

Educational Visits Policy



Date of Policy June 2013

Approved by Governors: September 2015

For Review: September 2016

Rationale

School visits form an important part of school life. All classes have regular sessions out into the community, using the school minibuses, or local transport. These visits support the curriculum, provide opportunities to generalise skills taught in the class, and give our pupils a wider experience of the world about them

This policy is a supplement to Haringey's 'Educational Visits and Journeys – Guidance for schools'. Copies are available in SMT offices and should be read by all members of staff who are engaged in planning, preparing or participating in out of school activities. ? (Willow have in each classroom)

Purposes

These visits are to:

- 1 Support and reinforce all areas of the curriculum and enhance and enrich Brook Schemes of Work
- 2 Develop independence skills e.g. road safety, shopping skills
- 3 Encourage independence in the community e.g. use of local facilities such as Tottenham Leisure Centre, Bruce Castle, Local shops etc
- 4 Generalise skills in different contexts
- 5 Generalise appropriate behaviour learned in school
- 6 Widen our pupils experience of the world about them
- 7 Promote inclusion by inviting mainstream peers when possible
- 8 Attend specific events related to school projects, the Creative Arts etc

Guidelines

General

- 1 Parents consent must be obtained for regular and routine visits that take place within the school timetable. (these are either timetabled for am or pm)
- 2 Specific consent must be sought from parents if the visit is not supervised by a teacher
- 3 Specific consent must be sought from parents for transporting pupils in vehicles belonging to teachers or support staff
- 4 Teachers or support staff using their own cars must have suitable insurance which allows the transportation of pupils
- 5 Remote supervision – some pupils may practice independence skills e.g. travel training, shopping with reduced supervision. A risk assessment should determine how closely the pupil needs to be supervised. Parental consent must be obtained if this is to take place
- 6 The Lead for Teaching and learning will look at plans for educational visits at the beginning of term to assess whether they are relevant to the schemes of work.
- 7 All drivers of the school minibus should do a quick visual safety check of the vehicle before setting out on a journey. All faults should be reported immediately to the Felicia Rock – Senior Admin.
- 8 Volunteers can sometimes enable a visit to go ahead which could not otherwise be adequately supervised. Volunteers should never be left in sole charge of pupils. DBS checks for volunteers are essential if volunteers are helping with groups of pupils on residential journeys

Teachers:

- 1 Write termly schemes of work for educational visits, specifying learning objectives and outcomes and detailing places they will be visiting. These should be given to the Lead for Teaching and Learning together with other class schemes of work. Risk assessment forms can be found in Brook – Day to day essential information folder on the Brook staff drive.
- 2 Carry out an exploratory visit to the area or venue, or gather adequate information in other ways, *including how long the journey will take there and back.*
- 3 Risk assessments should consider the health, safety and welfare of all party members and include reference to behaviour support plans when appropriate
- 4 Plan and follow up the visit in a way that is meaningful to the pupils
- 5 Ensure that there are enough adults to ensure the pupils safety and that all party members are clear about the purpose of the visit
- 6 Carry out on going risk assessments i.e. discussions between group members and judgements made by staff during a visit to take account of changes in plans or circumstances
- 7 If applicable, ensure that at least one member of staff has been trained in medical procedures e.g. administration of rectal diazepam, tube feeding. All medicines taken out should be signed for (class administration of medicine book) and returned and signed at end of visit.
- 8 Inform Key Stage 2 leader immediately if there are any concerns about the trip which might affect future visits.
- 9 Ensure that all pupils are secured by appropriate means i.e. seat belts, car seats, clamps and belts for wheelchairs
- 10 Fill in an Educational Visits Form specifying names of pupils and staff; destination; time out and estimated time of return; purpose of visit; mode of transport and place This form is available at Reception, and classes have a copy issued to them by the Senior Admin officer.
- 11 Take a mobile phone with them and all pupil details, including parent/carers phone numbers.
- 12 Take with them written procedures in event of a serious incident or accident

For all day visits the teacher should, at least two weeks in advance:

- 1 Inform the administrative assistant to cancel lunches and order packed lunches
- 2 Inform the parents/carers (for their permission, voluntary contributions, suitable clothes etc)
- 3 Inform the nurse to prepare any necessary medications
- 4 Liaise with Felicia Rock, Senior Admin and the relevant class re: **all day** use of mini bus if this is liable to impact on another weekly timetabled slot.

