

# EDUCATIONAL VISITS POLICY



## INTRODUCTION

School visits, which provide valuable opportunities for learning through first hand experience, are an integral part of the curriculum at St Mary's but the safety of children is always our first priority.

## ROLES AND RESPONSIBILITIES

**The safety of all children and adults participating in any planned educational visit or journey is of paramount importance.**

**It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the principal.**

**If in any doubt about the safety of any member of the party the visit should not go ahead.**

**All risk assessments must be given to the principal and retained for future reference.**

**A Risk Assessment document is a legal requirement and subject to audit.**

**All staff planning visits should read and follow the detailed guidance provided by DENI, EA and CCMS.**

## PERMISSION FOR VISITS

Many activities are considered an integral part of the school routine. Permission for these trips is obtained at the beginning of every school year (September). Throughout the year teachers will send home information slips detailing the trip/activities to keep parents well informed. If a parent has any objections to a trip, it is their responsibility to inform the principal as soon as possible.

Swimming Lessons: Parental consent is required before the first session; this will cover all subsequent sessions. Parents are also provided with Greenvale's Swimming Acceptable Behaviour Checklist regarding clothing and hygiene.

## PLANNING A VISIT

The following questions must be addressed:

1. What are the educational benefits likely to arise from the visit?

2. What does the place to be visited have to offer?
3. Is there sufficient time for planning?
4. Is the travelling distance suitable?
5. Is enough known about the location?

## **EDUCATIONAL DAY VISITS**

A risk assessment must be completed for each of these.

### **The Organiser of the Visit will:**

- Liaise with the principal throughout the process;
- Fill in a detailed Risk Assessment
- Discuss the risk assessment with the Principal who will make a decision, along with the Board of Governors if necessary, as to whether the visit can go ahead;
- Send a letter to parents outlining the event
- Choose adult supervision with care. (Safeguarding policy and procedures should be at the forefront along with consideration of the capabilities, experience, talents and qualifications of all accompanying adults)
- Every person supervising children on a school visit must be checked through Access NI. Any voluntary one-off helpers must be supervised at all times and must not be left unsupervised any point during the trip.
- A Basic First Aid Kit must accompany every visit.
- Collate any medical care plans and medicines
- Brief all adults, before the visits regarding their roles and responsibilities and what to do in case of a critical incident;
- On return complete any additional accident / incident forms as appropriate.

## **LEVELS OF SUPERVISION**

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

As a guide:

- |           |                     |                   |
|-----------|---------------------|-------------------|
| • Nursery | adult : pupil ratio | a minimum of 1:2  |
| • P1-3    | adult : pupil ratio | a minimum of 1:10 |
| • P4-7    | adult : pupil ratio | a minimum of 1:15 |

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times.

A qualified teacher must accompany children on all visits. It is not appropriate for AOTTs (Adults Other than Teachers) to be responsible for leading visits in school time. AOTTs such as parents may be invited on trips and used to assist however the AOTTs should be supervised at all times and should not be left alone with children, as per Safeguarding Policy and Procedures.

The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing.

For sporting fixtures out of school, a qualified teacher will accompany the group. On the rare occasions when a qualified teacher is not available, parents will be informed that they must accompany their child and take full responsibility for them.

## **SPORTS FIXTURES**

The arrangements of all sports fixtures must be planned and organised accordingly. If teachers', parents' or other vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, Class 1 insurance, etc are all in place. Appropriate child restraints must be used in line with Government legislation. All parents transporting children, on behalf of the school, must be checked through Access NI.

## **FARM VISITS**

Farms can be dangerous places so taking children to a farm should be carefully planned. The risks to be assessed should include those arising from misuse of farm machinery and the hazards associated with E Coli 0157 and other infections. Those who are pregnant are at particular risk.

Check that the farm maintains good washing facilities, clean grounds and public areas.

### **Never let children:**

1. Place their faces against the animals or put their hands in their own mouths after feeding the animals
2. Eat until they have washed their hands
3. Sample any animal foodstuffs
4. Drink from taps
5. Ride on tractors or other machines
6. Play in the farm area

**ALL CHILDREN AND ADULTS MUST WASH THEIR HANDS WITH SOAP UNDER RUNNING WATER IF THEY HAVE BEEN NEAR OR TOUCHED ANIMALS OR MACHINERY.**

## **INCLUSION**

The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances.

Where a Risk Assessment has been taken and a trip deemed unsuitable due to concerns for health and Safety, the child's parent/adult guardian will be asked to accompany the child. The teacher will inform the adult that they have full responsibility for the child.

## **EQUIPMENT**

The following items should be taken on all visits:

1. Basic First Aid Pack
2. One emergency asthma inhaler and paperwork relating to each child in the group with asthma. (Children should also carry their own inhaler unless too young to do so.)
3. Prescribed medication – Epi-pens, epilepsy medication

Staff are encouraged to bring their own personal mobile phone to use in emergencies. Staff are not permitted to take photographs of pupils using their mobile phones. School cameras or tablets should only be used (see Photo Policy)

## **TRANSPORT**

Local coach companies are used to transport children, the best tender is accepted. Bus companies used meet EA Transport Safety requirements.

All children and adults must have a seat with a properly working seatbelt. Maximum seat capacity of the bus must not be exceeded.

### In the event of an accident:

1. Attempt to park in a safe place
2. Keep the passengers in the vehicle unless they are at risk by doing so.
3. On a motorway, children should be taken away from the road.
4. Note the precise location.
5. Assess the situation and report the details to school as soon as possible.
6. An adult must stay with the children at all times.

## **DELAYS**

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

## **INJURIES**

- Assess the injured without injury to yourself.
- Only attempt First Aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help: dial 999 and give the following information:  
the location, details of casualties – age / condition, phone number.  
Follow the instruction of the emergency operator.

## **CRITICAL INCIDENT PLAN**

Should a critical incident arise, staff should follow the Critical Incident Policy.

## **SUMMARY**

1. Trip organiser (Teacher) to inform the Principal
2. Principal to inform Chair of Governors
3. Principal to inform parents of child/ren involved in the accident
4. Teachers to know that no parents are to be contacted from the accident scene
5. Principal to keep in contact with trip organiser (teacher)

If the Principal is unavailable, the Vice-Principal will assume the above role.

#### POLICY REVIEW

This policy is subject to annual review. The principal reserves the right to up-date the policy according to New advice/legislation.

Principal:

Chair of the Board of Governors