

# **Ashton West End Primary Academy**

## **Educational Visits Policy**



**Approved by: The Full Governing Body**

**Date: 27<sup>th</sup> March 2024**

**Next review due by: March 2026**

## **1. Aims**

Ashton West End Primary Academy recognise that educational visits play an important role in promoting learning and development. As part of our responsibilities, our Academy will take all reasonably practicable steps to ensure the health, safety and welfare of participants while travelling to, and engaged in, activities away from the Academy. The Academy's Educational Visits Policy is to ensure that the safety of students, employees and others is managed, to minimize risk as far as practicable and in developing its procedures, is guided by National Guidance issued by the DfE and the Outdoor Education Advisers Panel.

## **2. Legislation and guidance**

This policy meets the requirements of the Health and Safety on Educational Visits Guidance from the Department for Education (DfE)

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## **3. School procedures**

Before organising and planning any trips staff should be aware of the rules for taking children on any trips or outdoor activities:

- The trip planning form should be completed and returned to the Principal at least 4 weeks in advance of a trip or visit.
- The Educational visit planning form should be completed by the Visit Leader outlining date, costings and learning aims. It should also outline planned accompanying adults and identify the named First Aider.
- A preliminary visit of the venue is recommended especially if it is the first time. Trips should generally be linked to topic work and attainment targets in the National Curriculum.
- A risk assessment should be carried out and completed using the Risk Assessment form. This should include any identified risks for travel and transport in addition to risks related to the actual visit and planned activity See Appendix 2
- Parents should be given at least 4 weeks' notice of a trip.
- The kitchen staff also need 2 weeks prior notice for packed lunches and changes in meals orders. They should be notified of how many to cater for and also the number of children with preferences. The children will usually be given a choice of content and the kitchen staff should be notified how many of each are required.
- Transport will be booked through the office using reputable companies. If the school minibus is to be used, the driver should be a suitably qualified member of staff who has undertaken specific training and authorised by the Principal.

## 4. Staffing procedures

When planning an educational visit, compliance with staffing and adult to child ratios are as follows:

- **Staff:** at least 2 members of staff per class. When support staff are included please ensure that every teacher or class who may be affected, is informed to ensure continuity of provision within the Academy.
- **Adults:** In Key Stage 2 supervision to at least 1 adult (18+ years) per 10 children.  
In Key Stage 1 and Early Years a minimum ratio of 1 adult to 6 pupils.
- **Groups:** It is the Visit leader's responsibility to ensure that each group leader has a written list of children in their care and a written timetable of the schedule of events.

Staff are permitted to use personal work mobile phones whilst supervising off-site trips or residential visits.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

## 5. The day of the visit

- All group leaders are to carry a mobile phone and ensure numbers are shared between the group leaders
- The leader should remind group supervisors and all the children in the party of the safety rules. The leader should give precise road safety rules, before descending from the vehicle, or if walking, before leaving the school grounds.
- Please ensure that all the children and staff wear the appropriate clothing and footwear for the outing.
- In event of any delay, accident or problem, inform the Principal or Assistant Principal via the office
- The Visit Leader will provide the school office with all contact numbers required for the day. This will include the Visit Leader's mobile phone number, contact details and address of the place of visit and other staff members contact numbers, if appropriate.
- The visit leader must have a full list of children attending the trip and must be aware of any children on the trip who have a medical need. Any required medication (such as inhalers) must be taken. Group leaders must be given a list with all the names of the children in their group and must be made aware of any medical needs.

## 6. Medical and First Aid

All medical and first aid risks will be assessed well in advance and the following included in preparation for the visit:

- **First Aid Kit:** Contents must be checked before departure. This must be taken by a member of staff everywhere that the children go. It is recommended that at least one of the supervising adults accompanying the group should have a current qualification in first aid.
- Decisions about administration of medicines to pupils must be made before the visit, and any necessary routines and checks agreed and established.
- Any accident which occurs on a school visit should be reported in the same way as an accident taking place on the school site. Accident forms are available from the office.

## 7. Role of the parent/carer

Parents and Carers are required to follow the below requirements and guidance:

- Signed consent will be provided by the specified date. Verbal consent may be obtained if written consent has not been given by the date of the visit. If parents do not provide signed or verbal consent, the child may be excluded from the visit and remain in school where alternative arrangements will be made for them.
- If a parent/carer does not wish for their child to attend the planned visit, their child should still attend school.
- Parents should ensure that school have up-to-date contact information in the event that they would need to be contacted regarding late arrival times or unforeseen circumstances that require their involvement, such as a child being injured or taken ill whilst on the visit.
- All contributions are voluntary and are not a requirement. However, Ashton West End Primary Academy cannot always cover the cost of educational visits without these contributions. Parents should endeavour, where possible to support our school in this. If parents experience difficulty in this matter, they should speak to the Class Teacher as soon as possible to resolve the issue.

## 8. Special circumstances

In the event that something beyond the control of staff and the Academy occurs, that would negatively impact the quality of education or the health and safety of staff and pupils, educational visits may be cancelled. Dependent on the circumstances, this may be short notice and all parents and carers will be notified as soon as possible. Each individual trip will be assessed by the Principal and staff concerned before a decision is made. Any decisions made will put the health and safety of staff and children as a priority and any risks associated will be considered.

## Appendix 1:

# ASHTON WEST END PRIMARY ACADEMY



### EDUCATIONAL VISITS PLANNING FORM

This form must be completed and approved by the Principal at least four weeks before the trip. Please read the guidance on school visits and Health and Safety on Educational Visits.

CLASS:

ORGANISER 1:

VENUE:

ADDRESS:

TELEPHONE NUMBER:

DATE OF VISIT:

DATE COMPLETED:

ORGANISER 2:

SUBJECT:

DEPARTURE TIME (ETD):

RETURN TIME (ETR):

NUMBER OF CHILDREN:

NAME OF ADULTS (STAFF):

BOYS:

GIRLS:

# ASHTON WEST END PRIMARY ACADEMY



## COSTINGS

Meals: Total number of packed lunches **(2 weeks notice to kitchen)**

	Total	Per Child
Cost of trip including entrance fees:		
Cost of coach/coaches:		
Parking:		

Checklist:

Risk assessment undertaken:

Letters to parents:

Packed lunches booked:

Group lists:

Group leaders list:

First aid kit:

First aider:

Signature of Organiser:

Date:

Principal authorisation:

Date:

**APPENDIX 2:**

# ASHTON WEST END PRIMARY ACADEMY



## WORKPLACE RISK ASSESSMENT – Out of School Activity

Prepared by:	
Task / Operation:	
Description of Task / Operation:	
Identification of hazards:	
Persons at risk:	
Risk Assessment:	
Control measures / Method statement:	
Additional Information:	
Signed:	Date: