

# Low Furness CE Primary School

## 'Learning Together Through Faith'

### *Policy for Educational Visits*

The school acknowledges that students can derive immense educational benefit by taking part in off-site visits. The knowledge and experience gained beyond the classroom can consolidate and extend the taught curriculum within it. This policy seeks to establish a framework from which students can benefit in a safe, healthy and secure environment.

An Off-site Visit is defined as pupils going 'beyond the school gates' to pursue an activity organised through the school. Activities may take place during or after the school day, at weekends or in school holidays and will be educational, curricular or recreational based. All off-site visits must have an educational purpose and pre-determined clear educational objectives. All participants in activities will be identified as group members associated with the school.

The school policy recognises that every student should have full access to each visit that is appropriate to their class or Year group, regardless of their abilities, therefore, developing further 'the whole child'.

The Educational Visits Coordinator (EVC) is responsible for this policy and procedures for dealing with occasions when groups are engaged on an official visit or journey. This policy and procedures correspond with the Cumbria County Council Guidance, systems and processes for supporting and monitoring "Learning Outside the Classroom" (LOtC) activities.

Each member of staff has been made aware that it is a legal expectation that employees must work within the requirements of their employer's guidance. The purpose of the visit must be clearly defined and be of educational value.

#### Legal Framework

Health and Safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Health and Safety legislation is enforced by the Health and Safety Executive (HSE). The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

The Governing Body of Low Furness Church of England Primary School is the employer and therefore has employer responsibilities, decisions about visits are delegated to the Head teacher. The EVC and Head teacher's agreement must be obtained before a visit takes place.

It is a Cumbria County Council requirement that we as a school must follow the Outdoor Education Advisers' Employer Guidance for Managing Learning Outside the Classroom ([oeapeg.info](http://oeapeg.info)) as well as the requirements outlined in the CCC Policy for 'Managing Outdoor and Experiential Learning and Educational Visits' (available on the Evolve system).

# Low Furness CE Primary School

## 'Learning Together Through Faith'

### The importance of Educational Visits

As a school we value the role of educational visits and regard them as an important part of school life. Well-planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Educational Visits can provide stimulus and support to work being covered, or to be covered in the future, as part of the school curriculum.

The children will benefit from:

- Opportunities for all;
- Reinforcing and applying skills to be or previously learnt in the classroom;
- Sensory awareness;
- Independence;
- Leadership skills;
- Exciting and possibly new challenges;
- First hand experiences;
- Social challenges;
- Experiences beyond the classroom - contrasting locations;
- Broadening and widening knowledge;
- Assessing, understanding and managing risks.

To enable the children and staff to gain a full and enjoyable educational visit it is essential that these guidelines and procedures are adhered to.

### Organisation

Approval must be obtained from the Educational Visits Co-ordinator (EVC) and the Headteacher, by means of completion of the correct forms using Evolve – the County Council's Educational Visits online Risk Assessments program. With rigorous organisation and control, a visit should provide a rich, learning experience for all the pupils.

# Low Furness CE Primary School

## 'Learning Together Through Faith'

### Roles and Responsibilities

The EVC and the Head teacher will ensure that the visit leader has completed all procedures.

For every visit, a leader will be identified. The leader is responsible at all times, either personally or by delegation, for the planning, safety, supervision, implementation and follow-up of the visit. A visit should not be undertaken unless this vital role is clearly understood and accepted by the person concerned. If there are doubts about situations that occur away from home (e.g. unsuitable instructors, tired coach driver, and unsuitable weather conditions), it is the responsibility of the leader to consider the matter and take prompt and decisive action.

