



**The Park Federation Academy Trust**  
**James Elliman Academy**  
**Educational Visits Policy**  
**2017-2018**

## Approval

<b>Signed by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
<b>Date of approval</b>	September 2017
<b>Date of review</b>	September 2018

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## **Section 1: Introduction**

Off-site educational visits are activities arranged by or on behalf of James Elliman Academy (JEA), and which take place outside the school grounds. The governors and teaching staff believe that off-site educational activities enrich the curriculum by providing experiences which would otherwise not be possible.

All off-site activities serve an educational purpose, enhancing and enriching our children's learning experiences. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

## **Section 2: Aims**

The aims of our off-site educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone and
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

JEA has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises. JEA believes that Educational Visits contribute positively to the quality of teaching and learning that we can offer our pupils.

### **Types of visit**

There are three types of visit:

- Routine local visits in the local area (See Appendix 1).
- Day visits within the UK that do not involve an adventurous activity.
- Visit that are overseas, and/or residential, and/or involve an adventurous activity.

## **Section 3: Responsibilities**

### ***Academy Council***

Academy Council (Ac) members will receive advice on planned Educational Visits from the Principal. They should ensure that this policy is reviewed regularly and in line with any changes in government/Health and Safety Executive (HSE) and Trust guidance. They will formally approve residential trips and foreign trips. Approval will be reflected in the AC minutes of meetings. The trip paperwork, including the risk assessment and insurance documentation, will be signed and dated by the Chair of the AC.

## **Key Tasks**

- Ensure a policy is in place with regard to off-site activities;
- Ensure that visits have specific educational objectives;
- Be satisfied that risk assessments are carried out and that appropriate safety measures are in place;
- Formally approve residential and foreign visits;
- Ensure that all arrangements comply with JEA's Safeguarding and Health & Safety policies;
- Ensure that funding and costs do not exclude any pupil from taking part;
- Review any codes of conduct for both leaders and pupils

## ***Principal***

The Principal will ensure that off-site activities comply with the procedures in this policy. He/she will sign the approval for visits (except residential visits and foreign visits) on behalf of the Academy Council.

## **Key Tasks**

- Appoint an Educational Visits Coordinator (EVC);
- Ensure that the EVC has attended an approved training course;
- Support staff development of leadership competence through continuous professional development;
- Appoint party leaders who are sufficiently experienced and competent to assess and manage the risks with regard to the planned activity;
- Ensure that risks have been assessed, more significant risks recorded and appropriate safety measures are in place and that all parties are aware of the assessments and ensure that all staff understand and comply.
- Formally approve (sign and date) each journey or visit;
- Review systems and, on occasion, monitor practice.

## ***The Educational Visits Coordinator (EVC)***

Every establishment should have a designated Educational Visits Coordinator (EVC). This may be the Principal or another employee who in the view of the Principal is competent to undertake this type of delegated task. The EVC for JEA is **Vanda Devshi**.

## **Key Tasks**

- Oversee the academy's approach to visits;
- in consultation with the Principal assign competent people to lead or supervise a visit;
- support the party leader with advice and guidance on generic or specific risk assessments;
- review and approve the risk assessment produced by the party leader and team for each visit;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- liaise with the Principal and Chief Operating Officer to ensure that separate insurance is in place for foreign visits;

- seek any advice from external providers as necessary

### ***The Party Leader***

The party leader has overall responsibility for the supervision and conduct of the visit or activity and should be approved by the Principal.

#### **Key Tasks**

- obtain the approval of the Principal and EVC before any off-site visit or activity takes place;
- assess the reasonably foreseeable risks involved and draw up or amend as appropriate any previously recorded risk assessment;
- oversee the safe conduct of each visit, paying particular attention to on-going risk assessments and changing circumstances;
- ensure that all other members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles;
- consider the planning checklist to ensure that all procedures have been followed;
- inform parents about the visit and gain their consent, where appropriate.
- brief the persons taking the trip (i.e. dos and don'ts).

### ***Additional members of staff and volunteers***

Members of staff and volunteers make up the team for each visit and they must be given written instructions to ensure that they are familiar with procedures/protocols.

#### **Key Tasks**

- assist the party leader to ensure the health, safety and welfare of all the young people on the visit;
- to be clear about their roles and responsibilities whilst taking part in the visit or activity.

