

YARDLEY WOOD COMMUNITY PRIMARY SCHOOL



Educational & Off-Site Visits Policy

**Summer 2023
To be reviewed summer 2026**

The School Aims

At Yardley Wood we aim to provide the best possible opportunity for every child to fulfil his/her potential, both academically and as a responsible citizen.

It is our policy:

- To help each child to develop fully, according to his/her level of maturity and ability, and to cater for every child's particular needs
- To develop valuable skills and positive attitudes necessary to lead happy and fulfilled lives
- To provide a good grounding in speaking and listening, reading, writing and mathematics. To develop investigate skills, knowledge and understanding in science and technology, and to provide experiences and learning opportunities in all other subject areas, providing breadth and balance to the curriculum
- To build a happy school society based on mutual respect and a real sense of caring for one another. That every child experiences success and feels that he/she is a valued member of the school community
- To enable children to know the difference between right and wrong; to encourage in each a sense of responsibility and high standards of personal behaviour; to equip them to make a positive contribution to the community
- To encourage children to take a pride in their school and in the efforts and achievements of its members
- To help and support those children who have particular difficulties with their learning or behaviour, or who have special gifts or talents
- To provide children with a range of activities outside the classroom that will enrich, stimulate and foster a greater involvement in school life
- To keep parents well informed about school and their children's work; to involve parents in the life and work of the school; to enlist the support and co-operation of parents

AN INTRODUCTION

Health and Safety Policy for Visits and Off-site Activities

The management of visits and off-site activities involves particular responsibilities for the health, safety and welfare of all participants, whether they are pupils and their parents, members of staff or volunteers. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities should both stand alone and compliment the wider school Health and Safety policy.

The Department for Education and Skills provides guidance to LEAs and schools, contained within the following document.

‘Health and Safety of Pupils on Educational Visits’, DfEE 1998

Policy and practice within Yardley Wood Community Primary School will be based on accepted good practice outlined within the above documents, copies of which are held centrally in the school office.

ROLES AND RESPONSIBILITIES

The Role of the Head Teacher & EVC:

The Head Teacher & EVC will:

- Inform all members of staff and prospective accompanying adults, of the school policy and current procedures on visits and off-site activities;
- Ensure all visits and off-site activities have appropriate and stated educational objectives;
- Ensure all visits and off-site activities are supported by suitable risk assessments and that adequate controls have been identified.
- Seek to ensure all visits and off-site activities comply with the school health and safety policy, Lea guidance and recognised good practice;
- Identify and prioritise associated training needs for staff and volunteers.

The Role of the Visit Leader:

- Have overall responsibility for supervision and conduct of the visit and off-site activity, with the support of a deputy where necessary.
- Support the visit and off-site activity with the appropriate recorded risk assessments, made available to the Head Teacher & EVC as part of the proposal;
- Check that staff leading hazardous activities are appropriately qualified in the activity and are recognised as competent by someone with appropriate technical

expertise, e.g. LEA Outdoor Education Centre Manager or someone else from outside the school;

- Ensure parents have been given sufficient information to guide their decisions and that they have returned signed consent forms with all the necessary pupil information completed.
- Identify any specific organisational factors which need to be made known to staff, volunteers and Participants, especially pupil collection and dispersal procedures;
- Consider First Aid provision and check arrangements.
- Make it clear to pupils that they must not take unnecessary risks, must follow all instructions, must be sensitive to local codes and customs and that they must report any possible hazards to the group leaders.
- Make it clear to pupils that they are responsible for their own and their peers' safety.
- Ensure that the school's child protection policies are fully enabled during the trip – the leader should be aware of the possibilities of physical, sexual, psychological and emotional abuse during the trip and of the possibility of disclosure. He/she must be aware of the best approved procedures and be prepared to implement them.
- Appoint a Deputy Leader.
- Assess if any 1:1 care is needed for individual pupils.
- Evaluation and feedback on each trip.
- Complete Near Miss / Incident Report Form (if necessary).

The Role of Additional Staff and Volunteers

Additional Staff and Volunteers will:

- Fully participate in the programme of activities which has been arranged for them in order to support the pupils and group;
- Take all reasonable steps to ensure the health, safety and welfare of themselves and all group members which includes not participating in activities beyond their physical capability, experience or skill.
- Follow agreed procedures and practice and the instructions of the group leader.
- Report to the group leader any incident which may compromise the health, safety and welfare of group members.

EMERGENCY PROCEDURES

In the event of a serious accident or emergency the Visit Leader should follow the procedure outlined below:-

- Make an assessment of the situation;
- Safeguard the group;
- Attend to the casualty and alert the emergency services;
- Contact the emergency Yardley Wood Community Primary School contact and Head Teacher (or Member of SMT if appropriate);
- Provide support to group members including other adults;
- Complete an accident report.

PARENTAL CONSENT

At Yardley Wood Community Primary School, school visits are considered to be an important part of the social, personal and educational development of every child. Educational visits build on the pupils' life experience and further enhance their learning. Every child is given the opportunity to experience, at first hand aspects of the curriculum and to develop further, a sense that 'learning is fun'.

When a child starts school and or at the beginning of every year the parents will need to fill in and sign a general visit consent form, so that the child can take part in any educational visit off the school site including:

- Library visits
- Swimming lessons
- Road Safety work
- A walk round the community
- Out of school clubs (where we need to move to other centres or sites)
- Any educational visits that happen during the school year

Parents will be notified of any planned educational visits and should they choose to withdraw their child, they will have the opportunity to do so.

An educational visit is for all children and should:-

- Support, enrich and extend the curriculum in many subject areas, and encourage learning,
- Encourage the development of the co-operation, team work and problem solving skills,

- Help develop independence and self confidence.
- All educational visits should build on, rather than repeat, previous experience.

TIMINGS, FREQUENCY AND ACCESS TO SCHOOL VISITS

All trips are for all children and are curriculum led.

The immediate health and safety of all the children taking part in the visit is a priority concern.

Unless there are specific health and safety concerns all the children in a class will have access to School educational visits.

Trip organisers must check with visit/trip venue that they will invoice the school for entrance costs incurred.

Staff organising trips should be aware of and check the school diary for any other visits that may be planned.

Weekend visits, week long trips and any other residential/overnight visits are a separate issue and are dealt with in the Residential Visits.

COSTS AND MONIES

A check must be made with venues concerning payments before any bookings provisional or fixed are made (see Charging and Remissions Policy).

Assume some children will be absent when fixing a charge, since transport costs are usually fixed.

ORGANISATION

Trips are to be organised by the relevant Year Group Teacher(s) and or Subject Co-ordinator/ and the Educational Visits Co-ordinator.

- School Trip Information Sheet must be supplied to the school office at least 8 weeks prior to trip taking place.
- Check dates on school calendar
- Enquiry to coach firms re. dates and costs.
- Reservation made to venue.
- The cost of the trip must include venue, transport, insurance covered by Birmingham City Council (cost to cover pupils and adults).
- Letters of advice sent to parents.
- Order packed lunch (if necessary).

When a trip is being planned:-

- Numbers going on a trip should be calculated so that no classes or part of classes remaining in school should be expected to be split among other classes.
- Check if any pupils will require 1:1 supervision.
- Inform School Office staff of any arrangements, by filling in a School Trip Information Sheet.
- Inform Direct Services upon booking the trip of children who will not need a school dinner unless parents of children entitled to free meals request a packed lunch.

- Several weeks prior to a trip, a letter must be sent out to parents with date, cost, time of departure and return and whether a packed lunch is required.
- Ask for adult helpers well in advance. Keep all staff informed. Trip organiser to inform SLT, Co-ordinator and Class Teacher.
- One week before trip – check consent forms and remind non returnees, ask if it is necessary to see Parents who have not returned slips. Inform Senior Management of any problems
- Day before trip – confirm venue, confirm transport, check consent forms, check adult helpers, First Aid and sick bags.
- Make arrangements for children who have not supplied consent forms to go into other classes and inform school office of whereabouts of children staying in school.
- For any Residential Trips, office to advise LA at least 4 weeks prior to trip taking place.

LETTERS

There may be standard letters for visits such as:-

- Swimming
- Local Walks
- After school club

Letters should contain:-

- Venue
- Date
- Cost
- Time of departure and return
- Medical clause if residential
- Packed lunch for free dinners
- Spending money
- Clothing (if special clothing is required)
- Parental help

RATIO AND EDUCATIONAL VISIT SUPERVISION

Educational Visits for Children under Five

In general the procedures for educational visits for children under 5 years of age, we follow the Guidelines as set out by Birmingham LEA in the School Effectiveness Division 'Learning beyond The Classroom'.

However, at Yardley Wood Community Primary School, we believe it is good practice in the Foundation stage to ensure all educational visits must be accompanied by a minimum of two responsible adults, of whom one must be a teacher known to the children and that, overall adult/child ratio must be a minimum of 1:8.

All other Year Groups:-

- All groups should be accompanied by at least two responsible adults, in addition to the class Teacher
- Helpers could be Teaching Assistants, NNEB staff, dinner supervisions, other support staff, parents and other adults over 18
- Teachers on residential trips should always be aware that one teacher has overall responsibility at any time, i.e. if some teachers are resting/relaxing, one teacher should be detailed to be aware of the needs of the group of children.

Birmingham LEA's regulations for education visits Section 6 Learning beyond the Classroom May 2006.

Category A (less than 24 hours)	1.15
Category B (all other visits)	1.10

Insurance

The LEA has Public Liability Insurance which protects the LEA together with governing bodies against claims for compensation made against them by third parties such as pupils, parents and visitors who sustain either a personal injury or loss of or damage to their property as a result of negligence on the part of the school.

Examples of such claims would be a pupil injured as a result of poor or inadequate supervision, or a falling light fitting injuring a visitor to the premises.

The policy has been extended to cover all school-organised activities and this includes approved educational visits whether they are for a single day or a residential nature.

Cover does not apply however to events or activities, which are organised and arranged by a body external to the school including PTAs, local youth clubs and other similar organisations.

Travel Insurance

Insurance is covered by Birmingham City Council.

Appropriate insurance must be taken out where the visit involves travel abroad.

Travel should be organised through reputable agencies and travel companies. Schools should ensure that any insurance cover included within a package is adequate.

School Minibus Insurance

Full comprehensive insurance (with cover subject to £500 excess) is arranged centrally for all vehicles owned by the Authority, or provided by the Authority for use by schools. This cover relates to use of vehicles for school purposes only, which includes authorised educational visits. This cover is invalidated should the vehicle be used for private purposes.

If the minibus is to be taken on an educational visit abroad an extension of cover (often referred to as 'green card' insurance) is required. An international driving pack containing this extension of cover may be obtained from Education Finance (Tel No: 303 4829)

Vehicles, which are not owned or maintained by the LEA, for examples those, which have been purchased by the PTA or donated by other means, are the responsibility of the school to insure.

More detailed notes on insurance issues are included at Annex 5 (School Journey Policies), Annex 6 (Further information on Insurance), and Annex 7, (the use of private or 'self drive' hired vehicles).

For any advice about insurance in particular cases, head teachers should contact:
Local Authority

Equipment

When going on a trip you will need:-

- Lunches
- Confirmation of booking/receipt
- First Aid kits
- Sick buckets
- Mobile phone and school telephone number
- Class list
- List of groups and helpers
- Medical notes, consents & medication if required
- Children's inhalers (each child to carry their own)
- Relevant worksheets / booklets for children
- Camera
- Writing equipment
- Labels with school name and telephone number
- Risk assessment

Lunches

Direct Services need to be informed of the trip which is due to place & number of packed lunches at time of booking the trip.

Parents / Guardians, to be informed about lunch requirements via trip letter.

Advise lunch time supervisors of the day a class will be attending a trip.

Two weeks before the trip the Direct Services need to be informed of any changes if necessary.

LEA Adopted – Regulations for Educational Visits

The Learning beyond the classroom handbook – pupil safety – May 2006 regulations apply to nursery, primary, secondary and special schools, and replace all earlier regulations and guidance. Yardley Wood Community Primary School has adopted these regulations as good practice.

The purpose of these regulations is to provide maximum assurance of safety for children and adults on educational visits, while minimising unnecessary restrictions and bureaucracy.

The regulations set out the criteria for approval and educational visits in order to support schools when planning educational visits and in advance of making applications for approval.

Where the regulations refer to the responsibilities of Head Teachers, Governing Bodies are also responsible to ensure that the functions of the Head Teacher are carried out properly.

It is important that Governing Bodies, Head Teachers, Educational Visits Leaders and other adults accompanying educational visits are familiar with the requirements of the Regulations.

The Regulations should be read with the standard of care of a reasonable, prudent parent in mind. This is the standard of care which must be shown to have been breached if any case of negligence is to be proved.

Liability of Teachers

The duty of a teacher taking part in educational visits and school journeys is that of taking care of pupils, as a careful parent would take care of his/her children in the particular circumstances. Any failure to take such care, as a result of which injury to children is caused, may be held to be negligence for which the teacher is liable. The 'duty of care' is owed by teachers to their pupils at all times that they are in their charge, whether during school hours or not.

The LEA will not necessarily be able to support Governing Bodies and Head Teachers in the event of any legal action being taken in respect of an educational visit for which these regulations have not been followed.

In the event of a school requiring interpretation or clarification of these regulations, the Head Teachers should contact the Administrator for Educational Visits.

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Policy adopted by Governing Board

Signed Chair of Governing Board

Date