



The
Affinity
Federation

**Whitmore Park Primary School
Educational Visits Policy**

November 2017

Overview

At Whitmore Park, we believe that educational visits are an integral part of the entitlement of every child to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Whitmore Park Primary School a supportive and effective learning environment.

Children will have the opportunity go on a variety of visits during their school career both in and out of normal school hours.

These include but are not limited to:

- visits to support learning
- Sports competitions and opportunities
- Swimming
- Reward trips
- Opportunities for cultural experiences e.g. film, theatre, music
- Residential visits

Any visit that leaves the school grounds, whether as part of the curriculum, during school time or outside the normal school day, is covered by this policy.

Whitmore Park Primary School adopts Coventry City Council's Policy for the Management of Visits, Trips and Learning Outside the Classroom. All staff are required to plan and execute visits in line with Coventry City Council's policy.

Visit planning and approval

Visit leaders

Visit leaders are responsible for the planning of visits but should involve accompanying colleagues in this process. Staff must make appropriate checks of any third party providers.

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head Teacher. In assessing competence to lead, the Head will take account of the following factors:

- Level of relevant experience
- Any relevant training undertaken
- The emotional and leadership ability of any prospective visit leader to make dynamic risk management judgements and take charge of any emergencies that may arise.
- Knowledge of the children, the venue and the activities to be undertaken

In the case of the leading (i.e. instructing) of adventurous activities the assessment is undertaken by the LA via the Evolve website.

The visit leader will ensure all the following steps are completed for any type of visit:

- Gain outline approval from the head to begin planning the visit and agree funding mechanism / charging policy.
- Ensure the visit:
 - has clear learning outcomes
 - has activities appropriate to the group
 - is planned to maximise benefits to the children while managing significant risks
 - is appropriately staffed
 - complies with the school's safeguarding policy

- Ensure the LA procedures are followed and that the visit plan is recorded on EVOLVE.
- Ensure all other staff, accompanying adults and children are:
 - fully briefed about their roles and responsibilities during the visit
 - know what to do in the event of an emergency (Emergency procedures must include what would happen in the event of illness or injury affecting the party leader.)
 - are given information they need about individual pupil needs.
- Ensure the base contact back at school is fully briefed and has copies of all relevant information.

Steps in planning a visit:

1. Discuss the proposal with the Head teacher and complete the Educational Visit Checklist (***appendix 1***)

If approved:-

2. Book Visit
3. Book Transport
4. Send a letter to parents giving and asking for information specific to the visit.
5. Arrange for parents and helpers to accompany you on the outing if necessary.
6. Complete the Evolve application and attach a risk assessment including itinerary and register of attendees which will then be approved by the EVC. The risk assessment should include any potential hazards including any children to take into consideration.

Ideally, visits will be planned at least 4 weeks in advance. Residential, adventurous and overseas visits must be submitted to the LA at least 28 days in advance so will need a longer planning time. Occasionally, when opportunities arise with less notice or in the case of sports competitions, visits may be planned with less notice.

See appendix 2 for information shared with staff on planning a trip

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to Pupils/Participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (ie. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change. This is why Leader competence is a critical factor.

The risk assessments are to be shared with all staff and parents that are attending the trip.

See appendix 3 for a master copy of the Risk assessment staff are asked to produce

Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

Plan 'B'

Despite the most detailed and meticulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important

decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. Any alternative arrangements must be communicated to the EVC prior to leaving. Staff must ensure that any alternative arrangements have been risk assessed.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (*see Appendix 4*). All staff on visits are familiar with this plan.

When an incident overwhelms the establishment's emergency response capability; where it involves serious injury or fatality or where it is likely to attract media attention then assistance will be sought from the local authority.

Staffing Ratios

A professional judgement must be made by the Visit Leader, Head Teacher/ Deputy as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity and advice from the Trip Leader
- 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 Head Teacher must be informed and must sanction the revised ratio.

Supervision

Staff are expected to behave in a professional and appropriate manner through the visit. Pupils must be supervised throughout all visits.

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care, and be shown the completed Risk Assessment. Please note: parents must not bring younger children.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric First Aid qualifications are needed for Early Years Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport

The school follows the LA transport policy

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus, all pupils must wear a seat belt. If a minibus is being used, the driver must have passed the City Council Defensive Driving Course and have a valid certificate to prove this. Use of staff cars to transport pupils - Staff cars may only be used to transport pupils when the driver has business insurance and a clean driving licence (a record of both

of these being checked will be kept by the SBM). Any use of private vehicles will be subject to a specific risk assessment.

Parental Consent

The school obtains blanket consent, for all local, non-residential visits, at the start of each year. For all visits, information should be sent home giving the parents information on the visit and including a request for information on any changes in their child's medical details.

