



## ST PAUL'S (C OF E) PRIMARY SCHOOL

### Outdoor Education and Off - Site Education Visits Policy

Review: October 2020

Next Review: October 2021

## **St. Paul's Church of England Primary School**

### **Outdoor Education and Off-Site Education Visits Policy**

We are fortunate at St. Paul's to be close to the centre of London. There are many parks, museums and other facilities within easy access to our school. The transport system is such that most of our visits can be arranged using public transport. This lessens the cost to our families as well as saving fuel.

We believe that the curriculum can be enhanced through the provision of educational visits to a variety of places.

Teachers plan to include such visits when they construct the annual long term curriculum plan. Visits are planned for phases for example Foundation Stage or Upper Key Stage Two. This ensures consistency across a phase and equal opportunities for all children within it.

We must be aware that the use of public transport for visits could pose issues around health and safety. We must also be aware that London has been and could be again the target for terrorist activity. It is essential that all those planning visits are fully aware of the risks and have taken all reasonable precautions to avoid them and are able to confront any eventuality with a calm and decisive manner.

All the staff at St. Paul's will follow this policy for organising educational visits. This policy is written with the health and safety of our pupils and staff having the utmost priority.

In this order, our priority is to ensure wherever possible that all visits will be:

**SAFE**

**EDUCATIONAL**

**ENJOYABLE**

There may be rare occasions when trips are planned purely for enjoyment, ie the Year 6 trip to Thorpe Park. This policy must be followed for such trips.

All trips organised in the school must be approved by the Headteacher.

No child will be allowed on an external trip without parental consent, unless the trip is within walking distance and there are no roads to cross. On entry to the school, parents sign a general consent form for local visits. However they must still give written consent for any trip apart from the above.

When travelling by coach, the school will book only coaches with seatbelts and only reputable companies will be employed to transport pupils.

Someone who has a working knowledge of first aid will accompany all visits and an appropriate first aid kit will be carried with any required medication.

Children whose behaviour could jeopardise the safety of the other pupils will be excluded from any educational visit by the Headteacher. Parents or carers will be fully consulted in these circumstances. Teachers cannot exclude children from a trip as a punishment for a particular incident.

### **Organising an Educational Visit**

Every visit must have a nominated group leader; this may not be the most senior member of staff but the person who is most familiar with the visit venue.

Wherever possible pre-visits should be made by the class teachers to ensure smooth organisation. If this is not possible, teachers should liaise with anyone on the staff who has visited the venue before and take their advice, or speak directly to the venue concerning details such as, lunch provision, toilets, adult supervision needed.

No activity defined as 'adventurous' should be booked unless a qualified instructor leads it, such as on school journey. All trips with the exception of Year 6 residential visit should fall into the category 'no significant risk'.

#### **It is the group leader's responsibility to:**

- ❑ Liaise with the venue and be as informed as possible about the visit.
- ❑ Check that the venue has up to date risk assessments for activities.
- ❑ Check travel arrangements including times of journeys. Once organised the travel arrangements can not be changed.
- ❑ Liaise with the office to organise free travel where possible/necessary.
- ❑ Complete an Outings Form and present to the Headteacher, at least two weeks before the trip.
- ❑ Write a letter to parents outlining all the events happening on the visit, lunch arrangements, appropriate clothing requirements, so that they are fully informed.
- ❑ Ensure a full risk assessment has been carried out.
- ❑ A mobile number for contact of trip members should be recorded on the risk assessment and a copy left at school.
- ❑ The risk assessment is photocopied and given to all adults involved in the visit.
- ❑ To have a Plan B for alternatives if events do not turn out as planned.
- ❑ To carry out ongoing risk assessment throughout the visit.
- ❑ Make decisions on the trip and contact the school if any problems occur.
- ❑ Ensure that any appropriate medication is taken on the trip.
- ❑ Ensure there is a correct adult / pupil ratio for safety as outlined later in this policy.
- ❑ At all times be aware of the children's safety.

### **It is the class teacher's responsibility to:**

- ❑ To ensure that all parental consent forms have been returned before the day of the trip
- ❑ To organise the correct adult to pupil ratio for their visit.
- ❑ To inform all accompanying staff before the day of the trip
- ❑ To check that their helpers have read the relevant risk assessments.
- ❑ To organise children into manageable groups.
- ❑ To brief any parents helping about what they are required to do on the trip.
- ❑ To speak to all the children in their care about expected behaviour, risks and safety.
- ❑ To maintain good discipline during the trip
- ❑ To carry out on-going risk assessment throughout the visit.
- ❑ At all times be aware of the children's safety.
- ❑ Ensure that pupils are supervised at all times during the visit.
- ❑ Carry a register of children's names and conduct frequent head counts.

The importance of good behaviour during visits will be emphasised with the children for their own safety and children who misbehave may be excluded from further trips if they let the school down.

### **Risk Assessments**

There are three levels of risk assessment:

1. Generic
2. Event specific
3. On-going.

The school has **generic risk assessment** for routine visits which can be used by teachers.

An **event specific risk assessment** should be carried out on educational visits to all external venues. They should consider any significant hazards or risks relating to the visit, for example, activities, transport, mobility and group supervision. These should be photocopied and given out to all adults on the visit. A copy should be kept in the folder in the staff room with contact numbers for the group leader and teachers on the visit.

Risks should be monitored during the visit as an **on-going** process. This is not just the responsibility of the group leader but everyone involved with the visit. This does not need to be recorded until the visit is reviewed.

### **Staffing, Ratios and Supervision**

- ❑ No teacher/adult should take children out of school unaccompanied.
- ❑ When possible a male helper should accompany the trip to assist with visits to the toilets for the boys.

- Additional helpers must have completed a disclosure form and therefore be policed checked.

## **TEACHER/PUPIL/ADULT RATIO**

**KEY STAGE 2 - 1 adult to 10 children**

**KEY STAGE 1 - 1 adult to 8 children**

**FOUNDATION STAGE - 1 adult to 5 children**

### **Communicating with Parents.**

Parents and those with parental responsibility should be made aware of the likely risks on an educational visit. Therefore their consent or refusal can be given on a fully informed basis. This is known as acknowledgement of risk. Letters to parents should contain full details of activities to be undertaken, venues, supervision arrangements and any other relevant information. All possible alternatives, including Plan B arrangements must be included in the information given to parents. If parents have not given their consent to an activity, for example, use of an adventure playground, the group leader must not allow pupils to take part in it. The school office will have a generic letter which can be adapted where appropriate. This letter must be used for all trips.

### **Emergency Procedures**

In the event of an emergency occurring during an educational visit the group leader will in the following order:

- Assess the situation on site immediately
- Call the emergency services if necessary and deal with any first aid issues if required
- Telephone the school to seek advice from the Headteacher or AHT

The school should be kept informed at all times, the mobile numbers of both the Headteacher and AHT will be listed on the risk assessment forms.

If an accident occurs and a child has to be taken to hospital during a visit, the child must be accompanied by an adult. This adult should be a school employee, but not the group leader as they are responsible for the safety of the whole group.

A parent helper should not accompany the injured child unless they are the parent of the child. Every effort will be made by the school to contact the child's parents; however in an emergency situation the school has a duty of care over the child and can make medical decisions. In such a case the safety of the rest of the children must not be compromised through a reduced number of supervising adults. Therefore the group leader, after discussion with the school, needs to make the decision whether to terminate the visit.

If a teacher is injured or ill during a trip, the group leader, with advice from the school, must make the decision whether to terminate the visit because of reduced supervision. If an ambulance is called another adult should accompany them to hospital if necessary.

Timing of visits must be planned carefully and groups must generally return to school at the anticipated time. If for any reason the return is going to be later than the advised time, the group leader should inform the school who will contact parents with up to date information.

### **Farm Visits**

Due to the safety issues involved with visits to farms, special procedures are available and should be followed for such trips. Full guidelines for provision on farm visits are available elsewhere.

### **Use of Private Cars**

Private cars should not be used to transport children to and from school trips.

**School Employees**- all staff need separate insurance cover to transport pupils in their own cars. If they do not have this cover then their cars must not be used for this purpose.

Under Review - January 2014 due to move over to Evolve system.