



BURROUGH GREEN CHURCH OF ENGLAND PRIMARY SCHOOL

Educational Visits 2016

We follow and endorse the Cambridgeshire County Council document 'Learning Beyond the Classroom - Policy & Guidance for Educational Visits'. We recognise the real value of allowing our pupils access to a programme of educational activities which give them a range of experiences off site.

Responsibilities (Section 1 LBTC)

- Visit leader: to follow the guidance and procedures set out below. Use your Duty of Care to intervene or take action when you are unhappy about the planning or execution of an activity, or act on such concerns if they are raised with you.
- Adult volunteers: to follow the briefing instructions given by staff.
- Educational Visits Coordinator (EVC): to approve plans made for visits, ensuring that agreed procedures have been followed particularly for the safety of everyone on the visit and its educational value, organise and lead training, keep records of visits, and act as a source of advice.
- Governors: ensure a policy exists for the coordination of visits and their effective and safe management, ensure that appropriate risk assessment procedures are in place, ensure that approval for adventurous activities and foreign visits has been given by the LA, ensure a critical incident plan and charging and remissions policy are in place.

Procedures

Visit Leaders will;

- Read and answer the questions in 'Guidance for Out-of-School Visits': Appendix 1
- Seek advice from the EVC if they cannot answer any of the questions satisfactorily.
- Complete the 'Booking Form': Appendix 2
- Complete the 'Risk Assessment Form' and make a record of any changes to the plan or things to consider for future visits: Appendix 3
- Evaluate the impact of their visit on pupils.
- For adventurous activities and foreign visits the EVC will notify the LA using EVOLVE, an electronic system for planning and monitoring visits and seeking LA approval.

Induction of staff

- Anyone acting as a Visit Leader will have appropriate training in these guidance and procedures before leading their first visit by the EVC.
- Reference to Educational Visits will be included in the Induction Pack for Teachers.
- An assessment of competence will also be made to determine training needs.

The Educational Visits Co-ordinator is Keith Archer.

This policy will next be reviewed in Spring 2019

Ratified by Learning and Achievement Committee of the governing body on: 8.2.16

Last Review Spring 2016



Guidance for Out-of-School Visits: APPENDIX 1

Do you:

- Know who to contact in an emergency?
- Have the experience and competence to lead the visit?
- Know where you are going, and have you undertaken a preliminary visit? (This is strongly recommended and should be undertaken where possible).
- Have you informed the EVC of the date of your visit and asked the office to organise transport and insurance?
- Have you carried out a risk assessment and passed a copy onto the EVC at least 2 weeks before you go? (Take a copy with you).
- Have you completed a booking form and passed it to the EVC?
- Is there a nominated person in charge and does everyone know who this is?
- Have 'business use' extension to your car insurance policy if you are providing transport?
- Have parents given fully informed consent, including briefing about appropriate clothing for the trip?
- Have sufficient adult support? Foundation = 1 teacher to 20 pupils and 1 adult to 3-5 children. KS1 = 1:6 minimum, KS2 = 1:10-15. (Use higher ratios with younger children or where activity exposes children to above average hazard).
- Have you checked that your adult helpers are on the school's list of DBS checked adult, and if not understand what limits this places on supervision and have been briefed about their responsibilities before the visit?
- Know the medical status/requirements of the adults and children going on the trip? Do they have any special requirements e.g. 1:1 helper, inhaler.
- Have you included such factors in your risk assessment?
- Have a First Aid Kit and have a trained first-aider going with you?
- Know if children eligible for FSMs require a lunch? Let the office know in advance.
- Have a mobile phone and numbers to contact in an emergency?
 - School 01638 507236 (out of hours ring KA: 01223 574862).
 - Addresses and phone numbers of parents if your visit will extend beyond school hours.
 - School should also be able to contact you. Please record your mobile number on the risk assessment given to the EVC.



Guidance for Off-School Residential Visits

Please read the guidance for 'Off-School Visits' in conjunction with the guidance contained here when organising a residential visit.

- Have you checked the accommodation's security and fire certification?
- Have you read the risk assessments prepared by hosting organisations?
- Do you know what they are responsible for and what you are responsible for? (E.g. When will they be leading, and when will you be leading?)
- Do all accompanying adults have Enhanced DBS clearance?



Educational Visits Booking Form: APPENDIX 2

Proposed visit to: _____

Residential/Day Visit (delete as appropriate)

Activities include:

Objectives of the visit: _____

Dates: _____

Transport by: _____

Trip leader: _____

Other accompanying staff: _____

Voluntary helpers: _____

Number of children on the visit: _____ Foundation/KS1/KS2
(delete as appropriate)

I have read the 'Guidance for Out-of-School Visits' and understand my responsibilities.

Signed:

Trip Leader: _____ Date: _____

You must pass this to the EVC at least 2 weeks before the proposed visit for approval.

Approved by EVC: _____ Date: _____

EVALUATION: To what extent did you fulfil your objectives? What impact has the visit had on pupils skills, knowledge and understanding?



APPENDIX 3

Burrough Green School Risk Assessment and Risk Management Record for Educational Visits

(please turn overleaf for risk scales)

| Hazard | Severity | Likelihood | Risk Factor | Control Measures |
|--|----------|------------|-------------|------------------|
| The site and its environment: • • • • | | | | |
| Nature of the group: • • • | | | | |
| The leader and the activities: • • • • | | | | |

Completed by: _____ Date: _____ EVC: _____

Ongoing Risk Assessment Notes

1. Apply the control measures.
2. Monitor how effective they are.
3. Change, adapt and revise as required.
4. Make notes of the changes.

Risk Scales

The association of hazard severity and its probability is extracted from the LA's manual 'Health and Safety Management in Schools'.

RATING SEVERITY

- 5 Death or permanent disability
- 4 Serious injury: long term sickness
- 3 3 day injury: temporary disability
- 2 Injury requiring medical attention or causing work restriction
- 1 Minor injury, e.g. bruise/abrasion

RATING LIKELIHOOD

- 5 Almost certain to happen
- 4 Highly probable
- 3 Possible: feasible
- 2 Possible: might happen
- 1 Remote possibility: negligible

RISK FACTOR RISK ASSESSMENT/ACTION

- 16-25 Unacceptable risk/requires immediate action
- 10-15 High risk/high priority
- 6-9 Medium risk/action a.s.a.p.
- 3-5 Low risk/further reduction may not be feasible/economical
- 1-2 Very low risk/no further action required

Alternative Plans (Plan B)

Base contact 1:

Local hospital:

Base contact 2:

Coastguard:

Trip leader contact:

Local police:

Local doctor:

