

## 1. WE BELIEVE

We believe educational visits and journeys are a vital part of life in this school and form an essential part of the delivery of the curriculum.

## 2. AIMS

1. To enhance children's understanding of the curriculum.
2. To place the curriculum in a wider arena.
3. To be able to compare the home environment with other locations.
4. To extend first hand experiences.
5. To inspire the children to produce work of quality.
6. To develop children's independence, self-responsibility and social interaction.
7. To enhance the children's awareness and understanding of the multi-cultural society in which we live.
8. To enhance awareness and understanding of the wider world.

## 3. ASSESSING THE SUITABILITY OF VISITS AND JOURNEYS

When planning visits organisers should consider the following:

- a) What is the aim of visit?
- b) Where does it fit into the current curricular programme?
- c) Is the curricular aim best achieved through a visit?
- d) What advice is needed before proceeding?
- e) What skills/competences would be required of accompanying staff?
- f) What are the relevant skills required of the provider (where applicable)?
- g) Does the proposed venue/transport costs offer value for money?
- h) Would the visit ensure:
  - Progression in the children's knowledge skills and understanding?
  - Relevance to the children and the programme of work?
  - Differentiation for all abilities and the range of SEN of pupils within the group?
  - Participation for all?
  - A realisation of achievement from those participating?

Whenever practical, organisers should precede a visit or journey by undertaking an exploratory visit to evaluate the suitability and potential of the venue and also to assess potential areas of risk. Advice on potential risks will also be available from venue managers.

**Refer to appendix 1 and 2 for risk assessment sheet.\***

### Summary

The aim must always be to contain risks to acceptable levels\*. This is achievable so long as organisers give careful consideration to the following factors:



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- a) The type of activity and the level at which it is being undertaken
- b) The location and accommodation.
- c) The competence, experience and qualifications of supervisory staff.
- d) The group members' age, competence, fitness and temperament.
- e) The ratio of competent experienced and qualified staff to young people.
- f) The quality and suitability of available equipment.
- g) Seasonal conditions - weather and timing.
- h) Children will be involved in risk assessment when possible i.e. road safety.

**SAFETY IS THE PRIME CONSIDERATION. IT SHOULD NOT BE COMPROMISED IN ORDER TO MEET EDUCATIONAL OR OTHER OBJECTIVES**

**\* Water sports are not seen as acceptable unless within a swimming pool, which is staffed by trained lifeguards. Life Jackets must be worn when taking trips out to sea, or when on the deck of a river boat.**

## 4. THE RESPONSIBLE PERSON

The responsible person is the Executive Head Teacher and Head of School. This doesn't mean the responsible person must necessarily accompany the visit but his/her approval must be sought before proceeding.

The responsible person must organise/keep -

A log system of visits taking place (retain for 3 years in the staff room).

Information relating to an accident (retain until age of majority of child and not less than 3 years)

All accident records for employees (retain for 3 years).

A logging system for the administration of medicines (retain for 3 years).

All risk assessment and trip information will be kept in the staff room.

The School's Educational Visits Co-ordinator (EVC) is Emily Williamson

The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Head teacher, including recommendations regarding the approval of visits.

The EVC role has admin support provided by Karen Scott – this role involves sending out parent letters/obtaining medical details and consent forms.

The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of res/overseas/high risk visits is Michael Loncaster (Executive Head Teacher)

The Governing Body representative for educational visits is encouraged to take advantage of specific governor training provided by the LA.

The LA Educational Visits and Outdoor Learning Consultant is Clare Johnson (tel 01482 392417) [clare.johnson@eastriding.gov.uk](mailto:clare.johnson@eastriding.gov.uk).

### Monitoring

To assure quality of standards on educational visits the school's Head of School and/or the EVC will accompany at least one visit per

term/year to monitor real practice, and to assist with the review of policies and procedures.

Records of these monitoring visits with the trip risk assessments. (Appendix 5 Educational Visit Review Form)

## 5. CATEGORY A VISITS

These include routine activities such as inter school events, sporting fixtures, community visits, day trips and similar activities of a non-hazardous nature held over 1 day only.

The Head of School must always approve such activities individually.

Sequence of Events for a Category A Visit

- 1) Consider section on "Assessing suitability of visits and journeys).
- 2) Complete risk assessment (appendix 1)
- 3) Complete party organisers checklist (appendix 6)
- 4) Complete all bookings using bookings log (appendix 8)
- 5) Complete EVOLVE (appendix 2)
- 6) Seek formal approval from Head of School via EVOLVE.  
NOTE: Separate forms are also used for risk assessments for PE events, wildlife area and parents driving cars used to escort children to sporting events.
- 7) Agree the level of supervision required based on location of visit, age and maturity of young people. (see section 7)
- 8) Seek parental consent.

N.B. For visits into the community and those involving cross phase induction parents/carers are asked to give consent on admission to the school. It is presumed that this consent lasts for the pupils career at Woodmansey CE Primary School or until Parents inform the school otherwise.

All other visits require separate consent.

9) Produce a list of names of those participating which should include contact names, addresses, telephone numbers, copies of parent consent forms, copies of insurance documents and a copy of the proposed programme. (See appendix 3 for model letter/consent form).

10) Update the above at the time of departure and leave a copy with an Administrative Officer.