### Visit Leaders

The Visit leader will endeavour to ensure that:

- Each member of staff on the school trip will have a fully charged mobile phone with emergency numbers.
- All necessary actions have been completed before the visit begins. (This applies even when the Ed Visits Co-ordinator is not going on the visit)
- Undertake and complete the planning and preparation of the visit including the briefing of group members and Parents / carers, along with issuing of summary sheet for the visit / trip;
- Undertake and complete a comprehensive risk assessment on Evolve;
- Have regard to the health and safety of the group at all times;
- Know all the pupils proposed for the visit to assess their suitability;
- Training needs have been met;
- The visit leader is in overall charge of the visit and a Group leader(s) is responsible for a group on the visit;
- The group leader(s) has experience in supervising and controlling the age groups going on the visit and will organise the group allocated to them effectively;
- The group leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
- All supervisors on the visit are appropriate people to supervise children and have appropriate clearance (i.e. DBS);
- The EVC and Head teacher have approved the visit;

# Low Furness CE Primary School

## 'Learning Together Through Faith'

- Parents / carers have signed consent forms or consented by sending in payment as requested;
- Arrangements have been made for all the medical needs and special educational needs of all the children;
- The mode of travel is appropriate – this will be coach or minibus where possible. In the case of using staff and/or volunteer cars the school has an insurance policy with Marsh Insurance which covers all staff, governors or volunteers using their own vehicle whilst on the business of the policy holder;
- Travel times out and back are known;
- Parking has been confirmed with permits arranged in advance when possible;
- There is adequate and relevant insurance cover;
- They have the address and phone number of the visit's venue and have a contact name;
- That they have the names of all the adults and pupils in the travelling group, and the contact details of Parents / carers and the staff's and volunteers' next of kin;
- All children on the trip are aware of their group leader, and all adults are clear on which children they are responsible for.

### Group Leaders

The Visit leader has overall responsibility for the supervision and conduct of the visit. The visit leader may then appoint a Group Leader(s) who should:

- Be able to control and lead pupils of the relevant age range;
- Be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not;
- Undertake and complete the planning and preparation of the visit including the briefing of group members and Parents / carers, along with issuing of summary sheet for the visit / trip;
- Undertake and complete a comprehensive risk assessment;
- Have regard to the health and safety of the group at all times;
- Know all the pupils proposed for the visit to assess their suitability;
- Observe the guidance set out for teachers and other adults below;
- Ensure that pupils understand their responsibilities (see responsibilities of pupils below).

# Low Furness CE Primary School

## 'Learning Together Through Faith'

- Be aware of the School's Safeguarding Policy
- Carry out regular head counts

### Teacher and other adults on the visit must

- Do their best to ensure the health and safety of everyone in the group;
- Care for each individual pupil as any reasonable parent would;
- Follow the instructions of the leader and help with control and discipline;
- Consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

### Responsibilities of pupils

The group leader should make it clear to pupils that they must:

- Not take unnecessary risks;
- Follow the instructions of the leader and other adults;
- Dress and behave sensibly and responsibly;
- Look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- Should not undertake any task that they fear or that they think will be dangerous;
- Look out and care for other members of the group.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

### Parents / carers

The group leader should ensure that Parents / carers are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. The group leader should tell Parents / carers how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Parents / carers must:

- Provide the group leader with emergency contact number(s);

# Low Furness CE Primary School

## 'Learning Together Through Faith'

- Sign the consent form or give explicit permission;
- Give the group leader relevant information about their child's health which might be relevant to the visit;
- Provide any specific medication their child/ren may need for the duration of the trip and sign the appropriate medication consent form.

### Planning off-site visits

All teachers wishing to partake in an Educational visit must complete the necessary forms available through EVOLVE.

#### ENSURE:

- A detailed location is provided- Lake district v Y6 mountain climb from Scafell to Wansfell
- Appropriate ratios for the type of trip and year group attending.
- Medical information is vital including behaviour
- A detailed itinerary is mandatory
- All providers need to hold the LOTC quality badge (found on LOTC website) or complete a provider statement form.
- Attach the generic risk assessments to the form and complete a specific visits RA for your trip. (anything in red must be amended)

### Risk Assessments

Risk Assessments must be completed by the group leader before any educational visit is carried out.

A generic travel and all visits RA (plus others if appropriate) must be attached and then amended to trip you are planning. (anything in red must be amended)

The risk assessment should include the following considerations:

- What are the risks?
- Who is affected by them?

# Low Furness CE Primary School

## 'Learning Together Through Faith'

- What safety measures need to be in place to reduce risks?
- Can the group leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?

The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if the children are in danger.

The following factors should be taken into consideration when assessing the risks.

