

OUR LADY OF LOURDES POLICY AND PROCEDURES GUIDE

Subject: EDUCATIONAL VISITS – POLICY AND GUIDELINES

Issue Date: June 2017

Review Date: June 2019

Non Statutory policy. To be reviewed: FGB to determine. To be ratified by: A, B & S C'ttee

Other relevant information: to be read in conjunction with H&S policy, Critical Incident Policy and EVOLVE guidance

Mission Statement

At Our Lady of Lourdes Primary School we learn to live and love like Jesus, to help one another and treat everyone with kindness, respect and understanding in a safe and caring environment.

God is always with us.

General Principles:

1. This policy covers all off-site visits and activities organised through the school and for which the Governing Body and the Headteacher are responsible.
2. The Head Teacher has delegated responsibility from the governors for applying the policy and for implementing day-to-day procedures and policy.
3. It is a school priority that off-site visits and activities are safe, well managed and educationally beneficial.
4. The Governing Body seeks to ensure that every pupil has access to a wide range of relevant educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational and social value of constructive & enriching visits and activities that take place away from the immediate school environment.
5. Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.
6. The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteacher, the Party Leader, members of staff and volunteers, pupils and parents.

Charges & costs to pupils

1. The school recognises that some our parents may have financial difficulties which make it hard for them to meet the whole cost of outings. Children will not be left behind for financial reasons.
2. The law is quite clear and states that a child should not be prevented from taking part in an activity or visit because the parents are unable or unwilling to pay. We can only request contributions towards the costs.

3. Letters home should make clear that we are requesting contributions towards the cost but that the trip cannot take place unless there are sufficient contributions.

Health & Safety:

a) General planning

- The safety of the children is paramount and teachers must make plans which show evidence of their consideration of Health & Safety as detailed in the Procedures section of this policy.
- Parental permission is needed before a child can be taken on an outing. This is to be requested via a parent / carer's signature on a return slip. This is the preferred way because it confirms an understanding and acceptance for a specific trip.
- As a general rule all children should go on the trip. The only grounds for not taking a child are Health and Safety ie: that the child would endanger themselves and others (eg: running away, not able to follow instructions, aggressive behaviour towards others). Staff are however required to look for ways to include the child on the trip. No child is to be left behind without the express knowledge and agreement of the Headteacher.
- The school will only use vehicles which have seat belts fitted for all passengers. As a matter of principle staff making bookings should confirm with the hirer about this. Except in emergencies, we will not agree to travel in vehicles, which necessitate more than the recommended number of passengers to a seat. (i.e. we will not accept 3 to seat conditions)

b) Risk Assessments

- Risk Assessments must be completed following the EVOLVE website (Southend Borough Council) and sent to the Headteacher for approval prior to the trip being published to parents.

c) Minor & Critical Incidents

- Staff should familiarise themselves with the Critical Incident Policy prior to the trip.
- The leader of the trip must hold a "talk through" meeting to discuss the Critical Incident Procedures with the Headteacher.
- The Headteacher must nominate a Senior Manager (who is remaining on site) to be the point of contact in the event of a Critical Incident affecting the off site educational visit.

.....GovernorDate

.....Headteacher Date

Appendix : Guidance & Procedures

Planning & booking the trip

1. Make a preliminary visit to the venue and discuss this with the Headteacher.
2. Once permission has been granted for the trip, draw up provisional details for the trip and seek authorisation from the Headteacher.
3. Cost the trip as accurately as possible. Discuss with the Headteacher any subsidy that may be sought.
4. Liaise with the school office to confirm the date, booking of transport, tickets etc.
5. Prepare a letter for parents to inform them of the forthcoming trip including timings, cost and any extra resources needed.
6. List and detail the requirements for any child with educational or health needs.
7. Working within the accepted minimum adult child ratio of 1:15 for KS2, 1:10 for KS1 and 1:2 for under 5's, liaise with the Headteacher to confirm the staffing for the trip.
8. Additional adult helpers such as parents or volunteers are to be included in the trip by the invitation of the Headteacher alone. They are not trained and do not have the necessary knowledge or skills to deal with many situations that arise. Trip leader should be mindful of this when allocating responsibilities.
9. Complete a Risk Assessment using EVOLVE. Discuss this with a Senior member of staff and forward to the Headteacher for approval.
10. Money collected from the children is to be sent to the school office daily for security reasons. Parents are to be encouraged to pay online. The school secretary will have responsibility for record keeping.

Prior to the trip.

1. Ensure permission slips and payment have been received from all pupils.
2. Liaise with the office staff to double check the venue and ticket availability and any other arrangements.
3. Create group registers and allocate adults. List contact details, itineraries and Critical Incident actions.
4. Liaise with office staff re the preparation of first aid bags, Health Care plans & medicines and ensure they are ready for collection on the morning of the trip.
5. Collect any money needed for the trip (fares and entrance fees etc) from the school office
6. The responsibility for the above lies with the teacher.

Prior to departure:

1. Make sure the children and the adults are known to each other.
2. Make sure that any medication for children is labelled and handed to the group leaders.
3. Make sure that all children are wearing some sort of visible outer wear that is clearly identifiable to the trip leader and adult staff.
4. Organise a toilet trip before you leave to avoid problems later.

Safety while out:

1. Ensure all adult leaders understand the procedures for escorting children safely on pavements and across roads.

2. If you are going in different directions when you arrive at your destination make sure that each adult has a clear understanding of the schedules of the other groups and mobile phone numbers of other group leaders.
3. Make sure that everyone knows what to do in an emergency or if their group is split. This is briefly covered in “Minor & Critical Incidents” above and “Critical Incidents” below. Ensure all leaders understand the procedure.
4. Ensure that adults have mobile phone numbers for the other group leaders.
5. Should there be any problems it is the responsibility of the trip leader in charge to use his / her best judgement as to what to do.
6. If the separation occurs on the way back to school then each group should continue on its way as sensibly as possible. Adults should telephone school if worried or need advice.

Upon return:

1. Report your return and any other relevant information to the School office.
2. Return all unspent money, receipts and break down costs to office.

Critical Incidents:

***NB:** group leaders are to inform the Trip Leader immediately in the event of an incident. The Trip Leader will take decisions over what to do, or liaise with the Headteacher and follow her advice & instruction. One adult should take brief notes recording all actions taken.*

Missing Children

1. If an individual child is lost then the group leader should immediately notify the responsible authority in the place being visited. When this has been done and all reasonable precautions have been taken, then telephone the school to let the Head teacher know as soon as possible.
2. If you are in a place where this is impossible, make a quick initial search, collect the other children together, leave them with an adult, ring the police and then the school.
3. Remember your position so that you can take officers there if necessary.
4. In these events, upon receiving the phone call, the Head teacher will bring the Critical Incident Policy into effect.
5. Maintain contact with the school at all times – a copy of the Critical Incident Action Card is in each First Aid Bag. Follow the instructions.

Accidents / Illness

1. Minor accidents / illnesses should be reported to the responsible authorities where you are visiting. Most museums and art galleries have a first aid post or a qualified first aider. Take their advice and telephone the school if you need further help or guidance.
2. If this is not possible and you have any doubts about the seriousness of what has happened, OR the injury / illness is serious, phone for an ambulance.
3. Phone the school so that the Headteacher can bring the Critical Incident Policy into effect.
4. Ensure any Health Care Plans relating to the child are available for medical staff.
5. Ascertain the name of the hospital the child will be taken to and unless completely impossible, get an adult to accompany the child to the hospital.
6. Maintain contact with the school at all times – a copy of the Critical Incident Action Card is in each First Aid Bag. Follow the instructions.