## 6. CATEGORY B VISITS

Those visits and activities, which are regarded as hazardous may in some cases, involve the payment of an additional insurance payment and include the following:

- \* Industrial visits of hazardous nature.
- \* Day visits that involve travel to a large conurbation. e.g. London.
- \* Visits, which extend beyond the school day.
- \* Overseas visits.
- \* Any visits which include the following activities:
  - (a) activities in conjunction with Armed Forces;
  - (b) airborne activities (excluding commercial transport);
  - (c) angling;
  - (d) assault courses;
  - (e) camping;
  - (f) canoeing;
  - (g) caving and pot holing;
  - (h) cycling;
  - (i) fell walking;
  - (j) field studies, involving any of the above activities;
  - (k) ice skating;
  - (l) mountain walking;
  - (m) orienteering (mountainous);
  - (n) pony trekking and horse riding;
  - (o) rock and winter climbing;
  - (p) rowing, sail boarding, sailing and water skiing;
  - (q) skiing, snow and artificial slopes;
  - (r) sub aqua swimming.

\* Any activity on the part of staff or young people that are considered to be of greater risk than normal.

### Sequence of Events for Category B Visits

- 1) Consider section of "Assessing suitability of visits and journeys".
- 2) Complete EV1 and all relevant risk assessment. EV1 (appendix 1) Risk Assessment "All Travel" (appendix 2)
- 3) Complete party organisers checklist (appendix 6)
- 4) Complete all bookings using bookings log (appendix 8.)
- 5) All documents must be submitted to the Head of School eight weeks prior to the proposed visit. Approval must be obtained before financial commitment is made to a third party.

6) Parent/carer's should receive a full explanation of the legal position and insurance arrangements.

7) Before any residential visit a parents meeting should be held or an opportunity given for parents to meet the party leaders before any financial commitment is made.

8) Thus, after approval a letter to all parents/guardians is to be dispatched. The letter dispatched to parents/guardians should:

(a) Seek written permission for young people aged under 18 to attend (see appendix 4).

(b) Give full and complete written details regarding the organisation and administration of the visit including:

- (i) the purpose
- (ii) contents of programme, including details of all available activities;
- (iii) dates and times;
- (iv) destination and location (including telephone number and address), mode of travel, accommodation;
- (v) code of conduct expected of young people;
- (vi) staffing details to include names, experience and expertise of accompanying staff and voluntary helpers plus where applicable, information regarding the training and expertise of activity centre staff;
- (vii) special clothing or equipment required;
- (viii) insurance;
- (ix) telephone numbers including the hotel/accommodation and emergency numbers in the home locality and at the venue; and the
- (x) emergency procedure for contacting parents.

(c) Additionally, young people should be provided with briefing on the:

- (i) code of conduct; and the
- (ii) aims/objectives of visit.

(d) Dates and times for briefing meetings for parents and young people should be given and will help to endorse the information in advance of the visit.

If the visit constitutes a package holiday refer to appendix 10.

9. Money paid by young people may be collected in stages but all money should be collected before the day of departure. (See section on Finance)

10. Money paid by young people who are then unable to undertake the visit is not normally returnable, except as a claim against an insurance policy.



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11. A list of names, of those participating in the activities, must be updated at the time of departure and a copy retained by an administrative officer, head teacher or the deputy. This should include contact names, addresses and telephone numbers; copies of parent consent forms, copies of insurance documents and a copy of the proposed programme.
12. Party organisers will carry at all times a list of emergency numbers including those of:
  - (a) School and home number of administrative officer, Head of School.
  - (b) Vehicle hire contact
13. All those accompanying the party should meet to discuss details of the itinerary, standards of discipline, safety precautions and everyone's overall and individual responsibility to the party (including the nomination of a deputy leader). Once agreed, a copy should be given to each member/supervisor and one to the Leader in Charge.
14. The leader of the party will then meet with the young people to be made fully aware of the issues agreed above.
15. Ensure that each supervisor has a list of party members and where a vehicle is used, a copy left in the vehicle.
16. Children from Woodmansey CE Primary School will always be accompanied by a responsible adult.
17. The leader should ensure that details of equipment, transport, accommodation and other bookings and associated financial matters are dealt with.
18. The leader of the party must report the return of the party to the administrative officer, Head Teacher or deputy.
19. Following the visit a review sheet should be completed to report on:
  - (a) the educational value of the visit;
  - (b) the organisational process.See appendix 5 for proforma.

The Responsible Person may then consider feedback to parents based on the review sheet of the educational visit/activity.

### **IMPORTANT**

A visit which includes at least 2 of the following which when sold or offered for sale at an inclusive price and when the services cover a period of more than 24 hours or includes overnight accommodation is classified as a package tour.

The factors are:

- (a) transport.
- (b) accommodation.



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(c) other tourist services not ancillary to (a) or (b) or both which accounts for a significant proportion of the package.

If there is no charge to parents, the visit is exempt.

The package travel, Package Holidays and Package Tours regulations 1992.

There is no difficulty with buying a package direct from a travel company, as the school is not an organiser of packages but a customer and benefits as a consumer from the provisions in the regulations. Schools should be aware, however, that any monies collected should be paid direct to the travel company and not paid into a special fund administered by the school.

