



MANBY LODGE INFANT SCHOOL

Educational Visits Policy

Policy reviewed: Spring 2023

Date of next review: Spring 2025

RATIONALE

We believe that children benefit academically, personally and socially when they take part in educational visits and we offer our children opportunities for learning off site. We recognise there is a level of risk involved and this policy is designed to help and support all those involved in the approval, organisation, planning and leading of educational visits so that children may benefit from well-organised, successful, safe and enjoyable activities.

Manby Lodge Infant School follows the guidelines set by the LA and staff involved in planning and agreeing visits should ensure they are familiar with the more detailed information given in the OEAP [Outdoor Education Advisers' Panel](http://oeapng.info/) (OEAP) National Guidance. <http://oeapng.info/> and Surrey Evolve Guidance <https://evolve.edufocus.co.uk/>

PRINCIPLES

No guidelines can be expected to cover or predict every eventuality. Leaders therefore must be flexible in their thinking and prepared to adapt or change their plans according to the needs of their group or the situation in which they find themselves. The most important factor in safe and successful off-site activities is the quality of leadership.

Educational visits should:

- Have significant educational value, academic and personal development and be consistent with the aims of the school i.e. 'school away from school'
- Be linked to work within the school by preparation and follow up activities
- Be suitable for the children concerned having regard to their age, abilities, needs and aptitudes
- Be evaluated to ensure all of the above in future trips.

RESPONSIBILITIES

Head teacher

All off-site activities should have the approval of the Head teacher who should ensure proper supervision and planning of all activities. The Governors' approval is also sought in advance if the activity warrants such approval. The Head teacher will hold overall responsibility for educational visits.

Governors

The governing body should be aware of visits and should have sufficient information so that it can raise questions and give direction as necessary.

Educational Visits Coordinator

The named Educational Visits Coordinator (EVC) is a member of SLT and has undertaken the relevant training. The EVC will ensure details and risk assessments of the trip are completed and retained, are approved by the Head teacher (and Governors if necessary) and are distributed and read by all adults taking part on the trip.

The named EVC is Mrs Karen Saffer (Deputy Head and SENCo).

Party Leaders

Visits normally involve at least one class teacher who will take the role and responsibilities of Party Leader as set out in the procedures in the following section. The Head teacher will delegate responsibility to the Party Leader in this instance. This will be a member of teaching staff with at least 2 years teaching experience, unless agreed by the Headteacher. The main Party Leader has the authority to make any necessary decisions on behalf of the whole party should the need arise.

(See appendix A for further details of these responsibilities)

The designated Duty Officer (Head teacher or member of SLT in her absence) in school will be the point of contact for the Main Party Leader and should be kept aware of any changes or concerns whilst the party are off-site.

Parents

Parents will be fully informed of the nature and extent of activities. Parents are expected to provide appropriate clothing and resources as requested e.g. Wellington boots, packed lunch, and to get their children into school at the appropriate time.

All those accompanying children on outings are in loco parentis – i.e. they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances. The law would be likely to expect a higher standard of care from professionals because of their training and experience.

In exercising the duty of care those involved should:

- Try to think as a parent might think in similar circumstances
- Consider whether they would be able to justify what is proposed to professional colleagues whose judgement they respect, and ultimately, a court of law
- If they are in doubt they should not go ahead until they have sufficient further information and advice to remove the doubt

PROCEDURES

- The Head teacher will ensure all necessary arrangements (including delegation of responsibility to main Party Leader, permission from parents, risk assessment and emergency procedures) are in place before the outing
- If appropriate, the Headteacher will gain permission for school trips from the Governing Body. (This would normally be for overseas and residential trips and is not usually applicable to our school)
- Year group staff plan visits for the children in their classes in line with their curriculum
- The Party Leader should consult with the Head teacher and discuss the suitability of the visit and gain the Head teacher's approval before further planning
- The Party Leader, Deputy Leader and Class Teachers should visit the site beforehand to check on suitability and safety. A risk assessment form should be completed. The Party Leader should be familiar with any onsite emergency procedures e.g. fire drill
- (See appendix B - Permission form) Signed permission forms will be retained by the school and no child will take part in a visit without appropriate permission
- The ratio of adults to children will be calculated based on the level of risk
- The Party Leader will consult with the school office admin staff in order to book activities and coaches. The school office staff will inform parents and carers of the educational visit and permissions will be sought if necessary
- The Party Leader should be aware of any sites to be visited that may be in any way sensitive including places of worship, environmentally sensitive areas etc. and the group should be briefed accordingly
- The Party Leader will ensure that they have a clear view of the purpose of the visit and the standard of behaviour expected of the children
- The Party Leader will not have a group of children in order to supervise the visit. In order to assist the Party Leader, Class Teachers will not have a group where possible
- Subgroup leaders should follow the instructions of the Party Leader and ensure a good level of control over/ discipline amongst the party. They should inform the Party Leader of any medical condition that could impact on their ability to supervise effectively. If a subgroup leader deems an

activity would risk health and safety of anyone they should stop the activity and inform the Party Leader

