



Educational Visits and Responsibilities for Visits Policy (Whole School including EYFS)

1. The Head Teacher's agreement must be obtained before a visit takes place.
2. The visit should comply with regulations (see class pack).
3. All members of the group (eg includes Head Teacher if a part of the group) has to follow the instructions of the group leader.
4. Prior to the visit the Head Teacher should:
 - a) consider the destination in the light of terror attacks and be mindful of an appropriate evacuation plan should it be required
 - b) check adequate safeguarding procedures are in place
 - c) ensure the risk assessment has been completed
 - d) ensure a qualified first aider is named on the form
 - e) ensure the group leader has experience in supervising the age groups going on the visit
 - f) ensure group leaders are given sufficient time to organize visits properly
 - g) discuss which additional adults may be required - if parents, have they been DBS checked?
 - h) ensure the ratio of supervisors to pupils is appropriate
 - i) ensure there is relevant insurance cover
5. Prior to the visit the group leader should ensure:
 - a) they undertake and complete the planning of the visit including briefing of supervisors and parents
 - b) they undertake a complete and comprehensive risk assessment
 - c) parents have either signed a consent form or ticked the consent box on the ParentPay system
 - d) arrangements have been made for all medical needs of the pupils and first aid
 - e) the mode of transport is appropriate
 - f) travel times out and back are known including pick up and drop off points
 - g) they have the address and phone number of the visit's venue and have a contact name
 - h) a school contact has been nominated (this may be the Head) and that the group leader has details
 - i) the group leader has a copy of the emergency procedures
 - j) the group leader has the names of all pupils and adults traveling in the group and the contact details of parents and the teachers' next of kin
 - k) there is a contingency plan for any delays on the day of the visit

This should all be collated in the file for trips in the school office

Group Leader

The group leader should have the overall responsibility for the supervision and conduct of the group.



The group leader should:

- a) appoint a deputy
- b) clearly define each group supervisor's role and ensure all tasks have been assigned
- c) be responsible for carrying the school mobile phone
- d) ensure that all adults are fully aware of what the proposed visit involves
- e) consider stopping the visit if the risk to health and safety of the pupils is unacceptable
- f) notify school in good time if the return to school time is not going to be achieved
- g) ensure that the group's teachers have details of pupil's special needs

Staff to pupil ratios

Foundation 1 = 1:4 Years 1-2 = 1:6
 Foundation 2 = 1:6 Years 3-6 = 1:8

Teachers

Teachers must do their best to ensure the health and safety of everyone in the group and act as any reasonable parent would do. They should:

- a) dress appropriately for the visit. If pupils are in school uniform, staff should wear attire that suits the venue. If they are outdoors staff should wear school kit.
- b) follow the instructions of the group leader
- c) help to maintain control and discipline
- d) not use their own mobile devices unless this has been sanctioned by school prior to the visit unless in an emergency
- e) consider stopping an activity if they feel the health and safety of the pupils is unacceptable

Responsibilities of the pupils

The group leader should make it clear to the pupils prior to the visit that they must:

- a) not take unnecessary risks
- b) follow the instructions of the leader and teachers including those at the venues
- c) behave sensibly and responsibly
- d) look out for anything that might hurt themselves or anyone else in the group and inform the group leader

Parents

Parents should be able to make an informed decision on whether their child should go on the visit.

Parents will need to:

- a) provide the group leader with emergency telephone numbers
- b) sign the consent form
- c) give the group leader information about their child's emotional, psychological and physical health which might be relevant to the visit.
- d) any relevant medication should be supplied



Transport

The group leader must give due thought to:

- a) length of journey, type of journey, traffic conditions and arrangements in case of breakdown/emergency
- b) alternative route considered if on public transport for emergencies
- c) stopping points for a long journey
- d) level of supervision (to be included in risk assessment)
- e) that all seat belts are in working order
- f) safety when crossing roads as part of the journey
- g) safety on buses, trains, ferries and boats (misbehaviour is a main cause of accidents on such means of transport).

Risk assessment

The risk assessment must be completed and signed off by the School Risk Assessor/Trips Coordinator 48 hours before the visit takes place.