### **Extra Requirements.**

A person prevented from going on the package perhaps due to sickness or bereavement has a right to transfer the holiday to anyone else who can comply with any requirements (eg yellow fever injection essential two weeks before departure). In such circumstances the school can opt to transfer it to another person, perhaps the top name on a waiting list.

Quoted prices must be held unless the contract permits revision both upward or downward, which is permitted in limited circumstances only - generally due to change in exchange rates, fuel prices or government-imposed increases/decreases. Even so, the school must absorb the first 2% increase on the contracted package price.

Furthermore, the price may not be altered within 30 days of departure, under any circumstances whatsoever.

Before departure any significant alteration (including price as above) gives the customer the right to withdraw from the contract and have all monies paid returned. The school must advise each customer who will be affected in writing as soon as it is known of any such change, the customer must then advise the school in writing, as soon as possible, if he or she opts not to go. If the school (as organiser or retailer) is responsible for the significant alteration to the package, the customer is also entitled to reasonable compensation from the school.

After departure, in the case of significant alterations arising or if the school finds it is unable to provide something promised, the school must make suitable alternative arrangements if possible, and compensate if the alternative is of correspondingly less value.

The school is also liable to compensate its customers when the failure to provide a service or personal injury, or negligence, is due to the act or default of any other party (or that party's employees) with whom the school has contracted to provide part of the package.

## **7. SUPERVISION FOR EDUCATIONAL VISITS**

For all activities there must be arrangements for the supervision of young people by suitable staff. Suitable staff are teachers employed by the council.

Other paid staff and/or official voluntary helpers may be authorised by the Head of School to accompany visits providing the requirements of the Council Code of Conduct for voluntary helpers has been followed.

(See Woodmansey CE Primary School Handbook and Policy for Volunteer Helpers)

Furthermore helpers must work under supervision and be fully briefed with a clearly defined role to play.

### **Recommended minimum staffing ratios**

The following are recommended minimum ratios for staff to accompany visits, based upon DfES guidance (see “Health and Safety of Pupils on Educational Visits” 1998):

#### **Category 1 and 2 (Day) Visits**

- A minimum of 2 adults who are judged by the Head teacher to be suitable and competent
- **School years 1 to 3 (approx. age 5-7) :** 1 adult for every 6 pupils
- **School years 4 to 6 (approx. age 8-10):** 1 adult for every 10 - 15 pupils
- **School year 7 onwards:** 1 adult for every 20 pupils
- **Under 5’s** reception classes will usually need a higher ratio (in many cases 1:2) according to the risk assessment
- **Years 12 – 13** may be able to use a lower ratio, if appropriate

#### **Category 3 (UK Residential) Visits**

- A minimum of 2 adults (at least one should be a qualified Teacher employee).
- 1 adult for every 10 pupils.
- Mixed gender groups should have at least 1 male and 1 female leader.

#### **Category 4 (Overseas) Visits**

- A minimum of 3 adults (at least one should be a qualified Teacher employee).
- 1 adult for every 10 pupils.
- Mixed gender groups should have at least 1 male and 1 female leader.

#### **All Subcategory “A” (Hazardous Activities/Environments) Visits**

A minimum of 2 adults (at least one should be a qualified Teacher employee).  
1 adult for every 10 pupils

For hazardous activities that are led by school staff, the staffing ratios often need to be higher than the standard ratios recommended above, and should comply, where appropriate, with the ratios recommended by each activity’s National governing Body (see Instructor matrix in Appendix SGA 8.1 “Adventure activities staffing requirements”) Staff should possess the relevant National Governing Body qualifications, where required.

For hazardous activities that are led by external providers (e.g. a residential outdoor centre), staffing ratios do not necessarily need to be higher than the standard ratios above. However, it is good practice, wherever possible, to ensure that a Group Leader is available to accompany each activity group.



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Note Exceptionally the pupil/teacher ratio may be exceeded were pupils are travelling short distances and staff are supported by qualified personnel e.g. swimming.

Minimum requirement for trips abroad is 1 staff member to 10 group members.

For children under the age of 8 years a minimum ratio of 1 staff member to six group members is recommended.

Visits of extended nature should include at least 1 male and 1 female supervisor.

In the event of medical treatment being required by a member of the party parental consent for the treatment should be sought even if prior consent has been given. All trips will be accompanied by a First Aider.

## 8. PARTY LEADERS

In all cases the party leader must be a teacher and it is highly desirable that the leader of the party should have prior experience of the type of visit to be arranged. Other adult supervisors will be fully involved in the preparations.

**If the activities are hazardous the Executive Head Teacher and Head of School must be satisfied that:**

The leader of the visit is:

- \* clearly aware of the aims established for participants
- \* is physically fit enough to undertake the role of leader/instructor
- \* has the necessary skills, techniques experience.
- \* is able to render first aid as may be necessary and is carrying a suitable kit (another nominated individual could perform this role).

### **The Legal Position of Supervisors “In loco parentis”**

The term “in loco parentis” is used to describe the responsibility of a teacher towards a pupil. Literally it means “in place of the parents”. Whilst a child is in a teacher’s care some of the privileges of the natural parents are transferred to the teacher so that he/she may carry out his/her duties. In return, the teacher must assume certain responsibilities and recognise that both legal and moral obligations rest upon him in every aspect of his/her work.

The degree of care required, of course, depends to a considerable extent upon the age of the pupil and to some extent upon the particular susceptibilities of the individual pupil, which ought to be known to the teacher. Elder pupils may self-evidently be exposed to reasonably greater risk than younger pupils. In all cases the teacher must take such care of his pupils as a prudent parent would take. (It is irrelevant that an individual pupil may have irresponsible parents). It can be argued that, in this situation, teachers who are not parents are at a disadvantage as they may lack the personal experience of reasonable



foresight of dangerous situations in which pupils may place themselves. If in doubt, staff are well advised to seek guidance from more senior staff who have this personal experience.

## 9. INSURANCE ARRANGEMENTS

### **General Third Party Policy**

The Council's General Third Party policy covers claims by a third party against the Council or any employee or voluntary worker in respect of the Council's legal liability for approved educational visits as covered in these Guidelines. The third party involved could be a young person, parent, member of the public or another Council employee. Before a claim could be met negligence would have to be proved.

### **Employer Liability Policy**

This policy provides cover for employees who suffer injury or death during the course of, or arising out of, their employment with the Authority. Negligence by the Council must be proved, and the onus of proof lies with the claimant or his/her representatives.

### **Personal Accident Insurance**

(a) Personal Accident Cover is arranged for all visits.

(b) Insurance cover for hazardous activities and extended visits has to be specifically arranged at least six weeks in the case of schools and at least three weeks before the activity is due to take place. Enquiries concerning the premiums for hazardous activities should be directed to the Director of Finance (Insurance Section). The completed proposal forms and the cheque should be sent to the Director of Finance of the authority.

(c) Personal accident cover has been arranged for all staff who, whilst participating in approved activities, suffer bodily injury resulting in death or permanent disablement. For the policy to be effective those participating in outdoor mountaineering, outdoor rock climbing, pot-holing or winter sports e.g. ice hockey etc. must have achieved a reasonable\* standard of proficiency. When participating in yachting, canoeing or sailing it is a condition of the policy that life jackets/approved buoyancy aids must be worn.

\* proved by certification

## 10. TRANSPORT

### **Use of Private Vehicles**

In the event of an employee being involved in an accident in his/her car whilst on an official journey, the claim must be dealt with under the owner's insurance. All car users must, therefore, make sure they are adequately covered and that the policy includes their business use and extends to indemnify the Council in respect of third-party claims.

On occasions staff use their cars to transport young people or for approved journeys such as those between split sites. In these cases, the employee's own insurance must be used



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for cover, but it would be wise for employees to inform the insurers of the nature of journeys which are likely to take place and the fact that young people may be carried.

### **Conveyance of Young People in Parents' Private Cars**

Where private vehicles are used for the conveyance of young people, it must be confirmed by documentary evidence that the vehicle is being driven in accordance with the "Limitation of Use" clause in the Certificate of Insurance, and that the driver has full indemnity against legal liability to passengers and other road users.

### **Minibuses**

No one at this school is licensed to drive pupils in a mini bus.

### **Coaches**

Prior to the visit quotes should be obtained from 3 companies. Coaches must be fitted with seat belts and 1 person/child per seat.

The cheapest quote should be accepted.

The organiser should whenever possible organise the travel arrangements for their visit/journey (see appendix 8 for booking log).

## **11. FINANCE**

Organisers of school visits must be aware of the Charging and Remissions Policy as approved by the Governing Body of Woodmansey CE Primary School and the requirements of the Education Reform Act 1988.

### **Collection of Money by Schools**

When money is being collected over a period of time towards the cost of a School visit a bank account should be opened in the impersonal name of the project, e.g. Woodmansey CE Primary School Visit Account. Three specimen signatures should be given to the bank asking them to allow withdrawals under two of the signatories. Online payments and cheques from parents should be made payable to the impersonal name of the account and not to a private individual. Any interest should be used to reduce cost of future visits.

### **Collecting money for visits classified as a package tour**

Money received for the visit must go into a tourist account organised by two people not connected with the visit i.e. Chair of Governors and another. Alternatively, insurance could be taken out in order to insure against theft.

Full records of monies received from each payee and the purpose of the payment must be kept. The trustees may only pay money out of the account against a written request from the school.

### **Reclaiming Value Added Tax**

The Customs and Excise Inspector has confirmed that VAT is only reclaimable if:

- (a) the visit is of direct educational value and has relevance to course work;
- (b) there is no recovery in excess of the direct cost of the visit. If any profit is made tax is payable on the whole visit. Full records should be retained for each visit in case the Inspector requires sight of them.

## **12. RECORDING OF ACCIDENTS**

If either a young person, an employee or helper is involved in an accident the appropriate accident report form must be completed and a copy retained by the school/youth centre/project until the age of majority and at least a minimum of 3 years (see Appendix 7)

If a young person/an employee or helper is involved in an accident whilst engaged in outdoor pursuits appendix 9 should be completed.

## **13. EMERGENCY PROCEDURES**

All involved in the planning, approval and organisation of educational visits should recognise the risks involved. Risks will be minimised if due attention is paid to planning, preparation and supervision. There may be emergencies, which require on-the-spot response by the leader, but first priority is to secure the safety of the party.

### **The recommended procedures are:**

- (a) establish the nature and extent of the emergency;
- (b) make sure all other members of the party are accounted for;
- (c) if there are injuries, immediately establish their extent, so far as possible, and administer appropriate first aid;
- (d) establish the name(s) of the injured and call whichever emergency services are required;
- (e) advise other party staff of the incident and that the emergency procedures are in operation;
- (f) ensure that an adult from the party accompanies casualties to hospital;
- (g) ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base;
- (h) arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all young people are accounted for;

- (i) control access to telephones until contact is made with the head teacher/ designated senior member of staff and until he or she has had time to contact those directly involved. Give full details of the incident i.e:

Name:

Nature, date and time of incident:

Location of incident:

Details of injuries:

Names and telephone numbers of those involved:

Action taken so far:

- (j) the Executive Head Teacher/Head of School must arrange to contact parents/carers of those involved at the earliest opportunity. The Head will follow the School Policy for dealing with Crises and the Media. For a serious incident the senior member of staff should contact parents of all party members. If the media become involved it is not for the party leader or other party members to discuss matters with the media but for the Authority to deal with. Under no circumstances should the name of any casualty be divulged to the media:

- (i) Members of the party must not be allowed to use the telephone until advised that it is in order to do so;
- (ii) comments to the media will be dealt with by the Authority.

- (k) the party leader should write down as soon as practicable all relevant details while they are still fresh in the memory. Other party staff members might also be asked to do so. A record should be kept of names and addresses of any witnesses. Any associate equipment should be kept in its original condition.

It should be emphasised, that in cases of a major emergency the Authority will support and help those concerned. All trip leaders will be given a 'red emergency' card to take with them on each trip – this provides a check list and phone numbers in emergencies.

## 14. OUTDOOR ACTIVITIES

### General Requirements

- (a) If activities are to be successful the quality of group leadership is vital. All party leaders must be members of staff.

- (b) Equipment must be beyond question and must conform to the recommended British/European standard. Specialist equipment and the appropriate clothing contribute to safety but do not guarantee it. Good equipment may simply enable a poor leader to court greater disaster.
- (c) Leaders should appreciate that there is an element of risk in most adventurous activities. They must be aware of natural hazards in the sphere in which they are working and be familiar with current knowledge of that activity.
- (d) Potentially dangerous activities must remain well within the physical capabilities of the leader. He/she should not allow his/her judgment to be swayed by the situation and should be prepared to be over cautious if necessary.
- (e) In any venture with young people, parents should be given details of the whole plan and the nature of the activities. A full explanation of the legal position and insurance arrangements should be given.
- (f) Most land suitable for outdoor pursuits is privately owned. The permission of landowners should be sought before embarking on expeditions or similar projects across such land.
- (g) National Park Rangers must be notified of all visits to National Parks where appropriate.
- (h) The countryside must be respected. Leaders should ensure that all party members follow the Country Code.

**Field Studies, Environmental Studies, and other educational Visits in hazardous areas.**

- (a) Students must wear clothing and footwear designed to keep warm and dry. A standard clothing and equipment sheet should be prepared and circulated in advance to students and their parents.
- (b) On all occasions each leader should carry first aid equipment, a whistle, torch and an exposure bag.
- (c) Party leaders must inform parents, in detail, of the nature of the activities to be undertaken. Parents must also be acquainted with supervision and insurance arrangements.
- (d) Before leaving, the party leaders must:
  - (i) leave a copy of the planned route and estimated time of return and latest time of journey. In case of a later return telephone contact should be made where possible;
  - (ii) obtain an accurate local weather forecast;



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- (iii) ensure that any walking is within the capability of the group;
- (iv) if a coastal visit is planned obtain accurate information as to the expected time and height of the high tide from the local coast guard the day before the visit;
- (v) check that all young people are wearing the correct clothing;
- (vi) ensure that the pace is suitable for the slowest member of the party and that nobody becomes detached from the group
- (vii) brief all party members on known hazards/risks and necessary control measures

(e) Leaders should not be in charge of a group of more than 12 young people. This enables frequent checks on the number and safety of the young people to be made. Responsible extra adults may assist them.

(f) Where larger parties are involved it is essential that they are split into groups of not more than 12 young people to one adult and that each group maintains its identity throughout the day. To ensure this, it is advisable that each group follows a different route.

(g) All adults accompanying the party should meet to discuss details of the proposed visit, which includes standards of discipline, safety precautions and everyone's individual and overall responsibility to the party. Once agreed this should be written down and a copy given to each person in order that any misunderstanding is avoided.

### **Residential Visits**

It is essential that young people know where the duty staff are at all times, and all appropriate safety regulations observed.

### **Walking and Camping**

#### **ACCOMPANIED GROUPS**

(a) A leader must be responsible for no more than 12 young people. In mountainous terrain this number must not exceed 8.

(b) Before departure the leader must:

- (i) leave a route card, which should include escape routes, with a responsible person who would take action if the party became overdue, giving size of party, names of young people, accurate description of route to be followed and estimated time of arrival at destination;
- (ii) ensure that the walk is within the capabilities of all members of the group;
- (iii) obtain an accurate local weather forecast;
- (iv) ensure that young people are not carrying more than approximately 25% of their body weight;
- (v) check that all walkers are wearing boots or suitable well fitting footwear and suitable clothing;



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- (vi) check that there is adequate safety equipment such as a map of the area, a compass, a torch, spare battery and bulb and a whistle.
- (c) During the walk the leader must ensure that:
  - (i) the pace is suitable for the slowest member of the party
  - (ii) no-one becomes detached from the group;
  - (iii) all are aware of the procedure to be followed in the event of an accident.
  - (iv) emergency equipment is carried.
- (d) The Leader should notify whoever holds the route card of return/arrival at destination.

### **Outdoor Pursuits Centres**

- (a) Where outdoor pursuits centres offer any of the activities mentioned in this document the leader of the party must check to ensure that the instructors taking the group hold the relevant coaching award, and the centre carries appropriate insurance cover.
- (b) A full list of the centre's staff with ages and qualifications should be requested (DFES Guidelines).
- (c) It must also be ascertained to which professional body the centre or its staff are affiliated and from which National Governing Body approval has been given.
- (d) The party leader's role is further clarified by the DFES:

"Teachers and local LEA advisers are best placed to assess the likely effect on the children they know well, of the terrain and the activities. The overall responsibility for the management of the party remains theirs and it is not acceptable, therefore, that the party simply be handed over to an organisation or professional body however experienced the leadership".

## **15. SCHOOL VISITS TO FARMS - HEALTH AND SAFETY PRECAUTIONS**

- (a) All arrangements must comply with the LEA guidelines on 'Educational Visits' and in particular-
  - (i) Pupils must be supervised at all times. Do not allow children to wander or gain access to any area or building unless accompanied by the farmer or his/her known representative and a representative of the school.
  - (ii) Individual capabilities of all children in the party must be considered/evaluated in order to cope with the physical demands of the visit (for example known allergies, asthma etc.).
  - (iii) A travelling first aid kit must be available at all times during the visit. (Refer to WHS Circular 3/92). If an injury results in the skin being





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broken, inform the person with parental responsibility and advise that they check the child's tetanus status.

- (iv) All accidents, injuries and near misses must be reported immediately to the farm's representative.

(b) Expectant mothers should not normally be included in the visiting party. In limited circumstances some farm animals can carry disease, which can seriously affect the health of the unborn child and the mother herself, for example Enzootic Abortion from infected ewes that have recently given birth.

(c) Talk to the children prior to the visit about the farm hazards in general and specific to the site.

(d) All adult members of the party should have knowledge of the farm's emergency and first aid procedures.

(e) Areas of the farm, which are out of bounds to the party, must be identified and conveyed to the children. Keep to prearranged designated routes. Stacks of hay, farm materials, all hazardous substances, slurry pits and confined spaces may conceal hidden hazards.

(f) Before the visit takes place, ensure all known danger areas are fenced off or properly guarded; such areas will have been identified in the preliminary visit.

(g) Consider the safety precautions necessary for children to observe farm machinery in operation.

(h) Members of the party must not -

- (i) Touch or feed animals without the farmer's supervision/advice.
- (ii) Touch or interfere with any farm machinery.

(i) Any farm transport provided for the party should be assessed.

NOTE: Children may not, by law, drive or ride on tractors or other farm vehicles except on high-sided trailers.

(j) Ensure that all members of the visiting party wear suitable and appropriate clothing and footwear.

(k) All members of the party must wash their hands thoroughly before handling food or drinks and at the conclusion of the visit.

(l) Hand gel will be used and taken on all trips.



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**Please note that social visits and rewards, which constitute a visit must also fully comply with this Policy.**



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## **16. APPENDICIES**

Appendix 1 - EVOLVE – on line registering of educational visits

Appendix 2 - Risk Assessments

Appendix 3 - Model letter/consent form – updated to include information on inhalers 2.2.10

Appendix 4 - Full consent form

Appendix 5 - Educational Visit Review Sheet

Appendix 6 - Party leaders check list

Appendix 7 - Incident Reporting Sheet

Appendix 8 - Booking log for Visits

Appendix 9 - Information for Parents being offered a package holiday

Appendix 10 - Model guidance for Volunteer Helpers accompanying a visit.

Appendix 11 - Medical Log



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## **APPENDICIES 1 & 2**

### EVOLVE and Risk Assessments

Please see the Educational Visits Coordinator in person to discuss the vast range of relevant risk assessments available for visits, templates for writing risk assessments and electronic forms for registering all visits.



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## APPENDIX 3: MODEL LETTER/CONSENT FORM

### APPENDIX 3 MODEL LETTER / CONSENT FORM

Dear Parents/Carers

As part of the children's study of **(Curriculum Area/Theme)\*** the pupils in **(Class/Year)\*** are to visit **(place)\*** at **(address and telephone number)\***. Here the children will **(details of all activities and educational objectives)\***.

The children will depart on **(date)\*** at approximately **(time)\*** and return by **(time)\***. The children will travel by coach fitted with seat belts and will be supervised throughout the visit. The children will be expected to be attentive and well behaved as they are in school. **(Names of staff)\*** will be accompanying the visit. If you would like to take part as a volunteer helper, please contact **(name)\***. There will be **(number)\*** volunteers going. The children will be required to take with them **(list of equipment, clothing and food etc inclusions and exclusions)\***. Children who need inhalers should make sure these are available on the day of the visit. The visit is insured through the County Council's insurers.

The actual cost of the visit is **\*(£££)\*** per child. To help towards the cost of the visit we would appreciate a voluntary contribution of **\*(£££)\*** per child.

In the unlikely event of an emergency the party will contact school via a mobile phone.

Similarly the school is able to contact those on the visit.

Please return the slip below as soon as possible.

Yours sincerely

-----  
I give permission for my child \_\_\_\_\_

to visit **(place)\*** on **(date)\***.

I am able/unable \* to enclose a voluntary contribution of **\*\* (£££)\***.

Signed \_\_\_\_\_ (Parent/Carer)

\*please delete

I wish to book a free packed lunch for my child(ren) who is/are entitled to free school meals.

(please tick if appropriate)



## APPENDIX 4 PARENTAL CONSENT FORM

### PARENTAL CONSENT FORM

SCHOOL \_\_\_\_\_

#### 1. DETAILS OF JOURNEY

Journey/visit to \_\_\_\_\_

From: \_\_\_\_\_ Date/Time To \_\_\_\_\_ Date/Time

I agree to my son/daughter \_\_\_\_\_ (name) taking part in the above mentioned visit and, having read the information sheet, agree to his/her participation to any or all of the activities described. I acknowledge the need for obedience and responsible behaviour on his/her part.

#### 2. MEDICAL INFORMATION

(a) Does your son/daughter suffer from any conditions requiring medical treatment, including medication? YES/NO

If YES, please give brief details:

\_\_\_\_\_

(b) To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious disease or suffered from anything in the last three months that may be or become contagious or infectious? YES/NO

If YES, please give brief details:

\_\_\_\_\_

(c) Does your son/daughter have any allergies – for example to medication or specific foods?

YES/NO

If YES, please give brief details:

\_\_\_\_\_

(d) Has your son/daughter received a tetanus injection in the last five years? YES/NO

(e) Please outline any special dietary requirements of your son/daughter

---

I undertake to inform the organiser as soon as possible of any change in the medical circumstances between the date signed and commencement of the journey.

(f) Are there any activities which you do not wish your son/daughter to take part in? (see detailed programme) YES/NO  
If YES, please specify

---

### 3. DECLARATION

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided. I may be contacted by telephone on the following numbers:

Name of Home Contact \_\_\_\_\_ (please print)  
Work \_\_\_\_\_ Home \_\_\_\_\_

My home address is \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Alternative Contact  
Name \_\_\_\_\_ (please print)  
Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Name, address and telephone of family doctor (please print)  
\_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Signature of parent/carer \_\_\_\_\_ Date \_\_\_\_\_  
This form or a copy must be taken by the Leader on the activity and retained by the home contact at all times. Please return to \_\_\_\_\_ by \_\_\_\_\_

## APPENDIX 5 EDUCATIONAL VISIT REVIEW FORM

DATE OF VISIT

STAFF ACCOMPANYING VISIT

PLACE VISITED

OBJECTIVES OF VISIT

COMMENTS ON THE ADMINISTRATION OF THE VISIT

HOW SUCCESSFULLY WERE THE OBJECTIVES MET?

WHAT WAS PARTICULARLY GOOD?

WHAT WAS NOT SUCCESSFUL?

HOW WELL DID THE VISIT KEEP TO THE SCHEDULED ITINERARY?

HOW COULD THE VISIT BE IMPROVED?

REPORT ON ANY ACCIDENTS



## APPENDIX 6: PARTY ORGANISERS CHECKLIST

The following basic information must be provided and discussed with the Head Teacher (who will need to seek the approval of the Governing Body for category B visits).

1. Purpose of visit
2. Educational objectives of the visit.
3. Full details of the proposed visit including any special circumstances or activities and nature of accommodation.
4. Nature of any hazardous activities.
5. Place(s) which it is proposed to visit, with existing knowledge of them and whether a preliminary visit is proposed.
6. Mode of transport.
7. Name/address(es) and telephone number(s) of any accommodation to be used or places to be visited
8. Financing arrangements
9. Name of organisation/agency/company used.
10. Dates and times of visit(s)/journey(s) - leaving - activities - returning.
11. Number of school days involved.
12. Proposed size and composition of party, including the age range of students.
13. Name and relevant experience of party leader and deputy party leader.
14. Number, names and relevant specialist qualification (including first aid) of staff accompanying the party.
15. Number, names and relevant specialist qualification (including first aid) of other adults accompanying the party.
16. Insurance arrangements
17. Implications for students remaining in school.
18. Written information for volunteer helpers.
19. Briefing of accompanying adults
20. Briefing of pupils
21. Registration and reporting back procedures.
22. Information for parents and consent form.
23. Private cars insured for business / educational use.
24. EVOLVE and Risk Assessment Forms completed and approved

This page should be photocopied and used as a checklist by people preparing for visits and by staff when wishing to confirm that all necessary issues have been addressed.



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### **APPENDIX 7 INCIDENT REPORTING SHEET**

You will be asked to answer the following questions by either the home contact or the LEA in the case of reporting an emergency incident. Please be ready to answer them.

