



# EDUCATIONAL VISITS POLICY and PROCEDURES including EYFS

## 1. Introduction

Educational visits, including day trips and residential expeditions, provide a unique opportunity to enhance the curriculum and to extend and support class-based work.

Holy Cross Preparatory School recognises the value of Educational Visits that have a clear purpose and are an essential part of a broad and balanced curriculum. They are an opportunity to offer new learning experiences for pupils and to develop personal and social skills in an alternative environment.

The safety of pupils and staff is paramount and therefore all trips, including those for the very youngest, are carefully planned in adherence to statutory Health and Safety procedures.

## 2. Roles and Responsibilities

**The Advisory Body** satisfies itself that the appropriate procedures, risk assessments and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad or hazardous need to be approved by the Advisory Body. Such visits involve a period of time of more than 24 hours, an overnight stay or journey by sea or air. Such approval must be recorded in the minutes of the Advisory Body. The Headteacher will seek the approval of the Chair of Trustees before sanctioning these visits and activities. The Party Leader must complete the electronic Educational Visit Approval Form (Appendix 1), which can be found on Teachers Communal → Educational Visits → Educational Visit Forms, and email to the Headteacher. The school retains overall responsibility for the health, safety and welfare of pupils.

**The Headteacher** is delegated by the Advisory Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature. The Headteacher is responsible for ensuring that the visit is worthwhile and that the Party Leader is competent and has paid and will pay due regard to the health and safety of all participants, the risks involved, the adequacy of adult supervision and the need to communicate clearly with parents, pupils and staff about the implications of the visits, including contingency plans for unforeseen circumstances. The Headteacher should:

- ensure that visits comply with the school's policy document;
- ensure accreditation of external providers;
- ensure that there is a contingency plan in place;
- ensure emergency procedures are in place;
- allocate time and resources for staff training.

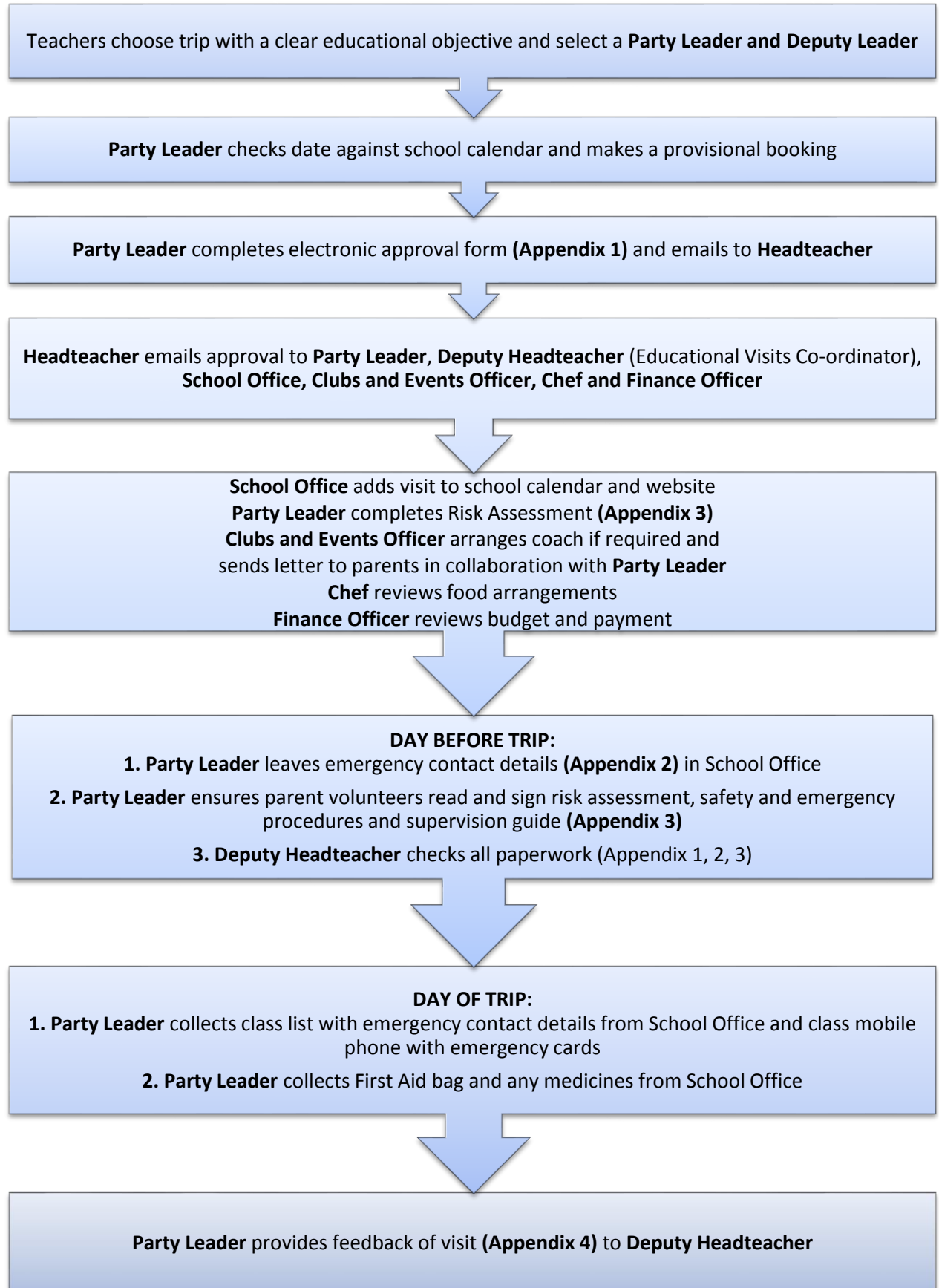
### Teaching and Admin Staff

Roles and responsibilities of all school staff involved in an Educational Visit are outlined in the Educational Visit Flowchart on the next page and the corresponding forms, which can be found on Teachers Communal → Educational Visits → Educational Visit Forms – see Appendices 1-4 hyperlinks. Early Years staff follow the same procedures.

Further guidance on the procedures, organisation and planning of Educational Visits and Health and Safety responsibilities is detailed in this policy.

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### Educational Visits Flowchart





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### **3. Risk Assessments**

Safety is our top priority. Even the shortest of visits needs to be thoroughly planned, and requires its own risk assessment, which must be reviewed thoroughly before a repeat visit is made.

Risk assessments must be completed for all Educational Visits. New visits require the Party Leader to visit the venue prior to the pupils' visit. Visits that have occurred in the past need updating through communication with venue organisers. We have a duty of care towards pupils and in an activity where there is an element of risk, we will consider and take 'all reasonable precautions'.

A risk assessment for a visit need not be complex but it should be comprehensive. It does not generally require technical formulae or professional health and safety expertise, although specialised information may be needed for some visits.

The risk assessment form can be found on Teachers Communal in the Educational Visits folder → Educational Visits Forms → Appendix 3 – Educational Visit Risk Assessment.

Appended to the risk assessment are the safety and emergency procedures and supervision guide for volunteer adults to read and sign.

When planning an activity involving caving, climbing, trekking, skiing or watersports, schools must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

### **4. Communication with Parents and Pupils**

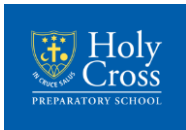
Parents will be informed, usually by ClarionCall, prior to any off-site activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or a letter. Organisers should also consider whether a meeting should be held with parents to discuss the arrangements for the visit. A meeting with parents is essential for all residential trips. Detailed information will be given to parents prior to any visit.

All parents of children in the Reception classes are invited to an annual curriculum meeting at the start of the autumn term, when the aims of the year's curriculum, the topics that will be studied and the methods of delivering the curriculum through play, structured activities and outdoor activities are briefly explained and some of the trips outlined.

### **5. Supervision and Adult to Pupil Ratio**

ALL Holy Cross Preparatory staff are DBS checked. Adults, not including school staff, do not need DBS clearance providing they will not have sole responsibility for any pupils or be alone with them. If this is not available these parents may accompany the pupils at the Headteacher's discretion. Parent volunteers are thoroughly briefed about their roles beforehand by the Party Leader prior to signing the risk assessment which includes safety and emergency procedures and a supervision guide for volunteer adults.

Staff will take a mobile phone that has been registered with the Bursar that can be used in an emergency or to notify the school of any late returns.



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In all cases, the duty remains with the Headteacher and Party Leader to ensure adequate supervision for the particular group and for the particular activity. Holy Cross Prep School suggested ratios are set out below, but the final ratio will be arrived at after careful consideration of the above points and a sound risk assessment in conjunction with the Headteacher. The quality and nature of the supervision must be planned and active i.e. is more important than merely having the correct supervisory ratio.

The Party Leader and Deputy Party Leader are in addition to these ratios.

- For all EYFS Reception visits: 1:3-6 (risk assessment undertaken to establish appropriate ratio according to outing, environment and tasks. A member of staff with paediatric first aid training must accompany each visit for EYFS pupils);
- For all Years 1 & 2 visits: 1:6;
- For all Years 3 to 6 visits: 1:8;
- For residential visits within UK: 1:10 (overnight supervision requires two members of staff to attend to a child);
- For visits abroad: 1:10.

However, ratios may be amended based on the level of risk expected on a visit. The Educational Visit Approval Form requires the Party Leader to give due diligence to staff-pupil ratios according to the risk associated with the activity.

### **Pupils with Medical Needs**

Pupils requiring additional support for medical or other reasons will be entrusted to a named staff member for the duration of the visit. Medicines should be administered in accordance with the Administration of Medicines Policy.

### **Early Years**

Generous staffing levels, close supervision and proper protective clothing are essential for even the shortest of excursions. For all walks within the enclosed school grounds, the children are supervised by their teacher and a teaching assistant who holds a Level 3 statutory qualification (as defined by the Children's Workforce Development Council). They always take a radio with them. The children are always briefed in advance about the visit and of the standards of behaviour we expect.

We operate a minimum staffing ratio of 1:6 for all off-site visits involving children in our Reception classes although each trip is carefully assessed and the staffing ratio amended accordingly. There is always at least one teacher, one of whom will have been designated in charge of the visit. Our maximum class size is 22, so the teacher is accompanied by at least one qualified teaching assistant and other adults who may be other teachers from the school or parent volunteers. At least one member of staff will be qualified in paediatric first aid.



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### 6. Head Counts

The teacher in charge conducts, or arranges for another teacher or teaching assistant to conduct a head count of the children.

- before leaving school;
- on sitting down in the coach, if applicable;
- on arrival at the destination;
- on leaving the destination;
- on arrival back at the school;
- at other points throughout the trip, as appropriate.

When we walk, the children walk in pairs, with one adult at the front, one in the middle and one at the back. Children are reminded about basic road safety and of the expected standards of behaviour. When we travel by coach, a member of staff will check that all the pupils are sitting properly and wearing their seat belts.

### 7. Transport

Only coaches with seat belts will be used. Each child must have their own seat and seat belt. It is the responsibility of staff to check that pupils are wearing a good fitting properly fastened seat belt before the journey commences. Pupils should be made aware of the importance of keeping the seat belt fastened during the journey. Coach bookings can be requested via the Clubs and Events Officer.

#### Use of minibus

The school minibus can be booked with the Premises Manager. Staff eligible to drive the minibus must be trained to the current standards/guidelines. Please refer to the [Minibus Safety Policy](#). When the minibus is used, the driver must be accompanied by another adult.

#### Use of staff cars

The use of staff cars is granted in exceptional circumstances only with the prior approval of a member of the Senior Leadership Team in accordance with insurance cover and legal compliance.

### 8. Dress Code

Correct school uniform is always the preferred dress code. This includes a school blazer. Visits which involve outdoor, practical activities or physical activities may be the exception. Approval for this should be sought from the Headteacher.

When students are in school uniform, teaching staff will dress in business attire. When visits require non-uniform for the students, teaching staff should dress for the conditions of the visit while maintaining a smart-casual standard of dress.

### 9. Funding

The cost of all visits should be met by parental contribution or from subject budget allocation. Parental contribution for residential trips should be included on the next term's invoice.

### 10. Insurance

For all visits both pupils and staff are covered by the school's travel insurance. A copy of this is available to parents.

### 11. Missing Child Policy

Our procedures are structured to ensure that this does not happen; but in the event that a child is missing – either from school, or on a visit, we follow the procedures set out in our [Missing Child Policy](#), which can be viewed on our website.

### 12. Emergency Procedures

Emergency procedures are detailed below and outlined in Appendix 3 – Educational Visits Risk Assessment (saved on Teachers Communal → Educational Visits folder → Educational Visit Forms). An emergency card is given to all accompanying adults with school contact numbers and the class mobile number – see Appendix 3.

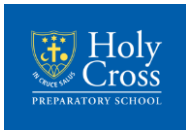
A complete list of all members of the party, including staff, showing emergency contact numbers is to be left with the School Office – Appendix 2.

Emergency procedures are an essential part of planning a school visit. The Party Leader will take charge in an emergency and will ensure that emergency procedures are in place. If they are unable to, then the Deputy Party Leader will act in their place. If an accident happens, the priorities are to:

- a. assess the situation;
- b. safeguard the uninjured members of the group;
- c. attend to the casualty;
- d. inform the emergency services and everyone else who needs to know about the incident.

If an emergency occurs on a school visit, the main factors to consider include:

- a. Establish the nature and extent of the incident as quickly as possible;
- b. Ensure that all the group are safe and looked after;
- c. Establish the names of any casualties and get immediate medical attention for them;
- d. Ensure that all group members who need to know are aware of the incident and follow the emergency procedures;
- e. When the safety of the remaining members of the group allows, ensure that a teacher accompanies casualties to hospital and that the rest of the group are kept together and adequately supervised at all times;
- f. Notify the police if necessary;
- g. Notify the British Embassy / Consulate if the emergency occurs abroad;
- h. Inform the School Contact, providing: nature of incident; date and time; location of incident; names of casualties and details of their injuries; whether medical assistance via insurers may be required; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom); contact numbers for future calls;
- i. Write down as soon as possible all relevant facts and witness details and preserve any vital evidence;
- j. Keep a written account of all events, times and contacts after the incident;
- k. Ensure no one in the group speaks to the media. In particular, names of those involved should not be given to the media as this could cause distress to their families. All media enquiries should be referred to a designated media contact at the school;
- l. Ensure no discussion takes place with other parties concerning legal liability.



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The main factors for the School Contact to consider include:

- a. Ensuring that the Party Leader is in control of the emergency and establishing if any assistance is required from the School;
- b. Contacting parents. The School Contact should act as the link between the group and the parents. Parents should be kept as well informed as possible at all stages of the emergency;
- c. Liaison with the media contact, who is the Headteacher.

The Headteacher should liaise with the School Contact, the Party Leader and, where appropriate, the emergency services. All media enquiries should be referred to the Headteacher. The name of any casualty should not be given to the media.

### **13. Evaluation Report**

On return to School, the Party Leader must have a brief meeting with the Deputy Head and complete a Visit Evaluation electronic form found on Teachers Communal → Educational Visits folder → Educational Visit Forms → Appendix 4 – Evaluation of Visit. This will inform future visits and may be a useful check on the value of risk assessments undertaken.

Any accidents that occur and any medical treatment that is necessary during an educational visit should be accurately recorded and communicated to the front office for the school records. This is the responsibility of the Party Leader.

### **Appendix 1**

[Educational Visit Approval Form](#)

### **Appendix 2**

[Emergency contact details](#)

### **Appendix 3**

[Educational Risk Assessment, Safety & Emergency Procedures and Supervision for Volunteer Adults + Emergency Card](#)

### **Appendix 4**

[Evaluation of Visit](#)