- No children who are not enrolled in the school will take part in outings including younger siblings
- On all school visits the Party Leaders remain responsible for the children from when they leave the school building until they return
- Party Leaders retain the primary responsibility for the care and supervision of their classes at all times. The main Party Leader has responsibility for the whole party
- Unless previously agreed by the Head teacher, all children will return to their classrooms at the end of a visit and parents/carers will meet them at the door as the Class Teacher dismisses them

RISK MANAGEMENT

- Comprehensive risk assessments will be completed by the Party Leaders and reviewed by the EVC and agreed by the Head teacher
- The Party Leader will provide the EVC with a signed copy of the risk assessment ~~for the EVC folder;~~
- Children should be appropriately briefed before any visits. Pre visit work will include learning about taking responsibility for themselves, risk awareness and managing risks
- All children should be supervised in toilet areas by an accompanying adult who has current DBS clearance and not left alone with members of the public

VOLUNTEERS

- The Party Leaders are responsible for choosing all volunteers and subgroup leaders carefully
- The Party Leaders must brief all accompanying adults, ensuring that their roles and responsibilities of accompanying are clearly explained. (Purpose of visit, their responsibilities, the level of supervision required, the standard of behaviour expected and any potential hazards)
- Staff must ensure that all adults who help on offsite visits comply with procedures set out on the risk assessment
- Volunteers should follow the instructions of the Party Leader and ensure a good level of control over/ discipline amongst the party
- Volunteers should inform the Party Leader of any medical condition that could impact on their ability to supervise effectively
- The Party Leaders will explain that only school staff should take photographs of the children throughout the day to comply with school policy, parental permissions and Safeguarding

SAFETY AND EMERGENCY PROCEDURES

- Party Leaders should ensure that all subgroup leaders are given a list of children in their group and any necessary medical advice. Necessary medication should be in the care of a designated adult
- A first aid kit and a set of spare clothes will be taken on every coach and the Party Leader should ensure that adequate first aid provision is always available
- The Party Leader and deputies will carry a mobile phone and at least one copy of Operation Duke for use in emergencies
- If necessary, Party Leaders should arrange meeting times during the day with their sub group leaders and head counts should be made regularly
- Parents will be reminded that no nuts/ nut product or glass containers should be included in packed lunches
- If necessary, the Party Leader will arrange for additional drinking water, tissue paper, rubbish bags and spare clothes to be taken on trips
- In most circumstances, children will wear school uniform for identification when they go on visits. However in some circumstances this may not be appropriate due to the activities involved and suitable clothing will be decided in consultation with the EVC Leader and/ or the Head teacher
- The Party Leaders must ensure that all reasonable safety precautions, those described in the Surrey guidelines and those dictated by common sense, are properly carried out. Additional particular arrangements may need to be made for children requiring extra supervision or care. The EVC and Head teacher will take reasonable and practicable measures to include young people with SEN or medical needs on a visit
- Where necessary, individual children's needs will be included on the risk assessment

The Party Leaders should be aware of all emergency procedures and be clear about how these can be put into place. The responsibility overrides any other site leader except for representatives of the emergency services. In the event of a serious accident/incident the Party Leader will follow the guidance notes given in the LA document. A simplified version of Operation Duke is carried by the Party Leader.

BEHAVIOUR

- Appropriate behaviour will be discussed with the children prior to leaving school
- The children will be expected to follow the school rules as if they were still in the grounds
- When everyone is seated on the coach, Party Leaders will remind children about correct behaviour during travel e.g. sitting back in seat, quiet atmosphere, use of seat belts etc
- All adults will ensure that the children take care and behave appropriately whilst walking along and crossing roads and following pathways
- All adults will model and monitor correct behaviour when moving around in public places

INCLUSION

- Every child has the opportunity to take part in trips organised by their class/year group teachers. If staff are concerned about the safety/management of the child while outside of school, this will be discussed with parents and adjustments made as necessary
- The visit's educational objective will be inclusive
- Best endeavours will be made for the medical needs and special educational needs of all the young people in consultation with parents
- No child will be excluded for financial reasons

FINANCE

Parents will be asked for a voluntary contribution to cover the cost of travel and entrance for all members of the party including children and accompanying adults. No child will be excluded for financial reasons but the proposed visit may not take place if there are insufficient voluntary contributions.

All educational trips and visits requiring a coach are currently subsidised by the Friends of Manby Lodge (PTA) by 25%.

EVALUATION

Party Leaders will evaluate the visit including the risk assessment and give the EVC/ Head teacher details of any changes. (Appendix C)

MONITORING EVALUATION AND REVIEW

This policy will be monitored, evaluated and reviewed by the EVC and Head teacher and by all teaching staff on a two year cycle or earlier if required.

LINKS TO OTHER POLICIES AND PROCEDURES

Health and Safety

Behaviour

Safeguarding

(Staff) Acceptable Use of Technology

(Staff) Code of Conduct

Inclusion and Equality

Appendix. A

Local Authority Guidance

The party leader

Appointed by the EVC and/or head of establishment, the party leader has overall responsibility for the control and leadership of staff and young people throughout the duration of the visit or journey. They should be appointed on the basis of seniority, personality and experience.

Party leaders should have two or more years' experience in post. However, it is recognised that for particularly simple activities, e.g. a local visit, the head of establishment might, at his/her discretion, select a less experienced party leader. For local journeys (such as those to and from a local swimming lesson, where a qualified instructor will be in charge), a teaching assistant could be the party leader. For residential journeys and any others where the school staff are in charge of the educational content, the party leader should be a fully qualified teacher. For youth service residential journeys, the party leader must have attended the 'Residential Planning' course, organised by the youth service's Curriculum and Development Unit.

In all cases, the visit can only go ahead if there is a suitable party leader.

The responsibilities of the party leader include:

- Obtaining the appropriate level of approval for every visit or journey;
- Following the LEA and governing body regulations, guidelines and policies;
- Appointing a deputy;
- Ensuring adequate first aid provision is always available;
- Ensuring that all supervisors are carefully chosen;
- Being aware of child protection issues;
- Reviewing each visit, informing the head of establishment and EVC concerning any significant incident or where adjustments might be made;
- Having enough information on the young people proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- Stopping the visit or an activity if the risk to the health and safety of party members or members of the public is unacceptable and having a back-up alternative plan in place for such an eventuality;
- Ensuring supervision ratios are appropriate and supervisory practice is good. With regard to good supervision, it is important to consider how it would be affected if a member of staff were for any reason required to leave the party;
- Undertaking all aspects of the planning and preparation, including the preparation of parents, staff and young people via letters and pre-visit briefings. The party leader should also complete a thorough risk assessment, which has taken into account issues raised by their preliminary visit;
- Preparing the staff attending the visit, ensuring that roles and responsibilities have been clearly established for each member of staff; this should also include the nomination of a deputy. Supervisors should be well informed concerning the programme and aims of the visit;
- All staff should be made aware of the emergency procedures and should know how to get hold of the school's emergency contact. Staff must also have a good knowledge of any medical or special needs the young people may have;
- Developing a programme for the visit that is appropriate to the abilities and needs of the young people, whilst remaining consistent with the school's aims and objectives.

The above points define particular responsibilities of the party leader, but it must be stressed that the party leader has overall responsibility for all aspects of the journey or visit and as such must be familiar with all the guidance within this document, giving proper consideration to any directions or advice given.

Aims of the preliminary visit

The purpose of the preliminary visit is to:

- Check that the venue satisfies the aims and objectives of the proposed visit;
- Gain advice from the staff and venue manager;
- Undertake a 'Site-Specific Risk Assessment';
- Check that the venue can cater for the particular needs of both the staff and young people;

- Become familiar with the area and surroundings before taking the group there.

Registers, head-counts and buddy systems

- A 'face-to-face' identification and registration should happen whenever the party leaves a venue, whenever there is a change of transport and whenever there is any group reorganisation;
- Regular head-counts are an essential part of supervision and are especially important when moving from place to place within a venue;
- Take care to identify each pupil counted;
- Avoid identification on young people that could put them at risk – e.g. name-badges;
- Identify arranged rendezvous points;
- It is a good idea to develop a buddy system, where the young people are involved in watching out for other members of their group.

Where extra care should be taken

The following are times and places where potential danger points can occur:

- When leaving venues;
- When the supervisors do not know all the participants;
- Transport;
- Moving between activities;
- When on or near water;
- When there is any group reorganisation;
- During periods between activities.