The risk assessment should be based on the following considerations:

- a) what are the hazards?
- b) who might be affected by them?
- c) what safety measures need to be in place?
- d) can the group leader put the measures in place?
- e) the person carrying out the risk assessment should record it and give copies to all
- f) an exploratory visit should be made
- g) which should ensure that the venue is suitable
- h) check with other schools who have visited the venue

First Aid

First aid should form part of the risk assessment. The level of first aid should be discussed with the Head or group leader. The group leader should have a working knowledge of first aid. For adventurous activities one of the group should be a fully trained first-aider.

The minimum first aid provision for a visit is:

- a) a suitably stocked first-aid box
- b) a person appointed to be in charge
- c) consider the numbers in the group
- d) consider the likely injuries
- e) consider the distance of the nearest hospital

The first aid should consist of:

- a) individually wrapped sterile adhesive dressings
- b) large sterile unmedicated wound dressing approx 18cm x 18cm
- c) triangular bandages
- d) individually wrapped moist cleansing wipes
- e) one pair of disposable gloves
- f) a resuscitator (for hygienic mouth to mouth resuscitation)

Checklist for day visit (Template can be found on the T drive)

	Signed	Dated
• Have I received approval from an SLT member for the visit?		
• Have I notified Head of Department regarding staffing for the visit?		
• Have I costed the visit including necessary 'tips' ?		
• Have transport arrangements been confirmed and booked?		
• Have I carried out a pre-visit or have previous knowledge of the location?		
• Have I written to parents giving full details of reason for visit, venue, length of stay/dates, cost, travel details, staffing ?		
• Have I passed a copy of this letter to The Head?		
• Have I completed the day visit form?		
• Have I discussed Event Specific Risk Assessment requirements with H&S lead?		
• Has the visit been booked and a RA requested from the venue?		
• Have I had a parents meeting to discuss final arrangements/expectations? (where applicable)		
• Have I arranged for First Aid equipment and phone to be provided?		
• Have I arranged for cover for all staff accompanying the visit?		

During the visit

• Have I constantly reviewed/amended the Risk Assessment Form?		
• Have I filled in an accident report form if necessary?		

After the visit

• Have I reported all accidents?		
• Have I returned phone and first aid kit?		
• Have I returned all monies and receipts the office?		



Guidance Notes for Outdoor Visits

Preparation for the visit

1. All staff should be familiar with this policy. A risk assessment visit should be completed before visiting a new venue.
2. Check that the proposed venue is well managed, eg has a good reputation for high standards and stock welfare, that the grounds and public areas are as clean as possible and that suitable first aid arrangements are made. (A traveling first aid kit should be taken on the visit.) Animals should not have access to any outdoor picnic areas. A prior visit to the venue by a member of staff should be made if possible.
3. Check that the venue has suitable washing facilities, appropriately signposted, with running water (preferably hot and cold), soap and disposable towels or hot air hand dryers. Any drinking water taps should be clearly labeled in a suitable area.
4. Ensure that there is an adequate number of adults to supervise the pupils, taking into account the age and stage of development of the pupils.

Before the visit, a school visits file must be set up with all the relevant risk assessments and paperwork. This file is kept in the office on the day of the visit.

5. Prepare pupils for the trip by explaining the expected standards of behaviour and the importance of following any rules eg shutting gates.
6. Pupils should wear Wellington boots during the visit, but any closed shoe is preferable to open footwear.
7. Pupils should be aware of the dangers posed by farm machinery and chemicals used on farms.
8. If pupils are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths afterwards.
9. Before contact with animals, ensure cuts and grazes (especially on hands) are covered with waterproof plasters. After contact with animals and particularly before eating and drinking, ensure all visitors wash and dry their hands thoroughly. If young pupils are in the group, hand washing will need to be supervised.

At the end of the visit

10. Ensure all visitors wash their hands thoroughly before departure.



11. Before the return journey, Wellington boots or other footwear worn during the visit should be placed in a plastic bag taken for the purpose and other shoes put on. Parents should be asked to make quite sure that the footwear worn during the visit is thoroughly cleaned.

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