For residential visits, visits extending beyond the school day or visits out of the City specific consent should be requested using the school's version of EdVis12

Inclusion

We aim to enable all children to take part in all visits and change staffing ratios and use specific adults including parents to support where necessary or appropriate.

Charging / funding for trips

Parents are charged enough to cover the cost of the visit without the school making any profit. Families who struggle to pay for visits are encouraged to contact the school to discuss alternatives. Parents are given the opportunity to pay in instalments for expensive visits. If insufficient payments are collected, visits may need to be cancelled.

Insurance

The school always takes out Coventry CC insurance

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning. An evaluation form must then be completed and submitted to Evolve/given to the EVC (***appendix 5***)

Appendix 1

Trip requisition form – to be signed by Jack and returned to the office 4 weeks before the trip

Trip title:

Location/venue including address and telephone number

Name	
Address	
Phone number	

Trip leader:	
Year group(s)/class(es)	
Date of trip:	

Cost centre to be used

School visits expenditure (visit in school hours)	
Extra-curricular income and expenditure (after school visit)	

Total Cost	£	
Per child cost / Number of children	£	No.
Per adult cost / Number of adults	£	No.
Does the cost include VAT?	yes	no

Deposit required?	yes	no
How much?		
How to be paid?		
When to be paid by?		

Is there a cancellation charge?	yes	no
At what point?		

How do they want payment?

Cheque on the day		Payee name	
Credit card on the day			
Invoice after the trip			
Invoice before the trip		Payment due date	

Name and address of where payment is to be sent if different to above	
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Approved by _____ Date _____

Information for letter

Who is writing the letter		
Date to be sent out		
Cost to parents	£	
Uniform?	Yes	No
Lunches needed?	Yes	No
Spending money?	Yes	No
Clothes/equipment needed		
Parent helpers needed?	Yes	No
Payment due by?		

Coach requisition form– to be signed by Jack and returned to the office 4 weeks before the trip

To be completed by teaching staff then given to Joyce

Trip title		
Location		
Leaving time from school		
Arrival time at destination		
Leaving time from destination		
Arrival time at school		
Number of passengers	Adults	
	Children	

To be completed by Joyce and returned to teaching staff

Name of company supplying coach	
Cost	£

Trip leader to get approval alongside trip requisition form

Approved by _____ Date _____

Appendix 2

Trips: training 7.9.17 (new info)

Evolve

Visit notification and approval system

<https://evolve.edufocus.co.uk>

Choose authority (Coventry)

Login: initialsurname e.g. dcraig cboylan

Password: Password1

All trips should go on Evolve AT LEAST 28 days before the trip.

In special circumstances e.g. sports fixtures less notice can be given, but the trip then runs the risk of being refused.

I then read your application and approve. If residential or adventurous it then ALSO goes to the authority EVC for further approval.

Evolve applications can be started at any point and saves automatically (you don't need to submit it to save it), so can be completed in chunks.

Always tick "Yes" to Coventry City Council Insurance!

Complete evaluation upon return

Paperwork

As part of an Evolve application, the following must be attached:

• **Risk assessment which includes an itinerary and participant list – USE THE NEW FORMAT**

Paperwork is the responsibility of the year group and must be completed together following a previsit however it is the responsibility of the year group leaders to ensure this is done.

Previsits are essential to make sure the day runs smoothly, learning can be linked before, during and after and the risk assessment reflects the risks.

Risk assessments:

- Reasonable and accurate
- Manage risk not eliminate it
- Significant findings, not all findings

Do not ask for or attach risk assessments from where you are going on the trip to.

Things to consider when writing a risk assessment:

- Staff experience/abilities
- Activity - previsit
- Groups (children specific)
- Environment - previsit
- Distance/Time - previsit

Difficult children – try all avenues to include before refusing access

Ratios: No statutory requirement from foundation to Y6 (Change from March 2014)
Depends on activity, competence of staff, age and ability of children

Do not need a qualified first aider from Y1 upwards, but do need one of the adults on the trip to be nominated to be in charge of first aid on the day.
EYFS must take a paediatric first aider.

Your risk assessment doesn't need to be physically signed by the EVC and head. When the visit is checked and approved on Evolve, this acts as an electronic signature.

Itinerary

Timings for the trip
Activities once at location
Names and phone numbers of all adults
Groups of children including for transport if applicable
Include info about smoking and photos/videos

Participant list

The office can email you an electronic copy of registers (if you ask them nicely!) to make it easier to copy and paste

Organisation

For class trips, the class teacher is usually the group leader, however, if the trip is being repeated by all the classes, some of the work can be shared between teachers with the year group leader having overall responsibility
NQTs are not to be group leaders. This isn't a problem for year group trips, but it is for class trips. In this instance year group leaders will be expected to go on and lead the trip with the NQT supporting.

Group leader responsibilities:

- Book trip and transport
- Ensure the year group go on a previsit
- Ensure the year group complete paperwork together
- Fill in Evolve and upload paperwork
- Write letter for parents – check with Jack or Caroline
- Send out letter and consent forms if needed
- Copy paperwork for volunteers
- Check with the office regularly that all monies and forms have been returned
- Lead briefing meeting at least 48 hours before the visit with all staff and volunteers attending the trip
- Assign roles to other adults within the group as needed
- Be the person in charge on the day
- All decisions on the day should be referred to the group leader
- Evaluate the trip

Organising a school trip:

YGL = Year group leader

YGT = Year group team

Time	Action
As early as possible	<p>YGL book preliminary date with the location</p> <p>YGL put it in the diary in the office (you can always change it!)</p> <p>YGL ask the office to get a range of quotes for transport</p> <p>YGL ask the office to book transport</p> <p>YGT do previsit – use this to create risk assessment and itinerary</p>
At least 4 weeks before the trip	<p>YGL confirm trip – both location and transport</p> <p>YGT to submit Evolve</p> <p>YGL get letter ready – check with Jack/Caroline. Don't need reply slips giving permission for trips inside Coventry but you may want a reply slip if you need parent volunteers* and you MUST include a reply slip for school dinner children to book their lunch if it is a full day trip.</p> <p>YGL send approved letter to office and ask them to copy it onto headed paper and send letter home – include EdVis 12 for trips outside Coventry</p>
Weekly	<p>It is the office's responsibility to check money and forms have been returned, They will chase parents to return missing items ASAP. You will get a list weekly of which children still haven't brought what in so YGT can support with this by talking to children or parents. If you don't receive this list from the office – YGL to ask for it!</p>
At least 1 week before the trip	<p>YGL confirm parent volunteers and invite them for a meeting (try to make the process as fair as possible by giving opportunities to as many different parents as possible over the year. E.g. don't always pick the same people!)</p> <p>YGL check the office have ordered lunches</p> <p>YGT remind children what they need to bring/times etc (Consider another letter if appropriate)</p>
2 days before the trip	<p>YGT adjust itinerary, risk assessment and participant list as needed</p> <p>YGT led by YGL hold meeting for all adults going on trip. Give all adults copies of paperwork. Discuss expectations of adults. Talk them through the plan for the day. Ensure everyone has each other's mobile numbers.</p> <p>YGL collect Coventry consent forms or EdVis12 forms from office and ensure each adult in charge of a group has the relevant forms for their group. The group leader may want to make a master copy of all forms for themselves depending on the trip.</p>
After the trip	<p>YGT discuss and evaluate trip.</p> <p>YGL fill in evaluation following discussion and attach to Evolve</p>

* When inviting parents, please word it in the following way:

We may need parent volunteers to help with the trip. If you are able to help, please complete the slip below and ask your child to give it to their teacher. We will contact you once we have received all the slips to confirm you are needed. If you don't hear from us we don't need you this time but thank you for your continued support.

This prevents parents assuming they are coming when they haven't been contacted

FAQ

Can parent volunteers be in charge of groups?

It depends on the trip, the children and the parents, but best practice would be to avoid this. It is better to use parents to support staff within a group.

Does every trip need an Evolve form?

YES! Even if you're walking to the shop and back with one child, every time you take a child out of school you need to complete an Evolve form.

Is it an adventurous activity?

Use the ! icon at the top of the page – it lists adventurous activities

We're going on the trip more than once, do I need separate risk assessments/Evolve forms?

Not necessarily. Identical trips can be repeated using the "Regular dates" button on the dates page. If there are different children on each trip you either need a risk assessment with details for all trips on it, or submit different RA to the same Evolve form.

The member of staff I'm taking isn't on the list

Let me know and I can add them

The volunteer I want isn't on the list

There is an + button right at the top of the list – use this to add their name!

I can't find my children on the register in the "Attendees" section.

Don't use this function. Submit your participant list as an attachment on the last page.

Do we have a generic operating procedure?

Yes – this is the travel part of the risk assessment

What happens if we lose a child?

You need to consider this carefully as part of your risk assessment. A well-planned trip plans to avoid incidents as well as planning for what would happen should one occur. You may want to put a section about this on the risk assessment depending on the trip.

Do I want Coventry insurance?

Yes – always!

Appendix 3

Whitmore Park Primary School Risk assessment for Education Visits

In case of emergency, contact the school on: 02476 335697 or Jack McGibney on 07557668091

- All adults taking part in a trip should have a copy of this paperwork.
- Return this paper work to the trip leader upon return to school to be shredded

All yellow sections should be completed

Date(s)		Time(s)	
Location		Reason	

Is this trip within Coventry? If not, remember to send home EdVis12 forms

Number of children		Year group(s)/Class(es)	
Visit Leader		Number of adults	

Adult name	Mobile telephone number	Role (staff, parent, etc)

EYFS ONLY: Highlight in Pink any staff with Paediatric First Aid qualification. You must have at least one member of staff with this qualification to be able to go on a visit.

Have you been on a pre-visit? Highlight appropriate box	Yes	No
If yes - who went and on what date(s)		
If no – why?		

Generic risk assessment: Travel

Method(s) of travel *Highlight all that apply*

Walking	Coach	Minibus	Car
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	Control Measures - managing the risk <i>Controls, including relevant sources of guidance</i>
Need to contact parent in an emergency	All SCHOOL STAFF (E.g. not parents/volunteers) to have a copy of <u>all children's Coventry Consent forms/EdVis12 forms</u> Coventry consent forms to be put back into class groups and returned to the office upon return EdVis 12 forms to be shredded upon return
Travel (Coach/minibus/car)	Staff to do head counts each time we get on/off the vehicle. Remind children of safety rules when walking to and from the vehicle. <u>Staff to be spaced out and children to be clear on who is their group leader.</u> Ensure all children are wearing seatbelts before leaving. Take a sick bucket and wipes for journey. Ensure any children with travel sickness sit near the front. Consider asking parents to supply travel sickness medicine for long journeys.
Travel (Walking)	<u>Agree route before travel and share with all adults</u> <u>Agree how roads will be crossed before the trip and ensure all staff know their role during the walk.</u> Staff to do regular head counts. Split group up into sections and ensure adults are aware of who is in their section. Ensure staff are spaced out among children. Be aware of uneven paths/pavements.
First aid/accidents	Take first aid kits from classrooms. Staff to deal with minor first aid issues themselves.

Trip specific risk assessment: Travel

Please list which children and which adults will be travelling in which vehicle.

This is your register for the trip so even if you are walking, please write all the names of children but leave the top 2 rows blank

Vehicle	1	2	3
Vehicle type			
Adults			
Children			

Trip specific risk assessment: Children's needs

Medical

Please list the names of any children or adults with medical conditions and the provision for them

Name	Condition	Provision

Learning and behaviour needs

Please list the names of any children with learning or behaviour needs and the provision for them

Name	Need	Provision

Trip specific risk assessment: Location

Does the venue have a qualified first aider?

Yes	No
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Please list any information specific to the location that needs consideration
E.g. management of children, conditions of surfaces, health and safety, hygiene,
plan if children get lost, etc

Potential hazard	Control Measure

Trip specific risk assessment: Itinerary

Please write down the itinerary for the visit below.
Remember to think about arrangements for eating and toileting

Time	Event

Reminders for all adults:

- No smoking at any point on the trip
- Only school equipment to be used for photographs
- Children to be accompanied at all times

Appendix 4

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.
3. The visit leadership team and the emergency base contact will both have relevant medical and emergency contact information on all the trip participants (including staff).
4. Both the visit leader(s) and the base contact 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.
5. The National Guidance role specific emergency action cards are carried by:
 - a. The visit leader
 - b. The first point of contact (eg the office receptionist)
 - c. The designated base contact senior manager
6. This procedure is tested through desk top exercises.

Useful phone numbers – call in order listed below

1. Jack McGibney (Head): 07557 668091
2. Sue Squires (Deputy): 07845930291
3. Danielle Craig (AHT and EVC): 077730 360220
4. Sarah Atkins (EV Advisor): 07943 520599; 01766 510200
5. Emergency Services Unit for schools (24hrs): 02476832208

Appendix 5

Whitmore Park Primary School

Educational Visit Evaluation

Please complete all yellow sections and attach to Evolve

Date(s)		Location	
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Using your submitted risk assessment did the intended **adults attend the visit?** *Highlight as appropriate*

Yes	No
If no, please write the names of the changes and any notable reasons	

Using your submitted risk assessment did the intended **children attend the visit?** *Highlight as appropriate*

Yes	No
If no, please write the names of the changes and any notable reasons	

Please note any first aid incidents (child or adult)

Name	Incident What, how	Treatment What, by whom?	Were parents informed? Phone or on return?

How would you improve this trip if you were doing it again?

E.g. organisation, ratios, learning before

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Please write any other notable information from the visit.

E.g. Behaviour of children/volunteers, suitability of location/activity, any "near misses"

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