

“A unique family working together to be the best”

Forest Lodge Community Primary School



Educational Visits Policy

INDEX OF ITEMS IN THIS FOLDER

- 1 School statement about educational visits [from prospectus]
- 2 Detailed information for planning a visit
- 3 Mini checklist
- 4 Details of visit form
- 5 Feedback on visit form
- 6 Sample risk assessment
7. Blank risk assessment form [also on staff share]

2 DETAILED INFORMATION FOR PLANNING AN EDUCATIONAL VISIT

A CHECK LIST FOR PLANNING- THINGS TO CONSIDER

Please take the time to read these details especially if you have not organised an educational visit before.

Some of the procedures outlined below will only apply to residential visits and not necessarily to day trips.

An abbreviated form of this list is available as part of this document.

WHO IS GOING?

Name of Leader _____

[Must be sufficiently experienced and competent to assess the risks and manage the proposed visit or activity]

Date of visit _____

Location of visit _____

Name of Deputy Party Leader _____

Names of other staff/adults [indicate those with CRB clearance?]

WHY ARE YOU GOING? Purpose of visit

LEA Guidance

Has the party leader and all other accompanying staff read relevant sections of LEA/DFES guidance?

[Educational visits co-ordinator and Headteacher have a copy of documents]

Preliminary visit

Has the party leader made a preliminary visit to the site to check suitability and arrangements if necessary?

Has an on site risk assessment been obtained?

Staff

Are members of staff, instructors, or adult volunteers leading adventure activities suitably qualified and experienced and competent to do so?

Does staffing include male and female supervision where necessary? [residential?]

Staff/ Pupil Ratio

Age range of pupils? Number of boys? Number of girls? Total pupils

Is the staff/ pupil ratio acceptable for the age of group members and the activities proposed?

[General guide for normal circumstances under 5's 1:4 over 5's Years1-3 1:6

Years 4-6 1:10/15 depending on activity]

Location

Is the proposed location suitable for the activity and manageable for the group?

Advice

Has any necessary advice been sought? Outdoor Education Advisor may need to be contacted about adventurous activities.

Authorisation

- Does the proposed activity need authorisation from the LEA? [Residential, Foreign or adventure activities] Evolve completed
- Has the Head/Deputy approved the visit? Governors need to approve a residential visit.

Venue

- Does the visit involve adventure activities booked through commercial/private providers? If so, does the LEA have their risk assessments/operating procedures? If not, the party leader will have to get them.

Risk Assessment

- Has the party leader assessed the risks involved in all aspects of the activity or visit for which they have responsibility and recorded these?
- Has the Evolve been completed
- Have all staff accompanying the party read the risk assessment?

You should comment on risks that are

site specific

activity specific e.g sport

general e.g. loss of pupil , going on bus etc

pupil specific e.g.SEN

ongoing e.g. plan B if it rains

Parental consent

- Has a letter been sent to parents for permission for the visit and any adventurous activities?

The Programme

- Is any special equipment needed? If so, do children know how to use it?
- Is the programme suitable for all abilities in the party, including SEN?
- Is there an alternative programme for wet weather?
- Provide details of hazardous activities in risk assessment & details of relevant qualifications of staff

Organisation

Have details been collected from parents concerning

- Medical conditions and medication required
- Special diets, food allergies
- Other special requirements e.g. religious, behavioural
- Has this information been communicated to relevant people- staff and providers?
- Is special training necessary i.e. administering medicines?
- Have suitable First Aid arrangements been made?

Name of designated First Aider _____

- Are First Aid kits available on the visit?
- Does the party leader have school contact details and contact details for all pupils on the visit?
- Does the office have a list of all party members on the visit?
- Have you got school contact details, mobile phones? If this is a residential visit or one timed out of school hours are there arrangements for an alternative contact number?
- Does the party leader have relevant accident forms to take on the visit?

Transport

- Is appropriate and legal transport available? [seat belts?]
- Do you have a risk assessment from the transport company?
- Are there suitably qualified drivers for any planned minibus journey?
- Is there a contingency plan in the event of delay or early return?
- Is there a sickness kit available for each vehicle? [school provides]
- Has the transport company been given departure and return times from school and from the venue?

