One member must have 4 day First Aid certificate.



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### **Monitoring and Evaluation.**

The policy will be monitored to check effectiveness by the senior leadership team. It will be reviewed annually by staff and the Local Governing Body.

Hutton CE Primary values the contribution all stakeholders make to the school and encourages them at every opportunity to inform the school of their views. These contribute to ongoing self-evaluation

Policy written: December 2020

Policy review: June 2022

Ratified by the Local Governing Body and signed by chair or vice chair:

5/7/21



## Hutton CE Primary School Educational Visits (off site) Policy Appendix A: Category of Activity

When assessing the most appropriate category in which to place an activity account must be taken of:

- The ages and abilities of the pupils involved.
- The environment and location of the activity
- The prevailing weather conditions
- The experience and qualifications of available leaders and supervisory staff. The following lists are not exhaustive and can be interchanged as experience dictates.
- **Category A:** comprises activities/events which present no significant risks beyond those that may be experienced in everyday living and moving around. These will cover the majority of school visits and do not require specialist qualifications.
  - Visiting libraries
  - Museums
  - Exhibitions
  - Attending musical/arts events
  - Field study visits in environments presenting no technical hazards
  - Farm visits
  - Zoo visits, nature reserves and National Trust type properties
  - Access to offsite playing fields and sports facilities "away" fixtures.

**Category B:** comprises activities/events that are considered higher risk than category A and may require further qualifications.

- Orienteering in local parks or woodlands
- Walking or off-road cycling in non-remote countryside
- Low level camping trips where basic facilities are available
- Field study work in non-remote upland or coastal areas
- Team building/problem solving exercises, rope and assault courses



- Visits to major cities in UK or overseas,
- visits to theme parks
- horse riding or pony trekking

**Category C:** comprises activities that are potentially of a high risk nature that require specially trained, experienced and qualified staff to lead.

- Climbing
- Caving
- Trekking
- Skiing
- Archery
- Pistol shooting
- Remote or “wild country” camping (Ten Tors, D of E Gold expeditions)
- Water based activities: canoeing, sailing, sub-aqua, gorge walking, open water swimming
- Overseas visits
- Motor sports, quad biking, motorbike scrambling, paint balling.



## Hutton CE Primary School Educational Visits (off site) Policy Appendix B: Emergency Procedures Plan

**This appendix must be laminated and taken on off site visits along with pupil medical and emergency contact sheets.**

Adopt the following procedures:

- Establish names of any injured and get immediate medical attention – i.e. notify and request assistance from the Police, Fire, Ambulance, Coastguard Services as required.
- Ensure the safety and welfare of the remainder of your party.
- Ensure all group members are aware of the situation and that emergency procedures are being followed.
- Ensure a teacher accompanies casualties to hospital and the rest of the group are adequately supervised and kept together at all times.
- Notify police if necessary.
- Contact and inform your Headteacher/EVC with all relevant details of the incident. This must include nature, date and time of incident, location of incident, details of injuries/fatalities, actions taken so far. They must activate your communication plan and they will **contact parents/carers if necessary.**
- School will contact the Authorities EMERGENCY CONTROL number below and inform them of all relevant details of the incident. **01934 622669**
- Write down accurately all relevant facts, times, witness details, and preserve any vital evidence. Keep a written account of all events and contacts after incident.
- Make contact again with your Establishment as regularly as necessary, informing them of any changes to your programme and further information resulting from the incident.
- Complete an accident report form as soon as possible. Contact LA H&S personnel.
- You must **NOT** speak to or pass on any communications (including photos, videos) to the media without seeking advice and approval from the school/LA contact. It is important that the name of casualties are not divulged to media as this could cause distress to families.
- You must not relay any information about any incident via social media without express permission of the headteacher.
- It is advisable **NOT** to discuss legal liability. Any media queries should be referred to the designated LA media contact.



- *Please note: If members of your party have mobile phones, you will need to instruct them to refrain from calling parents, carers or friends until official calls have been made to the Authority's Emergency Control who will then activate the Emergency Plan. Unwelcome and unmanaged media interest will be one consequence otherwise.*



## Hutton CE Primary School Educational Visits (off site) Policy Appendix C: Risk Assessments

There are several documents which need to be followed before planning an educational visit.