Minibuses and coaches

- Good overall management of behaviour should be maintained from a position with a suitable field of view that is in close proximity to the emergency exit. Another adult should sit close to the driver and any additional adults should be dispersed throughout the vehicle, not sitting together.

Travel sickness

This is a fairly common problem and should be anticipated. An adequate supply of sick-bags, water, face wipes, etc. should be carried.

Immediate action following a serious accident or incident

A serious accident or incident is defined as:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be at serious risk or subject to serious illness;
- any situation in which the press or media might be involved.

Operation Duke

Operation Duke is the name of the LEA emergency response scheme, so called as the Duke of Edinburgh's Award Scheme has many groups away during the year.

It provides a network of support for a group facing an emergency and will be the means of involving senior officers within the LEA who have been trained to assist if an emergency or serious incident occurs.

Guidance notes for party leaders

Remember that serious accidents and incidents are extremely rare, but if one occurs it certainly makes great physical and emotional demands upon you. These guidance notes are designed to help you deal with an emergency.

Remember that you are not alone: the LEA and your school/organisation will support you as much as possible. Be prepared.

- Carry the emergency reference card at all times.
- Ensure that you are familiar with all of the County guidelines for off-site activities.
- Brief your group on emergency procedures before they set off, including details of communications, so that they know how to deal with these should the party get split up.

Care of the group

- Ensure safety from further danger.
- Contact local emergency services immediately and follow their advice.
- Deploy other staff/adults as effectively as possible in continuing to ensure the welfare of your group.

Communication

Contact your duty officer, or, if the duty officer is not available, contact SCC Emergency Planning Officer
tel : **07831 473039**

You will be answered by:

- the SCC Emergency Planning Officer (in person) – quote ‘Operation Duke’
- or: - an answerphone – quote ‘Operation Duke’, leave a message and your number. **You will be called within 5 minutes.**
- or: - a messaging service – quote ‘Operation Duke’, leave a message and your number. **You will be called within 5 minutes.**

Note: In most cases you will speak to someone immediately. The answerphone and message service are there in the event of the Emergency Planning Officer being in charge of a vehicle at the time the call is made. When you speak to either the duty officer or Emergency Planning Officer give the following information:

- Quote ‘Operation Duke’
- Your full name
- The telephone number you are calling from
- Name of group involved
- Exact nature of the incident
- Is a fatality involved? Has it been confirmed? By whom?
- Full name(s) and age(s) of injured person(s)
- Exact nature of injuries
- Whether local police or emergency services have been informed
- Whether any next of kin have been informed, if so, how
- If contacting Emergency Planning Officer, name and number of unobtainable duty officer

Next steps and general advice

- Parents and relatives will naturally be anxious to establish what is happening, but try to prevent party members (staff or young people) from telephoning home until after you have made contact with your duty officer and this has been agreed. (Given the proliferation of mobile phones this will be difficult, but is important, as incorrect information and rumour will make the situation worse.)
- Do **NOT** speak to the press or media. Refer enquiries to the local emergency services handling the incident on the ground and promise that ‘an official statement will be made through the County Council’s Press Officer as soon as possible’.
- Do **NOT** admit liability of any sort to anybody.
- Do **NOT** allow anyone, apart from medical services, to see any party member without an independent witness being present.
- Retain any equipment involved in an unaltered condition.
- Keep a written record of all that happens.
- Be as compassionate as possible, with anyone involved.
- Remember that no one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them.
- If you change location, remember to let your duty officer/head of establishment have the new telephone number at which you can be contacted.

Finally, remember that all situations are different. Your duty officer or a senior officer of the Authority will make themselves available to offer you advice and support – use them as much as you need.

Appendix.B

Educational Visit Proposal



Visit to.....

Date of proposed visit.....

Class/ Yr. Group.....

Mode of Transport.....

Educational Purpose/ Curriculum Links:

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Date of Pre-visit/ Risk Assessment.....

Party Leader.....

Deputy.....

Signed (Party Leader)

Date.....

Signed..... (Head teacher)

Date.....

Appendix.C



Educational Visit Review

Visit to.....

Date.....

Party Leader.....

Class/Yr. Group.....

Record of any incidents

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Review of Risk Assessment

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Evaluation of Visit

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Any other comments

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Appendix D: Risk Assessment

Manby Lodge Infant School

Trip:
Trip Lead:

Year group:
Trip Deputy:

Grouping arrangements:

Staffing:

Ratios including children who need additional support:

Equipment needed on the day:

Generic Risk Assessment			
Hazards	Who is at Risk?	Control Measures	Review

Written by:

Date:

HT/DHT to sign and date: