



Reviewed:	September 2019		
Next review:	September 2021		
Signed:		Diane Osborne	Chair of Management Committee
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The Shepwell Short Stay School Educational Visits Policy

Introduction

Educational visits are activities arranged by Hayley Tudor our Offsite Visits Coordinator. The management committee, staff and parents believe that off-site activities can supplement and enrich the curriculum by providing experiences, which would otherwise be impossible. All off-site activities will have an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times.

Aims

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our C&YP in addition to what they receive from their own school;
- provide a wider range of experiences for our pupils than could be provided on their school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Curriculum links

For each subject in the curriculum in the pupils own school there is a corresponding programme of activities which could be:

- English – theatre visits,
- science – use of the school grounds, visits to the Arboretum; National Space Centre
- mathematics – use of shape and number trails in the local environment;

- geography – use of the locality for fieldwork, village trails;
- art and design – art gallery visits, use of the locality;
- music – a variety of experiences such as World Music Day at Forest Arts Centre and local pantomime;
- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers. Visits to various places of worship. Annual visit to the Birmingham German Market.

The Shepwell Short Stay School will seek to enhance the learning experience of all young people by arranging enrichment activities to further develop their knowledge, skills and understanding of the curriculum. Also to support the development of their health and wellbeing, raise their self-esteem and confidence.

The Shepwell Short Stay School will work in partnership with eg. schools and partner agencies to develop programmes to meet the needs of individual children and young people.

How visits may be authorised

The Headteacher will appoint a party leader to be responsible for running the activity. This will normally be the EVC.

The EVC will be involved in the planning and management of off-site visits.

S/he will:

- Complete an activity proposal form
- ensure that risk assessments are completed;
- assign competent staff to lead and help with trips;
- verify that all accompanying adults, including private car drivers, have had satisfactory police checks,
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits and impact.

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA. All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the Shepwell Short Stay School.

It is our policy that all young people should be able to participate in educational visits.

Where a child with a disability is eligible for a trip, we will make every effort to ensure that he/she is included. We may seek guidance from parents/carers, social workers to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and individual risk assessments will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue (if appropriate), in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group.

They should also assess the site's suitability with regard to the age and any particular needs of the children. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.

An activity should normally have sufficient adults in line with health and safety policy.

Any trip/activity will require a minimum of two adults. However, these are *minimum* requirements, and may *not* provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue. Evidence to be provided of staff insurance.

- the provision and required use of seat belts/booster seats;
- proper vetting of the driver by the police;
- proper insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

Transport

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks.

Communication with parents

The parents/carers, social workers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents/carers, social workers must give their permission in writing before a child can be involved in any off-site activities.

Further health and safety considerations

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the Virtual School/pupils own school number and carers number especially where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves the Shepwell Short Stay School the pupils, the administrator should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the school, carer and social worker the possibility of excluding that child from the activity.

Group leaders' planning

Group leaders must read thoroughly the appropriate guidance for off-site activities:

- *Health and Safety of Pupils on Educational Visits: A Good Practice Guide* – (DfES 1998) and its supplements:
 - *A Handbook for Group Leaders* (DfES 2002)
 - *Group Safety at Water Margins* (DfES 2002)

They must consult LA documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must have a visit plan.

Visit/Activity Plan

The visit plan for intended educational visits must include the following:

- risk assessment;
- report on preliminary visit;
- applications for approval of visit;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- travel schedule;
- accommodation plan (if applicable);
- full plan of activities;
- fire precautions and evacuation procedures;
- intended arrangements for supervision;
- insurance arrangements for all members of the group;
- emergency contacts and procedures;
- general communications information;

- guidance for party leaders;
- guidance for the emergency contact and Head Teacher;
- medical questionnaire returns;
- first-aid boxes.

Monitoring and review

This policy is monitored by the governing body and will be reviewed every two years or earlier if deemed necessary.

The SHEPWELL SHORT STAY SCHOOL ACTIVITY / VISIT PROPOSAL APPLICATION

Not all sections will be relevant to every proposed visit:

Proposed Activity: _____

Group Leader: _____

The group leader should have already received approval of the proposed visit in principle before the completion of this form.

When approval is given, one copy should be retained by the Headteacher and another by the group leader. The Headteacher should be informed of any subsequent changes in planning, organisation, staffing. If required, the head should seek approval from the LEA.

1. Purpose of Activity / Visit and specific educational objectives:

2. Proposed Activity / Visit to take place:

3. Proposed dates and times of Activity / Visit:

4. Transport arrangements / needs:

5. Organising company/agency (it not Shepwell Short Stay School):

Name: _____ Address: _____

Tel: _____ Licence No. if registered: _____

6. Proposed cost and financial arrangements:

7. Details of the programme of activities:

8. Details of any hazardous activity and the associated planning, organisation and staffing:

9. Names, relevant experience, qualifications and specific responsibilities of staff involved in the Activity / Visit:

10. Names, relevant qualifications and specific responsibilities of other adults involved in Activity / Visit:

11. Name, address and telephone number of the contact person in the home area who will hold all information about the Activity / Visit in case of an emergency:

12. Proposed size and composition of the group:

Age range: _____

Number of boys: _____ Number of girls: _____

Adult to pupil ratio: _____ Leader/participant ratio: _____

13. Information on parental consent:

Information on whether the group leader has received all consent forms duly completed and signed (parental consent may precede or follow approval):

14. Risk Assessment:

A completed Risk Assessment must be attached to this proposal.

Policy reviewed September 2017

Next Review September 2019