### All visits:

1. Safety in School Trips and Adventurous Outdoor Activities: A step by step planning checklist
2. Risk assessments must be made.
3. Supervision ratios must be maintained at all times. Account must be made for a teacher to detach themselves from the group if required to do so.
4. Lead teachers must explain in writing to all members of the party their responsibilities.
5. Regular checks on names and numbers must be carried out.

### Residential visits:

#### All the above criteria must be followed and in addition:

6. Children must know fire safety precautions when on a residential trip.
7. Children must know about local conditions, what to do in an emergency, if they get lost or are in difficulty.
8. Staff should carry contact lists and medical forms at all times.
9. Parents must know the procedures for contingency plans if a child falls ill, has an accident or needs to be returned for disciplinary purposes.
10. Off site visits notification form must be used.



## Hutton CE Primary School Educational Visits Policy

### Appendix D: Parental Consent Forms for Residential Visits

Staff to complete numbers 1-8. Parents to complete 9-20 please.

1. Name of Educational Establishment: Hutton CE Primary School
2. Date of visit/activity: \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_
3. Venue of visit/activity: \_\_\_\_\_
4. Cost of visit : £ \_\_\_\_\_ (this is payable in instalments)
5. Transport will be: \_\_\_\_\_
6. Type of activities to be undertaken: \_\_\_\_\_
7. Associated risks of these activities: \_\_\_\_\_
8. Precautions in place: \_\_\_\_\_
9. Name of pupil: \_\_\_\_\_ 10. Date of Birth of pupil: \_\_\_\_\_
11. Pupils Home address: \_\_\_\_\_
12. Pupil's Home Tel Number: \_\_\_\_\_
13. Emergency Contact Name: \_\_\_\_\_ 14. Relationship to pupil: \_\_\_\_\_
15. Emergency Contact Tel Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_
16. Any special dietary requirements \_\_\_\_\_

Any other special requirements (see attached for medical information)

17: **Declaration:** As Parent/carer of \_\_\_\_\_ I have read, understood and am satisfied with the details supplied about the above mentioned activity and assessed risks associated with them. I agree to my child taking part.

I also agree that: a) he/she is fit to participate in the activities described.  
he/she will comply with any special conditions applicable.

If I cannot be contacted, I give permission for any emergency dental or medical treatment that is considered necessary by the medical authorities present, to be authorised by the lead teacher whilst the group is away from home.

18. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

19. Print Name of Parent/Carer (in block capitals)

One copy to be kept in school, one copy to accompany lead teacher on the off site visit.





Dental Problems	YES	NO
Other illness or Disability	YES	NO

10. If the answer to any of the questions in the table above is YES please give details in the space below.

Has the pupil received vaccination against TETANUS in the last ten years?	YES	NO
Does the pupil require any special medical treatment?	YES	NO
Has the pupil received specific surgical or medical treatment in the past three months?	YES	NO
Has the pupil been in contact with, or has suffered from, any contagious or infectious diseases in the past four weeks?	YES	NO
Is the pupil allergic to any medication?	YES	NO

b) If the answer to any of the questions in the table above is YES please give details in the space below and specify which medical treatment/condition is involved or has been carried out.



It is MANDATORY that ALL medical information is disclosed and if you would prefer to discuss any medical matter privately with the lead teacher, please make an appointment to do so.

**DECLARATION**

As Parent/carer of..... I consent to his/her receiving any necessary medical treatment for any injury or illness during the above visit/activity.

Signature .....Date.....

Print name of Parent/Carer.....



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**Hutton CE Primary School Educational Visits (off site) Policy Appendix F: Information for Staff/Helpers on visit.**

- 1) Venue of visit:
- 2) Telephone number of venue:
- 3) Date of visit/activity:
- 4) Lead Teacher taking visit:
- 5) You will need: This information sheet, risk assessment information, list of class groupings, list of children on your coach, packed lunch, appropriate clothing and footwear.
- 6) Transport Company: Tel. Number:
- 7) Transport Times: From school at: To:  
and return from venue at: To school at:
- 8) The aim of the visit:

9) Relevant questions to ask the children in your group:

10) The children in your group are highlighted. The other groups are as indicated.

In the unlikely event of a child becoming lost: contact the class teacher immediately to tell them when you last head counted your group, your location etc. If you find a child who has been lost from another group, keep them with you but contact the class teacher immediately to report that you have the child with you.

11) In the event of an emergency the person to contact is the class teacher:

the LSA:



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**Hutton CE Primary School Educational Visits (off site) Policy Appendix G:**

**Record of Incidents, injuries, unsafe practices, equipment failure or near misses**

Date	Activity	Incident	Injury/ Near miss	Reason for incident: e.g. Unsafe practice Equipment failure	Action taken	Lessons learned

**Signed:** .....

**Date:** .....

Philippians 4:1: I can do this through him who gives me strength

Educational Visits Policy



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**Appendix H: Monitoring Form (after visit to go to EVC.)**

Activity	Any incidents?	Comments (these are useful for future visits)
Transport to/from venue	Yes/No	(Timing/courtesy/nature of driving etc)
Venue	Yes/No	(Did it provide what you wanted to achieve? Were staff helpful? Would you use them again?)
Risk assessment	Yes/No	(Was it adequate? Did you need to consider other issues when in situ? )
Accidents/incidents	Yes/No	(First aid given/help from venue etc)
Weather conditions	Yes/No	(Did these hamper visit? Was there adequate protection from poor weather?)
If running the visit again I would change:		
Signed:		Date:
Copy given to EVC:		Date:



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**Hutton CE Primary School Educational Visits (off site) Policy Appendix I: Off Site Visits Notification Form.**

To be used in conjunction with the DELL Policy, Procedures and Codes of Practice for Off Site Visits.

Completed forms must be returned at least Four weeks prior to residential and category "C" visits and six weeks prior to overseas visits.

Please return to: DELL, Health and Safety Team, The council House, College Green, BS99 7EB

a. Name of Educational Establishment: Hutton CE Primary School

b. Name of Educational Visits Co-ordinator (EVC)

c. Name of Party Leader:

d. Contact telephone Numbers for EVC:

Contact telephone Numbers for party leader.....

5a) Number of pupils at Key Stage 1:                      Key Stage 2:

5b) Number of Girls:                      Boys:

5c) Detail other equalities information e.g. disabilities, minority group participation etc.

6a) Number of teachers on visit:                      6b) Number of helpers on visit:

7a) Venue/centre for visit:

7b) Purpose and nature of visit e.g. improve languages/camping/outdoor pursuits etc.

8) Location/Address of venue /centre

9) Telephone number of venue/centre:

Emergency telephone numbers. This must be a "home base" number of the Educational establishment. It must be contactable 24 hours per day in emergencies to allow access to:

Medical Consent forms for all party members

Details of the visit/residential programme

Tel.

10) Have the relevant risk assessment been carried out?                      YES                      NO

11) Are these Risk Assessments available for inspection?                      YES                      NO



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13) What transport will be used on this trip?

14) Name of transport company used;

15) Does the company comply with DELL Transport policy? YES NO

16) Has additional insurance cover been taken out for this trip? YES NO

17) Are qualified First Aiders available? YES NO

18) Have all those with unsupervised access to the young people on the trip received clearing from the Criminal Records Bureau? YES NO

19) Are the premises covered by a current Fire Certificate? YES NO

20) Name of activity provider if different from Venue/Centre staff:

21) Adventure Activity Provider Licensing Authority (AALA) Licence Number.....

22) List the AALA licensed activities to be undertaken during your visit (i.e. category C activities in the DELL policy, procedures and Code of Practice for off site visits Jan 2003)

23) Has the provider been contacted to ensure instructor qualifications conform to those required under DELL Policy, procedures and code of practice for off site visits Jan 2003?

24) List activities to be undertaken during your visit which are NOT covered by AALA regulations, or, when school staff are being used. (Typically A&B category activities as described in the DELL Policy, procedures and code of practice for off site visits Jan 2003.

Activity	Instructors Name	Instructors Qualification



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If any of the above requirements cannot be met/ are inapplicable please outline the reasons for this below. Additional information can also be provided here.

Signature of EVC:

Date:

Signature of Head teacher:

Date:

We acknowledge receipt of your notification, which has been checked and approved in relation to the information supplied from yourself and the Centre/Providers you wish to use.

Signed..... (Outdoor Activities Co-ordinator) Date:.....