

# Stoughton Infant and Nursery School

## Northmead Junior School



**Northmead  
Junior School**

# Educational Visits Policy

**Date Reviewed: 10/2024**

**Reviewed By: LGB**

**Next Review Due: 10/2027**

**Review Cycle: 3 Years**

## **1. Opening Statement**

We believe that great benefits can be obtained from educational visits. The schools encourage and support visits with educational value whilst ensuring that due care is taken over the health and safety of all pupils, teachers and other adults taking part. The schools and Governing Body will follow the guidance and policies of Surrey Local Authority regarding educational visits.

## **2. Definition**

For the purpose of this policy, an educational visit means any educational, cultural, or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries, and places of educational interest
- Sporting activities including swimming sessions
- Residential trips

## **3. Aims and objectives**

Our aim is to provide a range of opportunities which enhance the intellectual, social, moral, and spiritual development of the children in a safe and secure environment at an achievable cost.

Most classes in the schools will have one educational visit per term. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be trips arranged throughout the year, such as sport competitions, local walks or music performances.

Objectives include;

- To enhance the opportunities for learning beyond the classroom
- To provide opportunities for first-hand experience
- To encourage social development and co-operation
- To help children to learn to respond to different situations
- To provide a stimulus for learning in the classroom
- To develop the self-esteem of the pupils
- To encourage personal and collective responsibility
- To encourage the independence of pupils

#### 4. Health & Safety planning and preparation

- Educational visits will be organised and run according to the 'Guidelines for Educational Visits and Outdoor Activities issued by Surrey County Council.
- The school will follow the DFE Health and Safety on educational trips guidance 2018 and the guidance set out in the Outdoor Education Advisors' Panel
- The school has appointed an Educational Visits Co-ordinator whose role is to coordinate the planning and management of these activities. All activities must be approved by the EVC at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last-minute invitation to a significant event or a rearranged sporting fixture.
- Health and Safety procedures are informed by risk assessment for all visits.
  - Risk assessments must be recorded on the school's risk assessment template (See **Appendix 2**) and for Northmead Junior School, on the Surrey County Council visit system (EVOLVE) , and submitted for approval, two weeks prior to the visit. An electronic copy of the risk assessment is retained on school system and additional copies are to be taken on the trip by the party leader and the content to be made clear and available to all accompanying staff
  - Risk assessments must include details of any specific medical issues, additional support for individual children and details of adult helpers.
- Most parents give blanket permission for their child to attend school trips. As a result, permission is no longer requested from parents for short, local trips. However, parents will always be informed about the trip or activity by parent mail or letter. We will always get consent before taking nursery-age children off-site. Permission will be specifically requested from parents for; sports trips, residential trips, day trips involving coach journeys.

#### 5. Roles and responsibilities – see Appendix 1

##### Duty of Care

Adult supervisors in charge of children during a visit have a duty of care to make sure they remain safe and healthy. Adult supervisors in charge of children are considered to be 'in loco parentis'. They have a duty of care towards those children and a common-law duty to act as a reasonable, prudent and careful parent would in similar circumstances. Adult supervisors should not hesitate to act in an emergency and to take life-saving action in an extreme situation. In exercising the duty of care and interpreting the meaning of 'reasonable, prudent and careful', common sense should be applied and those involved should:

- Try to think as a parent might think in similar circumstances
- Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect and, ultimately, a court of law
- If they are in doubt they should not go ahead until they have sufficient further information and advice to remove the doubt

The principal of in loco parentis applies to all who take responsibility for the children of others. This includes voluntary supervisors and adult helpers, but the law would be likely to expect a higher standard of care from professionals because of their training and experience.

### **Safeguarding- see Appendix 3**

Child protection procedures: Offsite visits of any duration, present fewer formal situations where children are away from the immediate school/establishment and home environment. This applies particularly to residential, but also to shorter visits. In these situations, the atmosphere can be more informal and provide opportunities for children to make disclosures of a child protection nature to staff or peers.

By the nature of some of the activities and residential arrangements involved in offsite visits there may also be situations where evidence of abuse is noticeable.

It is important therefore that all staff are aware of the basic 'signs and symptoms' of abuse and neglect and understand how to respond to concerns and disclosures made by children. Staff are able to access the CPOMs system in order to record any disclosure or concern raised. Contact with a DSL team member must be made that same day to report the concern.