- Name of the person reporting the incident?
- Telephone number of where the caller is reporting the incident form?
- Location of where the caller is?
- What happened?
- Name of the establishment the party is from?
- Where did the incident happen with an OS Grid Reference?
- Name of the individuals involved and injuries occurred?
- Time and date of the incident?
- Name of the party leader?
- Where have the injured been taken?
- Where are the remainder of the party now?
- Are the remainder of the party safe?
- Have the emergency services been informed?
- Yes/No – If yes who and when?
- What action has been taken so far?
- Has the establishment been notified?
- Yes/No - If yes, who did you speak to and what have they been informed?
- Have parents/guardians been informed?
- Yes/No – If yes, who did you speak to and what have they been informed?
- Has the media been involved yet?
- Yes/No – If yes, who did you speak to and what have they been informed?



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## APPENDIX 8 EDUCATIONAL VISIT BOOKING LOG

ORGANISER OF VISIT \_\_\_\_\_  
VISIT FROM WOODMANSEY TO \_\_\_\_\_  
CLASSES GOING ON THE VISIT \_\_\_\_\_  
NUMBER OF CHILDREN GOING \_\_\_\_\_  
DATE OF VISIT \_\_\_\_\_  
TIMES OF VISIT:

STAFF ACCOMPANYING:

NUMBER OF VOLUNTEER HELPERS REQUIRED \_\_\_\_\_  
NUMBER OF ADULTS GOING \_\_\_\_\_

LIST OF PLACES TO BE VISITED WHICH REQUIRE THE PAYMENT OF A FEE  
PLACE FEE BOOKING CONFIRMED IN WRITING

_____	£ _____	_____
_____	£ _____	_____
_____	£ _____	_____
_____	£ _____	_____

SIZE AND NUMBER OF COACHES REQUIRED WITH SEAT BELTS \_\_\_\_\_

QUOTES FOR COACHES

COACH FIRM 1 \_\_\_\_\_ QUOTE \_£\_\_\_\_\_

COACH FIRM 2 \_\_\_\_\_ QUOTE \_£\_\_\_\_\_

COACH FIRM 3 \_\_\_\_\_ QUOTE \_£\_\_\_\_\_

QUOTE ACCEPTED FROM COACH FIRM \_\_\_\_\_  
BOOKING CONFIRMED \_\_\_\_\_

OTHER EXPENSES LINKED TO THE VISIT INCLUDING DONATIONS:

Details:

\_£\_\_\_\_\_

ACTUAL COST OF VISIT PER CHILD \_£\_\_\_\_\_

TOTAL TO BE REQUESTED AS A VOLUNTARY CONTRIBUTION PER CHILD:

£\_\_\_\_\_

TOTAL ANTICIPATED TO BE FUNDED FROM SCHOOL FUND: \_£\_\_\_\_\_

## **APPENDIX 9 Information to Parent/Carers being offered a package holiday.**

### **Requirements -**

Any descriptive material advertising the package must not contain any misleading information.

A created brochure (printed matter offering package/s for sale) must include details regarding all of the following -

price; type, place and category of accommodation; meals included; an itinerary; details regarding passport and visa requirements; method of payment and due dates; how customer's money is safeguarded.

Before anyone actually purchases the package they must be given in writing the information regarding passport, health and security of customer's monies. This is of particular relevance where no brochure has been produced or given to the child's parents.

In good time (eg at least a couple of days) before the start of the journey further written information must be given. This includes -

times and places of stops and transport connections; name, address and telephone number of organiser's representative or other method of contacting organiser; how to contact a child under 16 or the person responsible for him or her during the trip/holiday; and how to obtain suitable holiday insurance to cover against the costs arising from sickness, or the need for urgent transport home, etc.

When selling a holiday to a parent a contract is entered into to provide for all connected matters, as described. The Regulations require that a written copy of that contract is provided to the parent (or other purchaser). The contract must include -

dates of holiday and destinations; means and categories of transport; location, tourist category and main features of accommodation to be used; meals included in price; names and addresses of organiser, retailer and insurer; the price and any compulsory extras (eg landing fees, tourist taxes) not included; payment method and dates due; and any special agreed requirements (eg vegetarian meals).



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## APPENDIX 10 MODEL GUIDANCE FOR VOLUNTEER HELPERS ACCOMPANYING A VISIT

Volunteer Helpers must have written information given to them at least a day before the visit so that they are fully prepared to support the children they are accompanying.

Visit information for Parents must include:

1. the objectives of the visit;
2. a list of which children are with which adult;
3. how specific children should be assisted (If applicable);
4. what they are allowed to do / where they are allowed to go;
5. what they should not do / where they should not go;
6. how they should proceed through a number of attractions;
7. specific skills, knowledge, understanding or attitudes the children should develop at certain places on the visit.

They should also be directed to the relevant sections of the Volunteer Helpers Handbook. These reinforce confidentiality, health and Safety and S.E.N in relation to visits.



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## APPENDIX 11. MEDICAL LOG

PUPIL \_\_\_\_\_

MEDICATION TO ADMINISTER	AMOUNT IN EACH DOSE	FREQUENCY	SIGNED BY PARENT/CARER

### LOG OF ADMINISTRATION

DATE	AMOUNT OF MEDICATION (above) ADMINISTERED	TIME OF ADMINISTERING MEDICINE	MEDICINE GIVEN BY