- The type of activity and the level at which it is being undertaken;
- The location;
- The competence, experience and qualifications of supervisory staff;
- The group members' age, competence, fitness and temperament;
- Pupils with special educational or medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing;

PROVIDERS RA do not need attaching if they hold a LOTC badge or a provider statement has been completed.

Do NOT complete a RA for the inside of a building- it is not your responsibility.

If going on a city visit- the level of terrorism must be included. The current threat level can be found on the MI5 website.

### Approval and Notification of Activities and Visits

This school uses the Cumbria County Council online system "EVOLVE" at [www.cumbriaccvisits.org.uk](http://www.cumbriaccvisits.org.uk) for notification and approval. A key feature of this system is that visits and LOTC activities requiring approval are automatically brought to the attention of the Local Authority.

# Low Furness CE Primary School

## 'Learning Together Through Faith'

### Residential trips

Residential visits have many different benefits from day trips including the development of social skills, teamwork, initiative, independence, motivation and co-operation. For some children it may be the first time they have been away from home without either parent/carer and we aim to ensure they enjoy and experience the most out of being away from home.

The opportunities to experience an outdoor adventure residential trip will be offered every 2 years during KS2 and there will be one city visit offered once in year 5/6. Residential EVOLVE forms need to be completed at least 8 weeks before the trip is to run.

### Exploratory Visits

Wherever possible the group leader should carry out an exploratory visit to:

- Ensure the venue is suitable to meet the aims and objectives of the visit;
- Assess potential areas and levels of risk;
- Ensure the venue can cater for the needs of the staff and pupils;
- Ensure the group leader is familiar with the area.

### First Aid

You do not necessarily need a first aider on all trips from Y1 upwards as long as you have first aid equipment and sensible first aid ability.

**EYFS trips must be accompanied by people with Paediatric First Aid qualifications.**

All members of the group should know how to contact the emergency services.

# Low Furness CE Primary School

## 'Learning Together Through Faith'

It is the group leader's responsibility to check they have a fully functional and stocked first aid kit on the trip and a small bum bag for groups.

In it there should be:

- Sick buckets
- Sani-dry
- Black bags
- Disinfectant Gloves
- Paper towels
- Tissues
- Bottle of water
- First aid kit Bum Bags

If anything needs restocking after a class has been on an Educational Visit, make sure **Emma Taplin** knows.

Ensure any child who requires personal inhalers/ epi-pens carry them on any trip.

### **What to do in the case of an accident**

Follow the RA procedure, make sure the rest of the children are safe. Use a mobile phone to contact help.

Follow the first aid procedure, complete accident form in the case of a serious accident - of site and school, keep until child is 21.

### **Safety of children**

It is important to have a sufficient ratio of adult supervisors to pupils for any off site visit. There should be a minimum of 2 adults accompanying a class of children at any one time, no matter how short a distance or how old the children are. This is in case of an accident occurring to a child or one of the adults. Adventurous activity centres and some other off site centres may have their own adult to child ratio which you need to follow.

# Low Furness CE Primary School

## 'Learning Together Through Faith'

Supervision is determined by:

- Sex, age and ability of the pupils;
- Special needs pupils;
- Nature of the activities;
- Experience of the adults;
- Duration and nature of the journey;
- Type of any accommodation.

Ratios are specific to the trip and ages of the children and the EVC and/ or Head Teacher has ultimate responsibility for determining what constitutes a satisfactory ratio for each specific trip.

Children must be supervised at all times by an adult. If your class is walking anywhere, have at least one adult leading them and one at the back for children who stray. Dependent on the age of the children it may also be appropriate to have a number of adults dispersed amongst the class for control purposes. Children should be paired and be taught how to 'buddy up' when required for counting purposes. Head counts should be taken at frequent intervals during the visit. All adults should carry a mobile phone and have all supervisors numbers in case of an emergency.

Parents / carers, governors and volunteers can be used to achieve the pupil: adult ratio. Such helpers should be carefully selected and ideally be well known to the school and pupil group. Anyone who has not had a DBS disclosure check should not be left in sole charge of pupils. The head teacher and group leader must assess the suitability of any volunteer. For the protection of both adults and pupils, all adult supervisors should ensure they are not alone in a one to one situation with a pupil.

### Transport

Children can be transported on trips in various ways:

**On Foot** - At least 2 members of staff, one at the front and one at the back. Other adults should be dispersed throughout the group (depending on the age of the children, see suggested ratios).

# Low Furness CE Primary School

## 'Learning Together Through Faith'

**Cars** - children should have a full seatbelt not a lap belt. All staff and parent helpers are covered under the schools insurance (Marsh Insurance) policy when transporting pupils. Any pupil under 135cms must use a booster seat. The school requests that all adults using their own car should be able to provide up to date documentation for the car if asked (e.g. MOT certificate, valid driver's insurance, driver's licence and paper counterpart).

**Coaches**- must be fitted with seatbelts. 1 child per seat. There must be at least 2 members of staff on the coach with the children.

Pupils using transport on a visit should be made aware of basic safety rules including:

- Do not rush towards the transport when it arrives;
- Wear your seatbelt and stay seated while travelling on transport;
- Make sure your bags do not block aisles on the transport;
- Never attempt to get on or off the moving transport;
- Never throw things out of the transport vehicle's windows;
- Never get off a vehicle held up by traffic lights or in traffic;
- Never run about while transport is moving or pass someone on steps or stairs;
- Never kneel or stand on seats or otherwise impede the driver's vision;
- Never distract or disturb the driver;
- Stay seated until told otherwise;
- Stay clear of automatic doors / manual doors after boarding or leaving the transport;
- After leaving the vehicle, always wait for it to move off before crossing the road;
- If you have to cross roads to get to the transport always use the Green Cross Code;
- If you feel unwell while travelling, tell a teacher or the person who is otherwise responsible for the group.

### [Special Educational and Medical Needs](#)

# Low Furness CE Primary School

## 'Learning Together Through Faith'

No pupil should be excluded because of special educational or medical needs. Every effort should be made to accommodate them whilst maintaining the safety of everyone else on the trip. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### Parental Consent Forms

At the beginning of a child's time at Low Furness CE Primary School a consent form for regular out of school visits such as visits to the church, village, sports trips etc is sent out and completed. It is essential that all Parents / carers complete this form prior to the first visit within the local area. The local area is considered to be any trip within 5 miles. Parental consent is only required if the trip runs out of school time.

### Contact with Parents / carers

Parents / carers will be informed in advance of all the details of a proposed visit. The school administrator prints off details of all the pupils going on that trip, for the group leader to take with them. Low Furness often let Parents / carers know via text, email or letter that the children will be taken out of school.

### Emergency Contact Information

All information from the consent forms will be collated for each trip, giving important information needed about each child including any medical info and contact numbers. In case of an emergency, school should be contacted who will in turn contact the family. During out of school hours, contact either the Educational Visits Co-ordinator or the Head teacher who will then in turn contact the family.

### Insurance:

Name of school: Low Furness C.E. Primary School

Visits insurance with: CHUBB 64819954 64796355

Employers Liability Insurance: Reference number: MARSH (Ace Europe) UKBCHC59970/64967

# Low Furness CE Primary School

## 'Learning Together Through Faith'

Public Liability Insurance: Reference Number ZURICH XAO-272031-9413

Balance of Perils: Reference Number: ZURICH SP-08AC02-0011

Occasional Business Use- Motor Insurance: MARSH S10S7420

Only coach companies that have appropriate insurance will be used. This will usually be Travellers Choice or FFS although other quotes may be sought.

### Records of Visits

Records of all visits will be kept on the EVOLVE website.

### Financial planning

The costings of the trip need to be taken into account, where possible keeping the cost to a minimum. Some trips may be subsidised, for others it is a voluntary contribution from Parents / carers. Residentials and certain trips require full payment from Parents / carers and if this can't be provided, the child will not partake in the trip.

Pupil Premium funding is used to financially support individuals where beneficial.

### Evaluations

An evaluation should be completed on returning from the trip. This should be done on EVOLVE. This may then be used for recommending whether visits should be made to that place in the future and assessing procedures followed by the school in order to identify future improvements to procedures that ensure the safety of all persons on the trip(s).

### Reviewing the policy

The policy will be reviewed as part of the school's evaluation cycle. The policy is due for review

***Spring 2025.***

# Low Furness CE Primary School

'Learning Together Through Faith'