Safe and appropriate working: - Adults should take particular care when supervising children on offsite visits and, where the setting is less formal than the usual workplace. Adults remain in a position of trust and have a duty of care and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

It is important that adults involved in offsite visits;

- Behave in a mature, respectful & safe manner;
- Provide a positive role model to children.
- Treat all children/young people equally
- Do not behave in a way that could lead to questions about their suitability to work with children/young people.

### **Ratios**

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. It is not possible to set down definitive staff/participant ratios for a particular age group or activity. Other than in the Early Years Foundation Stage, where there are legal requirements for minimum ratios, there are no prescribed ratios. Recommended minimum ratios, reflecting best practice are advised by the LEA and the DfE. The nature of the supervision is more important than merely having the correct supervisory ratio.

For young people with special educational or medical needs it may well be necessary to enhance the staffing ratios. If child with an EHCP is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

### **Good supervisory practice**

Good supervision is a pro-active task with a philosophy of 'prevention rather than cure'. Supervisors constantly assess and react to the circumstances at hand as these are ever changing. Supervision is most effective when:

- The aims and objectives of the visit are clearly understood by all
- The visit and activities have been carefully risk-assessed and control measures put in place
- Supervisors and children have contributed to the overall plan
- Supervisors have a reasonable knowledge of the children, including any special educational needs, medical needs or disabilities.
- Newly Qualified Teachers will be accompanied by an experienced member of the teaching staff on their first visit.

### **Where extra care should be taken**

The following are times and places where potential danger points can occur:

- When leaving venues
- When the supervisors do not know all the participants
- Transport
- Moving between activities
- When on or near water
- When there is any group reorganisation
- During periods between activities

### **The party leader**

It is good practice for the party leader to:

- Delegate supervisory roles to other adults in the group
- Allocate supervisory responsibility to each adult for named children
- Ensure that each child knows which adult is responsible for him or her
- Ensure that each adult is responsible to the party leader for the children under their supervision
- Ensure that all adults and children are aware of the expected standards of behaviour

### **Supervisors**

It is good practice for each supervisor to:

- Hold a current DBS
- Know the children and to have prior knowledge of any special or medical needs or disabilities
- Carry a complete group register
- Make regular headcounts
- Have a means of contact with other supervisors
- Have prior knowledge of the venue
- Continually monitor the appropriateness of the activity
- Ensure the children maintain the agreed standards of behaviour
- Clearly understand the emergency procedures and be able to carry them out
- Have appropriate access to first aid

### **Registers/head-counts**

- Face-to-face identification and registration should happen whenever the party leaves a venue, where there is a change or transport or whenever there is any group reorganisation. Regular headcounts are essential and especially important when moving from place to place within a venue.

- Care should be taken to identify each pupil counted
- Name badges for identification purposes on young people should be avoided as this could put them at risk
- Rendezvous points should be identified
- Buddy systems could be put in place if children are involved in watching out for other members of their group

### **Recreation time**

- Remote supervision may be appropriate for unstructured sessions when children may wish to relax in their rooms or participate in informal games in a safe open area. The party leader should ensure that unstructured time is properly supervised to avoid behaviour issues. Unsupervised time is unacceptable and there must always be a plan in place for supervision although it may be remote or fairly informal.

### **Residential/Night supervision**

- An appropriate number of group supervisors must be on standby duty throughout the night
- It is desirable that the party's immediate accommodation should be for the group's exclusive use
- It is desirable to have a supervisor on any floor/area where young people are accommodated.
- In hotels, it is essential that a supervisor sleeps on the same floor as the young people and in close proximity to them
- In the absence of 24-hour staffing in reception, external doors should be secured against intrusion and windows closed as necessary
- Children should not have to leave their immediate area to visit the toilet at night
- When considering the advisability of children locking themselves into their rooms at night, a judgement must be made balancing increased security against delays in evacuation in the event of any emergency. If children are locked in, supervisors must have passkeys to hand.
- It is essential that children can always contact their supervisors immediately
- If there are doubts concerning this guidance, advice can be sought from the Head of Strategic Risk Management.

### **Planning time off for supervisors**

It is important that supervisors are given some time off when they are not on duty. This avoids becoming overtired and reducing their ability to effectively supervise activities. A rota system should be organised that ensures adequate supervision is in place at all times.

