

### **Introduction**

School visits, which provide valuable opportunities for learning through first hand experience, are an integral part of the broad and balanced curriculum at Market Drayton Infants and Nursery School and Playgroup. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the wider world around them. It is these experiences that are not always possible to achieve in the classroom, therefore educational visits are an essential part of the curriculum. We aim to fulfil all of the five outcomes of 'Every Child Matters'; enjoy and achieve, keeping healthy, economic wellbeing, making positive contributions and staying safe.

**The safety of all children and adults participating in any planned educational visit or journey is of paramount importance.**

**It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Education Visit Co-ordinator (EVC).**

**If in any doubt about the safety of any member of the party the visit should not go ahead.**

**All risk assessments must be given to the EVC and retained for future reference.**

**A Risk Assessment document is a legal requirement and subject to audit.**

**All staff planning visits should read and follow the detailed guidance in the Shropshire LA file "Regulations and Guidelines for Educational Visits and Journeys".**

### **Planning a Visit**

The following questions must be addressed before starting the planning process:

- What are the educational benefits likely to arise from the visit?
- What does the place to be visited have to offer?
- Is there sufficient time for planning?
- Is the travelling distance suitable?
- Is enough known about the location?

### **Pre-planning Stage**

Visits should be planned well in advance and the process begun in the term before the commencement of the visit. Visits include walking to the swimming pool and into Market Drayton and any other places outside of the schools vicinity. (These should be planned and risk assessed following the schools usual visits that would use transport.) The Head Teachers approval, in principle, must be obtained to proceed with the planning of the trip.

Once a trip is decided upon, all key staff must discuss the following points:

- What year group does the trip suit best? Key Stage One or EYFS?
- Are there any visits already listed in the Education visits folder (stored in the PPA room) that would fulfil the criteria?
- Consider what day is the best for the visit to maximise learning outcomes.
- Who will be the Group Lead/ Deputy Group Leader be and who will be the First Aider on the trip?

### **Planning a visit**

The Group Leader needs to consult with other staff on the trip, prior to filling in the application for the approval of an educational visit to the Head Teacher (appendix one) and the office outline sheet (appendix two)

#### **Leaders and staff need to consider:**

- Experience of staff required for visit
- Group member's age and fitness levels
- To ensure medical needs of all children are met and those with specific needs are identified and have support in place.
- Any equipment needed to be taken from school
- Seasonal conditions
- Is transport needed?
- If the school day is not extended, do you need to arrange where the transport drops children off in order to avoid congestion.
- Do parents/carers need to contribute to the cost of the trip?

- All teachers must have a mobile phone and a calls list in case of emergency. The schools phone number must be already be entered and are first port of call in a non-critical emergency).
- Group leader and teachers must define all adults' roles including teaching assistance and volunteers. This must be shared with adults and they are to sign to say they have read it and keep the copy.
- Ratio of adult:children (see in level of supervision)

**Leaders will need to:**

- Liaise with the EVC throughout the process;
- Ensure the approval form is filled out and given to the Head Teacher (Appendix 1);
- Fill in a detailed Risk Assessment (Appendix 5);
- Discuss the risk assessment with the EVC who will make a decision as to whether the visit can go ahead;
- Send a letter to parents outlining the event and requesting parental consent;
- Choose adult supervision with care;
- The capabilities, experience, talents and qualifications of all accompanying adults should be given appropriate consideration;
- A Paediatric First Aider must accompany every visit.
- Complete an Emergency Contact List (get from the school office prior to the visit)
- Brief all adults, before the visits r/e their roles and responsibilities and what to do in case of a critical incident;
- On return complete a Report and Evaluation sheet (Appendix 6) and fill in any additional accident / incident forms as appropriate.

All teaching staff attending the visit must go on the pre-visit. This will inform the risk assessment and ensure that maximum safety is achieved.

- Ensure at first hand the venue is suitable
- Enquire if other schools have used the venue recently
- Discuss visit details with the manager of the venue or speak to an allocated worker.
- Ask for a map of the venue
- Identify any hazards or risks on the risk assessment.
- Ensure all staff know where the designated first aider on site is.
- Find out the distance to the nearest hospital

**Risk Assessments**

During the pre-visit all staff will contribute to the completion of the risk assessment. (See appendix 5 for blank risk assessment form). The following should be identified:

- What are the hazards?
- Who could be affected by these hazards?
- Are there measures in place to reduce the risk of the hazards?
- What steps are to be taken in an emergency?
- If there are too many hazards, is the venue suitable?

Risk assessments must be carried out by teaching staff after the pre-visit. They must be given to the Education Visits Co-ordinator to sign, and then on to the Head Teacher to sign. It is the lead teachers responsibility to complete and pass to the EVC and Head Teacher. A copy must then be retained in the Educational Visits folder in the PPA room.

**Basic Equipment**

The following items should be taken on all visits:

A qualified first aider

- First Aid Equipment (bum bag equipped with basic first aid equipment)
- One emergency asthma inhaler and paperwork relating to each child in the group with asthma. (Children should also carry their own inhaler unless too young to do so.) See the schools asthma policy for further guidance.
- Prescribed medication
- Sick bucket

- Mobile phones
- Contact list for emergencies for all children and adults in the party
- Copy of the risk assessment for all staff in attendance.

### **Injuries**

- Assess the injured without injury to yourself.
- Only attempt First Aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help: dial 999 and give the following information: the location, details of casualties - age / condition, phone number.

### **Levels of Supervision**

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

#### **As a guide:**

- Playgroup children should be supervised at a level of 1:2 (2 year olds)
- Nursery children should be supervised at a level of 1:3 (3 year olds)
- Reception children should have a minimum adult to pupil ratio of 1:4 (4/5 year olds)
- KS1 adult : pupil ratio - a minimum of 1:6

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times.

A qualified teacher must accompany children on all visits. It is not appropriate for AOTTs (Adults Other than Teachers) to be responsible for leading visits in school time. For sporting fixtures out of school a qualified teacher will accompany the group.

Failure to make adequate provision could place visit organisers at professional risk.

### **Sports Fixtures**

The arrangements of all sports fixtures must be planned and organised accordingly. If teachers', parents' or other vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, Class 1 insurance, etc are all in place. Appropriate child restraints must be used in line with Government legislation. All parents transporting children, on behalf of the school, must have an enhanced CRB check.

### **Farm Visits**

Farms can be dangerous places so taking children to a farm should be carefully planned. The risks to be assessed should include those arising from misuse of farm machinery and the hazards associated with E Coli 0157 and other infections. Those who are pregnant are at particular risk.

Check that the farm maintains good washing facilities, clean grounds and public areas.

Never let children:

- Place their faces against the animals or put their hands in their own mouths after feeding the animals
- Eat until they have washed their hands
- Sample any animal foodstuffs
- Drink from taps
- Ride on tractors or other machines
- Play in the farm area

### **Inclusion**

The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc.

The visit organiser will take all reasonable steps to ensure inclusion for all.

Parental refusal to consent to trip/Visit:

If a parent or guardian refuses to consent the Head Teacher will make a decision about whether a child will stay on another class or whether it will be an unauthorised absence. The decision will then be communicated to parents/carers through using the slip in Appendix 11.

### **Transport**

Local coach companies are used to transport children, the best tender is accepted.

In the event of an accident:

- Attempt to park in a safe place
- Keep the passengers in the vehicle unless they are at risk by doing so.
- On a motorway children should be taken away from the road.
- Note the precise location.
- Assess the situation and report the details to school as soon as possible.
- An adult must stay with the children at all times.

### **Delays**

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

### **Specific Types of trip:**

#### **Swimming Pool Visits.**

- Visits to the swimming pool need a completed planning and risk assessment document. A risk assessment for every journey is NOT necessary, however they do need updating periodically. These risk assessments will be based on the guidance given to school from the pools handbook which includes lifeguard procedures.
- Ratio at the pool should be no lower than 1:12 for Key Stage One.
- Ensure that there is a lifeguard on duty at all times as agreed between Market Drayton Infants School and Market Drayton Swimming Pool.
- In the absence of the lifeguard, another adult can replace them but they must hold the relevant life saving award.

#### **Points to consider:**

- Is the water temperature is suitable
- Is the water clear?
- Are there signs showing the depth of the water? Are these intact?
- Is the shallow end shallow enough?
- Does the pool cater for children with disabilities?
- Is there a poolside telephone?
- Is there emergency life saving equipment?
- Are there changing rooms for both sexes?

### **Evaluation of trips:**

When a trip has been undertaken it will be necessary to fill out the evaluation form and this should be put in the Educational Visits file with the original risk assessment and clearance forms. It will be necessary for the visit leader to sign off the trip if no incidents or near misses have occurred and this document will then be kept for one year. If an incident has occurred please document on evaluation form and inform the EVC and Head Teacher.

Policy Review date: Spring 2019