



# Trip Rationale and Policy Statement for Outdoor and Educational Visits

Version 4

## **Trip Rationale**

- All children will be given the opportunity to participate in educational visits including these using local resources and resources further a field<sup>1</sup>. This policy has been introduced to ensure that the school continues to build its links with the local community and enable children to experience quality first hand experiences in a range of contexts.
- All trips are now linked to the curriculum for each year group; the trips are related to the topics of study.
- Trips are planned to address learning objectives and achieve specific learning outcomes that have been enhanced by the visit or would not have been possible without the visit.
- Teachers and phase leaders should inform parents and children through their newsletter of any trips taking place during that half term.

## **Policy**

*NB: The 2005 LA document 'Learning Beyond the Classroom' still provides the basis for this document this policy has been written to customise the 2005 document for OFP.*

## **Legal Responsibilities**

Department of Education 'Health and Safety; Advice on Legal Duties & Powers 2014 applies to all educational visits. The employer (Local Authority) retains overall responsibility for health, safety and welfare. However, due to delegated tasks and devolved responsibilities all staff attending visits have significant responsibilities.

## **Common Law Duty of Care**

A teacher/HLTA/TA has a duty of care for the young people under his/her supervision. There is a higher duty expected of teachers as a result of their specialised training and knowledge. The age and ability of the student along with the location and activity determine the level of supervision required.

## **Statement of Intention**

Old Fletton Primary school offers educational visits that are well planned, safely managed and purposeful. It does this through the leadership provided by Local Authority, Governors, Headteacher and Educational Visits Coordinator (EVC) and the provision of appropriate planning, risk assessing and risk managing procedures. All parties are involved in the planning of visits and the risk management process that is undertaken; by making the

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<sup>1</sup> In year six children will have the option of attending an outdoor and adventurous residential as well as other trips.

children active partners in this process Old Fletton Primary school is helping prepare them to become 'safe' for their current and future lives.

## **Range of Educational Visits**

- Local walks – within 2km of radius of school<sup>2</sup>
- Sports matches<sup>3</sup>
- Residential
- Day visits linked to curriculum
- Swimming

## **Roles and Responsibilities**

### Governors

- To delegate the sanctioning of educational visits to the Headteacher and the EVC and to monitor the work of the EVC <sup>4</sup> as appropriate.

### EVC/Headteacher

- To ensure that educational visits meet the Local Authority's (LA) and school's requirements for health and safety and educational purpose
- Support the Headteacher and Governors with approvals for educational visits
- Assess the competence of potential group leaders with Headteacher
- Identify staff training needs
- Develop effective risk management strategies and procedures
- Ensure accident reporting procedures are in place
- Annually review and update systems
- Monitor practice
- Develop emergency arrangements alongside Headteacher

### Group Leader

- This can be any staff member providing that they have been viewed as competent by HT/EVC
- The group leader (GL) will have appropriate knowledge of the school's and LA's policies and will have sought approval from HT/EVC 1 week before the planned visit
- The GL has overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare
- The GL will carry out effective planning, preparation and risk management procedures in accordance with the school and LA policies
- The GL will clearly define the roles and responsibilities of all staff and pupils for the visit ensuring effective supervision of what pupils do
- The GL will need to monitor the educational outcomes for the visit against the educational objectives laid out initially

### Additional Adults/Volunteers

- These adult will need to have been shared with the HT/EVC

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<sup>2</sup> Risk management procedures to be drawn up by EVC and working party of staff and shared and embedded across the school as procedure (January 2009) these will then be reviewed by all staff in September 2009.

<sup>3</sup> As above

<sup>4</sup> Currently Maureen Blore

- The GL will need to have briefed the adults about their roles and responsibilities for the visit
- These adults will have delegated responsibility for the health, safety and welfare of pupils' in their group
- These adults will need to ensure effective supervision of what pupils in their group do

### Children

- Will need to have taken an active part in the risk assessment of the visit
- Will need to ensure that they adhere to the school and GLs behavioural expectations for the visit

### **Risk Assessments**

- All non local visits will need to have a risk assessment conducted and reviewed by EVC/HT.
- The risk assessment will be conducted using the school proforma.
- This will work in conjunction with the procedures that will have been established by the working party for all visits.
- Standard rules for administering medication, visiting public toilets and walking to be adhered to on appropriate visits.

When risk assessing it is important to consider:

- The site and its environment
- The group
- The activity and the leaders
- The transport

When risk assessing the risk assessment should:

- Consider what the hazards are
- Assess the risk of harm
- Put control measures in place
- Check if anything else is needed

### **Pre visits**

- For educational reasons are encouraged
- For health and safety – should take place whenever a 'new' visit is going to an unknown destination
- Google Earth can be used to review previous visit sites and ensure there are no changes to road structures etc
- Photos of the site and the surrounding environment must be taken

### **Recommended Ratios**

A professional judgement must be made by the Visit Leader, Headteacher/Deputy as to the appropriate ratio for each visit. This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

On every occasion when these ratios change the Headteacher must be informed and must sanction the revised ratio. Please note: parents should not bring younger children.

1:6 for Nursery/Reception

1:6 for Years 1 to 3

1:10 for Years 4 to 6

Plus extra adult supervision as required for specific children with additional needs.

Ratios should be decided taking a common sense and proportionate approach (see Dfe 2005 'Learning Beyond the Classroom' and 'Health & Safety Advice 2014")

## **Records and Planning**

All visits should have a clear planning stage. The documented evidence should be collected and stored in a segmented file. The evidence should include:

- Learning objectives and expected outcomes for the visit
- Visit check list
- Adults attending and appropriate phone numbers
- School SLT contacts
- Pupil list of those attending with relevant SEN, dietary and medical information
- Information about the site
- Risk assessment
- Procedure checklist for school visits
- Appropriate insurance information (if required)
- Clear groupings
- Clear roles and responsibilities for all parties – including pupils
- Parental permission/correspondence
- Record on monies collected
- Level of supervision required at different times on the visit
- Critical Incident Plan

Remember this evidence is the 'proof' that you have taken appropriate actions to ensure that risk is kept to an acceptable level.

## **Communications**

- Before all visits are undertaken the GL should ensure that he/she has the appropriate contact numbers for all SLT members as well as the school
- Also a list of pupils attending should be left EVC's office in the marked tray
- SLT members need to be aware that in the event of an emergency they will need to be accessible to the group leader and will need to coordinate the response from school
- Contact numbers of all participating adults are shared with all concerned

## **First Aid**

- A first aid kit will be taken on all visits (contents as advised in Dfe Guidance on First Aid for Schools, p9-10)
- A first aider will attend all residential visits
- An Epi pen trained adult will need to attend any visits when a child with a severe allergy is attending
- In the event of a medical emergency then the GL will contact 999

## **Supervision**

- Needs to take into account the legal responsibilities of staff for day visits
- What is acceptable should be part of the planning process undertaken by the GL and shared with HT/EVC and then with all attendees
- On residential visits then ratios of 1:10 should be maintained at all times even if member(s) of staff are given a brief period of 'down time'

## **Insurance**

- Adequate insurance must be provided for any off-site visit
- GL should clarify with the office what insurance already exists and if there is a need for more cover
- (see section 8 of 2005 'Learning Beyond the Classroom')

## **Emergency Procedures (see Critical Incident Plan)**

- In the event of an emergency the GL will contact the HT and EVC. The Headteacher/Deputy Headteacher will initiate the Critical Incident Plan if necessary
- The HT and EVC will coordinate the management of information and communication with parents, media etc
- The HT and EVC will contact the governing body if deemed appropriate

## **Discipline**

- All pupils attending visits will have been briefed on the expectations for their behaviour
- All adults attending visits will be aware of the school expectations for the visit and will have been advised by the GL of their role in managing behaviour
- Any child whose behaviour creates a risk that is deemed to be unacceptable for themselves or any other party will be removed from the trip and HT/EVC will be contacted to make appropriate arrangements