### **Supervision on transport**

The journey to and from a destination should be as exciting and worthwhile as possible. Badly supervised or poorly planned travel can however be potentially hazardous and lead to irritation and conflict with the general public.

Headcounts should be made frequently and register checks made each time the group moves from one area to another with face-to-face identification and registration made every time the party boards transport.

Specific risk assessments should be prepared incorporating each method/mode of transport i.e. Coach or Ferry Crossing ensuring adequate supervision at all times

### **Behaviour**

The school's behaviour policy applies equally to children when they are being educated off site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. Pupils are expected to behave courteously to all members of the public. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. We reserved the right to withdraw children from the trip if their behaviour puts themselves or others at risk of harm.

## **6. Health and General Welfare**

Party leaders should be aware of any relevant medical, personal or special needs of the party members, whether supervisors or young people. This information should be made available well before the departure date, notwithstanding the requirement for parents/carers to update the information if necessary.

### **First Aid**

- The need for first aid should be part of the risk assessment
- A trained and qualified first aider should always be available to administer first aid to groups.
- First aid kits should be taken on all journeys.
- A mobile phone will be carried to summon emergency services if needed.
- Staff on the trip will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.
- Parents' contact details will be available in case of emergency medical situations.
- The relevant staff member will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

### **Accidents**

- Record and report accidents. All injuries to any person involved on an off-site activity of any kind must be reported to the Headteacher who will pass on this information as appropriate. Depending on the severity of the incident, it is possible that the RIDDOR process will need to be implemented.
- Near accidents must be reported to the Headteacher and a written description kept

## **7. Special Medical Needs**

Surrey County Council's guidance Pupils' Health and the Administration of Medicines should be referred to. See also DfES publication Supporting Pupils with Medical Needs.

The risk assessment should take into account and put in place control measures to ensure the safety of children with special medical needs. It is important to ask parents/carers to provide complete details of these needs well before the departure of the visit or journey. Parents or carers should provide:

- Details of medical conditions
- Where there are known medical conditions there should be a prepared individual treatment plan
- The party leader should be made aware well in advance of the visit/journey of all the medical need of those participating. Parents or carers should be consulted on how best to deal with this needs to enable appropriate arrangements to be made
- All Supervisors should be well informed of a child's medical needs and any emergency procedures.
- Emergency contact details
- The young person's doctor's name, address, and phone number
- Written details of any medication required (including instructions on dosage/times) and permission to administer
- Permission, if appropriate, for the child to administer their own medication, or for a volunteer supervisor to administer
- Details of any allergies/phobias
- Details of any special dietary requirements
- Details regarding any toileting difficulties
- Special equipment or aids for daily living.
- Parents/carers need to give written consent that emergency medical action can be taken by doctors as necessary. If consent is withheld, the Headteacher can withdraw the child from the trip. This however would be a last resort. It should be explained to parents/carers that the party leader would communicate their wishes to medical staff but that the responsibility for any medical decision would lie with the doctor or other appropriate professional. The party leader would attempt to contact the parents or carers but, in an extreme emergency this might not be possible.
- Information given to parents must include a full written description of the visit. This should include details of the daily programme, nature of supervision and insurance arrangements.

All medication should be clearly labelled with the name and dosage, in the original prescribed container. This should be handed to the party leader as it is not desirable for young children to be responsible for them. In certain conditions i.e., with asthma sufferers or diabetics this may not be appropriate and could be potentially harmful. In such circumstances, the child's parent/carer should be consulted. It may be necessary to seek medical advice for individual cases.

Although it is acknowledged that nobody can be obliged to administer medications, give first aid or carry out routine medical procedures, it is sincerely hoped that supervisors will be prepared to do this, so that an individual is not further disadvantaged or penalised. Where necessary, appropriate training must be provided – e.g., in using an EpiPen.

## **8. Emergency Procedures**

For all journeys, the school must identify a duty officer. For residential journeys there should also be a home-based contact.

### **Duty Officer**

The duty officer is the person who will support the party leader and group in the event of a serious incident, accident or emergency, or any occasion where there might be media interest. He or she must be an experienced, senior member of staff who has sufficient authority to be able to offer support and guidance in difficult circumstances.

The duty officer must have full and complete details of the journey, including contact details for participants and staff. The duty officer must be available for the party leader until the group has returned safely.

In the event of a serious incident, the duty officer should immediately seek advice and support from Learning Partners Academy Trust

## **9. After a trip**

- Accidents and near accidents must be analysed and a written description kept. These can be referred to in future risk assessments.
- Review and evaluate risk assessment
- Monitor and review arrangements annually

## **10. Charging**

The overall costs for an educational visit must be calculated by the party leader before the preliminary meeting with parents. All educational visits must be self-financing. It is the policy of the school to ask for voluntary contributions from parents to cover an individual child's share of the total cost. If the costs for a trip are not covered, the trip may have to be cancelled. This information is included in the trip letter to parents. Children entitled to Pupil Premium will have significant financial help towards the cost of the trip, with the possibility of 100% funding to allow the child to participate. Financial Assessment of the trip should then follow.

## **11. Equal Opportunities And Race Equality**

We will make reasonable adjustments and provision to ensure any child can be included on the trip regardless of gender, race or disability. These adjustments should not impinge unduly upon the other trip participants either in terms of cost, or their enjoyment/educational benefit of the trip.

When seeking to make reasonable adjustments we will seek to involve the child, parents, accompanying staff and any external providers in the decision making process. The support of parents will be sought in cases of pupil disability where particular measures need to be taken to enable the child to participate as fully as possible. Any parent who accompanies their child on a trip will undergo a DBS (Disclosure & Barring Service) check. It is the policy of the school to encourage parents to allow pupils to experience all educational visits, including those to places of

worship different from their own religion. It acknowledges, however, the right of parents to withdraw pupils from such visits.

If there is the possibility that a pupil may be excluded from the visit due to behavioural issues, a meeting would be arranged with the Head, Deputy and Year Leader in advance to discuss concerns and agree what action is to be taken.

If a child has received a fixed term exclusion during the academic year, we will risk assess their participation in any residential trip and we may have to put in an alternative provision if the trip is deemed unsuitable.

## **APPENDIX 1**

### **ROLES AND RESPONSIBILITIES**

#### **Governing Body**

In relation to educational visits the Governing Body will:

- Ensure that the legal framework is adhered to, see Health & Safety of Pupils on Educational Visits (HASPEV)
- Ensure that the headteacher and Educational Visits Coordinator (EVC) are supported in matters relating to educational visits
- Agree on the type of visit they should be informed about .
- Ask questions about the educational objectives of visits
- Ensure necessary approval given for all off-site visits that are residential, abroad or hazardous and record approval in the minutes of the Governing Body
- Ensure that that the headteacher and EVC have taken all reasonable measures to include pupils with SEN (Special Educational Needs) or medical needs on a visit

#### **Headteacher**

In relation to educational visits the headteacher is delegated by the Governing Body to:

- Approve all off-site educational visits of a perceived low risk, local daily or regular nature

#### **The Educational Visits Co-ordinator (EVC)**

In relation to educational visits the coordinator will:

- Ensure that all off-site activities follow the correct procedures
- Approve the Party Leader for every visit and monitor the written risk assessments to ensure good practice
- Support the Party Leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers
- Ensure that DBS (Disclosure and Barring) disclosures are in place for every adult involved in a residential trip
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event
- Keep records and make reports of accidents and “near accidents”
- Review and regularly monitor procedures
- Liaise with the LA (Local Authority) Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations

#### **The Party Leader**

In relation to educational visits the Party Leader:

- Is responsible for identifying the purpose of the visit and following the checklist published in the LA guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC.
- Have overall responsibility for the supervision and conduct of the visit
- Have overall responsibility for health, safety and welfare
- Plan and prepare for the visit and assess the risks
- Define roles and responsibilities of other staff

**APPENDIX 2**

<b>Risk Assessment for:</b>	<b>Date:</b>
<b>Name:</b>	<b>Organisation:</b>
<b>Assessment undertaken:</b>	<b>Signed:</b>
	<b>Review date:</b>

<b>Hazards</b>	<b>Who is at Risk?</b>	<b>Control Measures</b>	<b>Review</b>
		•	
		•	
		•	
		•	

## **APPENDIX 3- SAFEGUARDING**

### **Safeguarding Children and Young People during Offsite Visits**

In terms of Safeguarding, the implications for planning and preparation will vary depending on the nature of the visit, however there are two main areas that leaders need to pay particular attention to throughout the planning, operation and evaluation process.