Finance and insurance

- Has the visit been costed accurately to include all costs?
- Is there adequate insurance cover for all the party, children and adults? [20p per person travel insurance in U.K- green form from office]

Briefings

- Will children be briefed adequately on activities they will undertake?
- Will parents be adequately briefed before the visit? By letter? In a meeting?
- Will the party leader brief staff and other helpers?
- Have other staff and colleagues been informed of the visit?
- The office? Dinnertime supervisors? Other support staff?
- The kitchen? Kitchen staff need **2 weeks** notice to adjust numbers and provide packed lunches.
- Has the premises officer been informed in good time, of any equipment needed e.g. sick buckets, rubbish sacks etc
- Has the School Visits co-ordinator/ Headteacher checked all documents?

Follow up

- Have arrangements been considered for follow up work and evaluation?
Has Evolve evaluations been done
- Is a report being given to Head/colleagues to share positive aspects of the visit and to learn from problems or incidents?
- Have any records relating to transport or equipment been completed? E.g. transport timings, faults etc
- Have financial records been completed? [balance sheet]

RIDDOR [Reporting of Incidents and Dangerous Occurrences]

- Have arrangements been made to inform Head , School visits co-ordinator, LEA of any accidents, incidents or near misses ?
- Have arrangements been made to update risk assessments to reflect on any accidents, incidents and near misses?
- Do staff have copies of relevant accident forms?
ensure you have relevant information

3. ORGANISING A SCHOOL VISIT – A MINI CHECK LIST

Organising a School Visit – a mini check list

[For more detailed one see “Information on planning school visits” in staff hand book] and documentation on school visits held by L. Dunn[Educational Visits Coordinator EVC]and Head teacher.

If your visit is to a farm/zoo or anywhere where there are animals there are specific details which should be included in your risk assessment.

Where there are hazardous activities or any activities involving water, there should be a detailed risk assessment.

Beforehand

Decide when, where and who is going in consultation with your team.

Obtain quotes for transport, activities, entry. Check availability with venue and transport.

Make sure one of the party has First Aid qualifications.

Inform Headteacher and seek approval of your plans.

Check diary for any conflicting events.

Please give the kitchen at least 2 weeks warning about lunch requirements and cancel class milk if necessary.

Make preliminary costings, including insurance

Make exploratory visit if you have not been before. Obtain venue risk assessment if possible.

If any hazardous activities are planned, seek specialist advice.

Book venue and transport.

Work out pupil/adult ratio Under 5's, 1:4 over 5's, Yr1-3 1:6
Yr 4-6, 1:10, 1:15 [dependent on type of activity undertaken]

Inform colleagues, office, dinner staff and kitchen [at least 2 weeks in advance]

Notify parents, giving details including cost. Include a permission form with contact numbers and chase until you have them all in.

Keep updating your team, Head.

Do a risk assessment. Give copy to SVC. Give to each staff member in party.

Note details of any children with medication, special needs and make arrangements for them

Collect in money in named envelopes and send to office

Check with office staff that the costs have been met.

Fill in office's green insurance form and details form for Head/SVC reference.

Check that all parental consent forms have been received and have been signed by parent/ carer

On the day

Take mobile, First Aid kit, sick bucket, packed lunches, children's medication, party's contact numbers, school telephone number.

Take any equipment you need for your planned activities.

Take a register of persons/groups travelling on each bus. Count back on.

Enjoy!

Afterwards

Report back to Head any issues arising from visit, positive as well as negative e.g. timings of transport, new developments at venue, any accidents or near misses.

Fill in accident book if necessary as soon as possible on return.

4. DETAILS OF SCHOOL VISIT

This form should be completed as well as the green form from the office. It assumes approval by Head/Deputy has already been given and parental permission has been obtained. A copy should be kept by the group leaders and Educational Visits Co-ordinator [EVC] Please inform colleagues of your visit and up-date with any changes.

The kitchen needs at least 2 weeks notice about lunch requirements and class milk may need to be cancelled.

If you are visiting a new venue, you will need to make an **exploratory visit** in order to complete a **risk assessment**.

CLASS/YEAR GROUP _____

GROUP LEADERS _____

[Include any special qualifications leaders may have for leading any specialist activities]

LOCATION _____

DATE _____ **TO** _____

DETAILS OF ACTIVITIES/ PURPOSE OF VISIT _____

Any hazardous activities, planning and organisation, staffing include in **RISK ASSESSMENT**

NAMES OF STAFF GOING ON VISIT

NAMES OF OTHER ADULTS GOING ON VISIT

DETAILS OF THE GROUP

AGE RANGE _____ **CLASS/ES**

NO. OF PUPILS _____ **NO. of boys** _____ **NO of girls** _____

ADULT: CHILD RATIO _____

[under 5's 1:4 over 5's Yr1-3 1:6 Yr 4-6 1: 10 1:15]

PUPILS OR ADULTS WITH SPECIFIC MEDICAL NEEDS [take medication on trip]

OTHER NEEDS [SEN, Behavioural etc]

FIRST AIDER ON VISIT _____

Name, address and telephone number of contact person in home area who holds information about the visit in case of emergency

For a day visit this would be the school office/ Headteacher

Forest Lodge Primary School, Charnor Road, Leicester LE3 6LH Tel 0116 2871220

For a residential visit or one which is timed out of school hours, an alternative is also required. _____

Please attach copy of information sheet sent to parents, copy of consent form, risk assessment and also give copies to E.V.C. Feedback after the visit can be given on a separate form.

Signed [Group Leader] _____

Approved [Head/Deputy] _____

OR Approved [E.V.C.] _____

Date _____

5. FEEDBACK FROM SCHOOL VISITS

[Please give a copy to Head and E.V.C. for future reference]

CLASS/ YEAR GROUP _____

VISIT TO _____

DATE _____

GROUP LEADER _____

DETAILS OF ANY ORGANISATIONAL PROBLEMS [Transport, venue, activities etc]

DETAILS OF ANY MEDICAL EMERGENCIES, FIRST AID GIVEN [by whom]

DETAILS OF ANY ACCIDENTS OR ANY "NEAR MISSES" [remember to fill in the Accident Book]

ANYTHING WHICH WASN'T ON THE RISK ASSESSMENT?

ANY OTHER COMMENTS [POSITIVE OR NEGATIVE]

SIGNED

DATE

FOREST LODGE PRIMARY SCHOOL

6. SAMPLE RISK ASSESSMENT FOR SCHOOL VISITS

Location of visit	Gorse Hill City Farm
Date of visit	Thursday, May 15th, 2008
Party Leader	Am Mrs. L. Dunn Pm Miss V. Warnke

See risk assessment received from the venue.

ITEM/HAZARD	POSSIBLE OUTCOME OF HAZARD	CONTROL MEASURES
Embarking/disembarking from the bus. Going upstairs on the bus.	Children fall, causing bumps and bruises.	Close supervision of groups by staff in appropriate ratio adult to child. Advise children to use handrails
Children running off when they alight from the bus.	Stress to staff and children, possibility of child getting lost or run over.	Close supervision of groups by staff in appropriate ratio adult to child. Children previously advised they must stay close to named adult.
Walking up the drive to the farm, children may run off. There may be vehicles using the drive.	Stress to staff and children, possibility of child getting lost or run over.	Close supervision of groups by staff in appropriate ratio adult to child. Children previously advised they must stay close to named adult and warned that there may be cars on the drive.
Walking around the farm- uneven paths, loose surfaces etc	Slips, trips and falls causing minor injuries such as bumps, bruises and grazes.	Children advised to walk, not run, in group with adult. First Aid available on site and a First Aider will accompany us on the visit.
Play area – falls from equipment	Minor injuries - bumps, bruises and grazes.	Adequate supervision by adults in appropriate ratio. Groups will stagger their visit to play equipment so it is not overcrowded.

FOREST LODGE PRIMARY SCHOOL

7. RISK ASSESSMENT FOR SCHOOL VISITS

[Pro forma also on staff share]

Location of visit	
Date of visit	
Party Leader	

ITEM/HAZARD	POSSIBLE OUTCOME OF HAZARD	CONTROL MEASURES

Risk assessment prepared by

Date

Approved by

ITEM/HAZARD	POSSIBLE OUTCOME OF HAZARD	CONTROL MEASURES

Risk assessment prepared by

Date

Approved by