### ***Pupils/Students/Young Persons***

Whilst taking part in off-site activities young people also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- not take unnecessary risks;
- follow instructions of the party leader and other members of staff;
- behave sensibly, keeping to any agreed code of conduct;
- inform members of staff of any significant hazards.

## **Parents**

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Parents should:

- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide emergency contact numbers;
- provide the party leader with arrangements to resume care of their child should this be necessary;
- sign the consent form if in agreement.

## **Approval**

The approval process is as follows for each type of visit:

- Local visits follow the 'Extending learning locality' policy (Appendix 1).
- Day visits within the UK that do not involve an adventurous activity. These must be submitted to the EVC for checking at least 14 days in advance, and then forwarded to the Head for approval.
- Visits that are overseas, residential, and/or involve an adventurous activity are submitted to the EVC for checking and then to the Head for approval.

## **Inclusion**

The Principal will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

## **Ratio**

The academy expects effective supervision on all trips. Factors which will be taken into account when looking at number of staff members are; the activity; the age group; the environment and the distance from the school.

- Any child/group of children must be accompanied by minimal of two staff members
- Early years: The required number of adults companying children on an educational visit in early years in 1 for every six children
- KS1: The minimal number of adults supervising children should be 1 for every 8 pupils
- KS2: The ratio will be 1 for every 10 students.

The number of adults will not include; one to one working assigned to statement children; volunteers helping within the school; parent helpers.

## Charging / funding for visits

The school follows DfE national guidelines when charging and funding for educational visits. The school will ask parents for voluntary contributions for any school activities. However, if the activity cannot be funded without voluntary contributions, the Academy will make this clear to parents at the outset. The Academy will also make it clear to parents that there is no obligation to make any contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the Academy cannot fund it from some other source, ***it must be cancelled***. The Academy will ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

When making requests for voluntary contributions, parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

## Transport

*For visit beyond the local area, the academy will arrange with a coach company to transport the pupils to and from the activity and will follow National Guidance. When travelling by coach, the ration of adults to supervise will depend on the number of children on each coach and will have an adult that has been first aid trained. This will be determined by the Visit Leader, who will ensure there is sufficient supervision. The adults will also ensure all children are wearing seat belts and are seated throughout the journey.*

*Two academy employed staff members, one of whom will be first aid trained, will accompany the children while travelling on a minibus. This does not include the driver. A member of staff can only drive a minibus if they obtained their driving license before 01/01/1997. If they gained their license after 01/01/1997, they can drive the minibus on a purely voluntary basis.*

## Use of staff cars to transport pupils

*The following section only applies to children in KS2 while travelling in the local area. Staff members are allowed to transport children in their personal cars, however, they must not be charged with any driving convictions. While travelling, the driver must be accompanied by another staff members and all children are required to wear a fully functioning seat belt.*

## Swimming Lessons

*Parental permission is required before any pupil is allowed to go swimming. All children will be transported via coach following the procedures outlined above. A member of staff must be present in the changing rooms to supervise the children. A third adult must be available to supervise those who have already changed. Refer to sports policy for staff competencies.*



### ***Dismissal of pupils after evening activities***

*Children dismissed after 15.30 must be kept on schools grounds until collected by parents/carers. It is the responsibility of the visit leader to ensure all children have been safely handed to their parents/carer. Again, it is the responsibility of the visit leader to contact any children who have not been picked up by their carer*

## Section 4: Risk Assessments

### **Generic Risk Assessments**

Generic Risk Assessments identifying control measures to reduce the risk of harm from generic hazards. These assessments do not have to be written out in full but should be referred to on the risk assessment for the visit.

**Important Note:** It is important that generic risk assessments, associated checklists and protocols are used carefully. There must be evidence that those undertaking the visit have read them and applied them appropriately to the visit. Whenever they are used, the Educational Visit Coordinator should check and sign to this effect.

### **Event or Site Specific Risk Assessment**

The Party Leader must complete these assessments along with the staff team. The assessments relate to the hazards associated with the event or site and the nature of the children and young people in the party. This may require a site visit in order to fully appreciate how to write the risk assessment. All party leaders are required to explain the purpose and the intended outcome of the trip. Once the trip is completed, an evaluation must be completed to help in the writing of future risk assessments.

### **On-going Risk Assessment**

On-Going Risk Assessment is the dynamic process of identifying new levels of risk in response to changes in level of hazard and the behaviour of the party. It is not practicable to record these assessments in writing as they happen; however it is possible to identify the significant potential risks on a risk assessment.

### **Risk Assessments and Third Party Providers**

Other people and organizations provide many aspects of educational visits for schools. Examples include outdoor centres, transport providers, voluntary organizations and museums. It is the responsibility of these organizations to assess the risks of their provision.

### **Emergency procedures**

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The Academy has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes. When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought *from the Principal, Miss Saira Rasheed and/or the Executive Principal, Dr Martin Young.*

**Important note:** It is not necessary to copy or scrutinise all providers' risk assessments, just a verification that they do exist for the agreed visit. This at its simplest will be a written confirmation: "*Can you confirm that you have assessed the risks for our programme?*" and "*How can you verify this?*" The answer to the latter could be "*they are published on our website*"; "*they are available to you in*

*the visitors' handbook*"; "we will send you a copy to print off"; They must be accessible to the academy.

### **Section 5: Parental consent for educational visits**

Parents and carers should be informed of any educational visit in advance. Parental consent must be obtained each time a pupil takes part in a visit beyond the local area. If no consent has been received, the child may not go on the visit. Children who do not go on a visit should still attend school that day and be placed in another class.

JEA will ask parents to sign a consent form (see Appendix A) when their child first enrolls at the Academy that covers the following visits:

- Visits in the local area.
- Visits that do not involve travel by coach or public transport.

For Nursery age and reception children, written consent will be obtained for any off-site visits using the form indicated above.

**Section 6: Checklist for Educational Visits**

<b>Destination:</b>	<b>Date of Trip:</b>	<b>Year:</b>
<b>Staff Organiser:</b>		<b>Date confirmed by Principal:</b>
<b>Coach companies telephoned for cost:</b>	<b>Date Phoned:</b>	<b>Cost:</b>
<b>Coach Company Confirmed:</b>		
<b>Name:</b>	<b>Date Confirmed:</b>	<b>How? Phone / Writing:</b>
<b>Free Lunches:</b>	<b>No:</b>	<b>Kitchen Informed</b>
		<b>Date:</b>
<b>Costing:</b>		
<b>No. of Children:</b>	<b>No. of Adults:</b>	
<b>Adult Entrance Fees:</b>		
<b>Coach:</b>		
<b>Insurance - Adults</b>		
<b>Gratuities</b>		
<b>Total cost to be shared</b>		
<b>Total cost divided by:</b>		
<b>Entrance fee per child</b>	=	
<b>Insurance per child</b>		
<b>Total cost per child</b>	£	
<b>Signed:</b>		
<b>Trip Organiser:</b>	<b>Finance Dept.:</b>	<b>Principal:</b>
.....	.....	.....

**Notes on the Approval Form**

For regular educational and recreational visits, for example to school playing fields, church, the swimming pool, simply complete one form for each academic year. Supporting paperwork, for example the risk assessment for the activity should still be on file, as should any paperwork with providers. An opportunity to regularly review educational and recreational events should be made at least annually.

**Appendix A**

James Elliman Academy

Dear Parents,

**Class Outings**

In order to support the curriculum being taught in class, staff may take pupils for walks around the local area, to provide them with first-hand experience.

By signing the slip below, you agree to your child taking part in any outings in the local area that do not involve travel by coach or public transport. All such outings will be appropriately risk-assessed. We will advise you in advance when these outings take place.

Others trips will be arranged during the year. These may be on public transport, coaches or in appropriately insured cars. We will inform you of the details of each of these types of trips beforehand.

Please sign and return the slip below to your child’s teacher or the school office.

Thank you.

Yours sincerely,

The school office

\*\*\*\*\*

Reply Slip: Class Outings

Child’s Name: ..... Class: .....

I agree to my child taking part in class outings in the local area.

Signed: ..... Date: .....

## Appendix 1: Extended Local area

### Boundaries

The boundaries of the local area include the following frequently used venues:

- *Baylis Park*
- *Slough Library*
- *The Observer Shopping Mall*
- *Salt Hill Park*

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the visit approval process, provided they follow the below Operating Procedure (*generic risk assessment for routine activities*).

### Operating Procedure for local area

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

**These are managed by a combination of the following:**

- The Principal, Vice Principals must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults depending on the size and nature of the activity.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.

## Appendix 2: Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.