- Child Protection procedures and arrangements
- Safe & Appropriate working practice by staff and volunteers.

#### **Child Protection procedures and arrangements**

- All adult leaders should be aware of the procedures for reporting concerns observed or disclosures made to them on to the party leader. This includes the procedures for responding to allegation of abuse made against members of staff and volunteers or other children.
- There must be arrangements in place for concerns to be referred back to the school's DSL so that a decision can be made about how to respond to the concerns.
- All children should be made fully aware of the arrangements and procedures that they need to follow to keep themselves and others safe, and what is appropriate behaviour.
- They should also be made aware of the ways in which they can seek advice or help in situations they are concerned about
- Risk assessments should take account of any sites visited that are shared by members of the public to ensure appropriate supervision.
- It is important that the party leader is aware of any children where there are current concerns of a Child Protection, emotional or related nature that may place them at increased risk. As a result, the child may require increased support or monitoring in certain situations. The DSL must be consulted at the planning of residential visits in order to inform any child specific risk assessments.

#### **Safe & Appropriate working practice by staff and volunteers**

- Adults should take particular care when supervising children on offsite visits and, where the setting is less formal than the usual workplace. Adults remain in a position of trust and have a duty of care and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries
- Group Leaders should ensure that all adults involved in offsite visits are reminded of the relevant sections of the child protection and safeguarding policy. These are designed to safeguard children and at the same time protect adults from putting themselves in situations that may lead to misunderstandings or allegations of inappropriate or abusive behaviour.
- Adults should be instructed to report to the party leader so that any problems can be dealt with and there is no accusation of 'covering things up'.
  - Any behaviour or situation that may give rise to complaint misunderstanding or misinterpretation.

- Any difficulties experienced when for e.g., coping with a challenging child/young person, or situations that they are unsure of.
  - Situations where they are the subject of affection, attention, or inappropriate behaviour by a child.
  - Any behaviour by another adult that gives cause for concern that it may be inappropriate or undermines the safety & welfare of children
- It is important that adults involved in offsite visits
    - Behave in a mature, respectful & safe manner
    - Provide a positive role model to children
    - Treat all children equally
    - Do not behave in a way that could lead to questions about their suitability to work with children

## **Specific Safe Practice Issues**

**Sleeping & Showering** – these should be organised to enable adequate and gender appropriate supervision and ensure that staff do not use communal shower at the same time as children and do not share bedrooms except in dormitory or similar arrangements. In this case specific risk assessments will be completed, and control measures put in place.

**Mobile Phones** – Adults should not use personal mobile phones to communicate or make video or photographic recordings. School equipment must be used. Children will not be allowed access to their own mobile devices.

**Photography** – The school must have written consent from parent/guardian for images to be taken and published. If images are published or placed on the school’s website, newsletter or social media platforms then it is important that no information is included that might enable someone to contact the child independently.

**Physical Contact** – As a general rule adults should avoid physical contact. However, there may be situations when physical contact is justified as a means of reassurance, protection encouragement etc. Some offsite visits involve physical activities where appropriate physical contact is appropriate and necessary as long as it is not intrusive or disturbing for the child and they have given consent.

**Physical Intervention** – Any physical intervention should be carried out in line with the school policy and procedures by adults who have been authorised to do so by the head teacher. Teachers do have a legal authority to carry out physical or other appropriate physical intervention. This is ideally as a last resort after other strategies have been tried or considered and to protect the health & safety of those involved.

**Administration of medicines and First Aid** – Any first aid or administration of medicines must be carried out in line with the school policy by appropriately trained staff and in line with parental/guardian consent. Any regular medication or related procedures should be carried out in line with an appropriate Health Care Plan drawn up in consultation with parents/ carers. This should indicate the details of self-administration and the arrangements

for adult support and administration. If first aid is administered, other adults should be made aware and if possible, another appropriate colleague should be present. The child/young person should always be made fully aware of what is happening as appropriate. All such incidents should be recorded and reported in line with the requirements of the school first aid policy and any Health Care Plan. Staff should always use their judgement and experience when applying their school's policy to any particular situation, to ensure that the well-being of children is paramount.

**Appropriate dress**

Clearly the usual school dress codes do not apply to staff or children on many visits because of the nature or duration of the activities. However, adults must ensure that their dress is suitable, safe and appropriate at all times.