Emergency Plan

The Brook: Tel no. 0208 808 7120

Headteacher: 07710253085

Immediate Action

Establish the nature and extent of the emergency

Account for the entire party and protect them from immediate danger

Call emergency services and render first aid

Phone school, the person in charge will make the organisational decisions

At the Incident	Contact the school
<ul style="list-style-type: none">● Call 999 and give details of the incident including:<ul style="list-style-type: none">- Time of incident- Numbers, names and details of injured or missing- Action taken- Contact number for group leader● Restrict access by students and staff to telephone● Remove remainder of party to safety and give reassurance and support● Ensure that a member of staff accompanies student(s) to hospital● One adult should remain at incident to liaise with emergency services● Refer press to LA Emergency Planning Officer. DO NOT MAKE STATEMENTS TO THE PRESS● Legal liability should not be discussed <p>At School</p> <ul style="list-style-type: none">● Complete accident form● Write report of events, times and contacts while still fresh in memory	<ul style="list-style-type: none">● Give school contact as much information as possible. To include:-<ul style="list-style-type: none">- Time of incident- Names of injured or missing- Details of injuries- Action taken● Establish lines of communication between leader/school/LA● Group leader should inform Head Teacher <p>School Action</p> <ul style="list-style-type: none">● School to contact LA Emergency Planning Officer● Head Teacher should contact parents of those involved giving a full factual account of the incident. For serious incidents all parents should be contacted in order to give reassurance● Media should be referred to the LA Press Office● Notify insurers, which may include emergency assistance

Three Categories of visits have been identified

Category 1

Visits within the school day or extended school day not involving travel outside Greater London and not involving adventurous activities. This category is intended to cover swimming and sports fixtures and regular or routine visits to local establishments and facilities.

Approval procedures for Category 1

Approval by the Governing Body – this could be blanket approval based on procedures agreed between the HT and the GB and should be recorded

Category 2

Visits which do not fall into the above category but which do not involve an overnight stay (other than in a facility maintained by Haringey Ed Services including Pendarren), travel by sea or air or adventurous activities

Approval procedures for Category 2

Completion of Form HSV1/03 – Part One

Approval by the Governing Body – completed form should be signed by Chair of Gobs

Approval of by HT or EVC – completed form should be signed by HT or by the EVC on behalf of the HT

Category 3

Residential visits, overseas visits and visits involving adventurous activities
Visits to Pendarren

Approval procedures for Category 3

Completion of Form HSV1/03 – Part One & Part two

Approval by the Governing Body – completed form should be signed by Chair of Gobs

Approval of by HT or EVC – completed form should be signed by HT or by the EVC on behalf of the HT

Approval by Director of Education – completed form should be signed by the Senior Health & Safety Officer and should reach the Officer at least 6 weeks before the start of the proposed trip

Procedure notes for Risk Assessments

The purpose of a risk assessment is to create a safe and healthy environment for all. It is a process of checking for things which could harm people's health and safety and then deciding whether you have enough precautions in place to prevent harm to people or whether you need to do more

It is a legal requirement to complete a risk assessment and to manage the risks identified

It is useful to think of the process of risk assessment in five stages

1. Identify potential significant hazards. A hazard is anything which has the potential to cause harm e.g. crossing busy roads, slippery rocks, long exposure to strong sunlight
2. Identify the people who are at risk e.g. all pupils, staff, volunteers, students
3. Record the existing measures which control the risks e.g. staff have completed an exploratory visit, buoyancy aids provided. The existing measures may be contained in a policy document or guidance provided by an expert body in which case it is acceptable to refer to the policy or section of the guidance document
4. Decide how to control the hazards that are not sufficiently controlled under 3. list the hazards and the additional control measures e.g. long exposure to sunlight – group members to wear long sleeved shirts and sunhats, sun barrier cream to be used on all exposed skin
5. Ensure that you continually monitor the hazards during the visit