



CHERRY GARDEN SCHOOL

Educational Visits Policy

STATUS:

DRAFT

AGREED

Review Date:

March 2021

Authors:

Teresa Neary

Agreed by Governing Body (Curr. S/c)

March 2018

POLICY ON EDUCATIONAL VISITS

Rationale

At Cherry Garden School we value the importance of off-site visits to compliment the school curriculum. Many of our students benefit from real life experiences, and having the opportunity to generalise their communication skills in the community setting. We also encourage links with the local community shops, library, schools and other relevant areas to develop community cohesion.

Educational Visits aim to:

- Generalise core skills in social, communication, physical and cognitive development.
- Develop pupils' independence skills.
- To have access to a wider range of opportunities in the community.

Responsibilities of Headteacher

Visits comply with regulations and guidelines provided by the LEA and the school's health and safety policy. (EVOLVE online assessment). The school is insured for trips off site. The Head teacher should ensure that the group leader is competent to monitor the risks throughout the visit before authorising the application on EVOLVE. The following need to be in place.

- Adequate child protection procedures are in place.
- All necessary actions have been completed before the visit begins.
- The group leader has experience in supervising the age groups going on the visit and will organise the group effectively.
- The ratio of supervisors to pupils is appropriate.
- Parents have signed consent forms.
- Arrangements have been made for the medical needs of pupils in line with the health and safety policy.
- Adequate first-aid provision is available.
- The group leader and school have names of all the adults travelling in the group and contact details of the parents. The school has information on next of kin of all staff.

Responsibilities of Group leader

One teacher, the group leader should have overall responsibility for the supervision of the visit and should have regard to the health and safety of the group. The group leader should:

- Obtain the Head teacher's prior agreement before any off-site visit takes place.
- Ensure the ratio of supervisors to pupils is appropriate for the needs of the group.
- Undertake and complete the planning and preparation of the visit including the briefing of staff and parents.
- Clearly define each person's role and ensure all tasks have been assigned.
- Be aware of child protection issues.
- Ensure that adequate first aid provision will be available.
- **Upload risk assessment onto EVOLVE website 2 weeks before the trip.**
- **Provide a copy of the planning sheet for the educational visit prior to the trip.**

Planning Visits

The group leader needs to

- Check with Head teacher they can do the trip.
- Assess suitability of the venue.
- Complete EVOLVE application on line 2 weeks before.
- Assess suitability for intimate care if required.
- Book transport two weeks before the visit.
- Inform parents of the visit.
- Book lunches through the SAO two weeks before the visit.
- Discuss funding issues with the H/T or D/H.
- Once agreed inform the SAO re funding at least 7 days before the trip.
- Remember first aid kit and school mobile phone on the day.
- Constantly monitor group safety during the visit i.e checking number of pupils on a regular basis.

First Aid

- All visits need to be accompanied by a suitably stocked first-aid box.
- Pupil contacts and GP contact is in class first aid kit.

Risk Assessments

A risk assessment should be completed 2 weeks before the one off visits using EVOLVE , and should be approved by the Head teacher. The risk assessment should be based on the following considerations:

What are the hazards?

Who might be affected by them?

What safety measures need to be in place to reduce risks to an acceptable level?

Can the group leader put the safety measures in place?

What steps will be taken in an emergency?

Swimming trips must have an annual risk assessment and this needs to be updated if there are changes in venue, equipment or pupils.

All staff should monitor the risks throughout the visit and take appropriate action as necessary.

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

- The type of activity and the level at which it is being undertaken.
- The staff /pupil ratio.
- The competence and experience of staff.
- The medical needs of pupils.
- Seasonal conditions, weather and timing.
- Emergency procedures.
- The need to monitor risks throughout the visit.

Water Based Activities

- Extra attention need to be given when completing a risk assessment for 'Educational Visits' when water is involved.
- Adequate support needs to be planned for in order to ensure all children are safe and secure.
- There needs to be a 1:1 allocation if using a paddling pool area with another member of staff on the side.
- Group organisation is vital in allocating staff to specific responsibilities.

For example

Paddle boat rides – needs to be two adults to one child - One adult to support and supervise the child, and one to steer the boat.

Emergency Procedures

- Assess the situation.
- Allocate a member of staff to be with casualty and teacher to remain with the rest of the group.
- Ensure that all the group are safe and looked after.
- Use mobile phone to get immediate medical attention and /or police where necessary.

- Ensure that the teacher remains with the group if a child needs to go to hospital by ambulance.
- Follow advice from emergency services.
- If necessary, phone the school leadership team for advice or clarity once group out of immediate danger.
- Use the mobile phone to contact the school. Details of incident to pass on to school are name of casualty, nature and time of incident, location of incident, names of others involved, action taken so far and action yet to be taken. The school will then contact parents and relevant personnel.
- Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence. Keep a written record of all events, times and contacts after the incident.
- Complete an accident report form as soon as possible.
- No-one in the group should speak to the media. Names of those involved in the incident must not be given to the media as this could cause distress to the families. Media enquiries must be referred to the Southwark press office.

Parents

A parental consent form is no longer required, however the parents need information on the nature of the educational visit.

SCHOOL JOURNEYS

The above principles apply when planning for school journeys, however more detailed planning is needed.

Information to parents

The parents need to be aware that the staff will be exercising the same care that a prudent parent would provide. The following information should be given to parents:

- Date of school journey
- Objectives
- Times of departure and return.
- Mode of transport and who is driving.
- Size of group and level of supervision.
- Details of accommodation.
- Names of staff.
- Details of activities planned.
- Clothing and equipment to be taken.
- Money to be taken.

- Details on the cost of the visit.

Information from parents

Parents are expected to complete questionnaires (see appendix).

Medical Consent forms

Parents will be asked to sign a consent form agreeing that the staff will act in 'loco parentis' and will take necessary steps to ensure the safety of that child for the duration of the school journey. Included on this form will be information on times and dosage of medication to be taken.

Planning transport

Factors to consider are

- Passenger safety – seatbelts and tail lifts with appropriate clamps.
- Competence of driver.
- Arrangements in case of a breakdown.
- Appropriate insurance cover.
- Journey time and distance.
- Stopping points on long journey for toilet and refreshments.
- Supervision.

Appendix

Parent Questionnaire

School Journey

Name:

Breakfast

What time does he/she wake in the morning?

What time does he/she normally eat breakfast?

What does your child like to eat for breakfast?

Does he/she have a morning routine?

Evening meal

What time does he/she normally eat in the evening?

What does your child like to eat for dinner?

What do they like to do in the evenings?

Bedtime

Does he/she have a bedtime drink or snack? If yes, what is it?

What is their bedtime routine?

What time do they normally go to bed?

Does he/she go to sleep straight away?

Does he/she sleep through the night?

Extra information

Do they have any phobias?

Is there anything else we need to know about your child for the school journey?