



## Educational/Off Site Visits Updated August 2006

### Introduction

Educational visits enable pupils to benefit from a wide range of first hand experiences. They extend the classroom and provide stimulating opportunities for learning, which it is not possible to provide within the confines of the school building. Visits and off site trips enrich the children's educational experience and enhance learning. The quality of sessions from outside experts makes these opportunities educationally worthwhile.

In planning for a visit, however, staff must be mindful of their duty of care and follow the procedures to enable off-site activities to take place safely. Teachers must take reasonable care of their own and others' health and safety.

### Planning a visit

Successful planning of all visits will require consideration of the following issues:

### Approval

Approval must always be obtained from the Head Teacher to take pupils on any trip at all. In the case of residential trips, approval must be sought from the Governors. Clearly this may take the form of a standing instruction where a trip is organised as a matter of course (eg sports match) but it may require consideration of the venue, transport and staffing issues.

Detailed planning should be documented using the outing planner form and this should be completed with as much information as possible with office staff. This should be stored together with any information and subsequent confirmation/invoices/booking forms in the outings folder in the office.

### Group Leader

This is usually the class teacher. The Head Teacher must be satisfied with the detailed planning as she has overall responsibility for the supervision and conduct of the visit. The group leader is responsible for the risk assessment and the planning and preparation of the visit. S/He should be familiar with the place of the visit and will have wide ranging duties, from briefing parents and pupils to ensuring that appropriate medical information is available and everyone is aware of emergency procedures.

### Risk Assessment

Off site visits vary. Residential visits require the greatest planning. Before embarking on any visit, it is important to undertake a risk assessment to anticipate any safety problems. In the process of examining what could cause harm, staff should weigh up whether they have taken enough precautions. It is necessary to consider the following types of control measures:

- competence, experience and qualification of school supervisory staff
- ratio of staff to pupils - this should be agreed upon depending on the number required for the activity and safe transport
- provision of first aid - see emergency procedures below
- insurance arrangements - school has public liability. Additional cover is obtained for residential school journey. Details available from the Bursar
- transport and road safety

- emergency action plan
- informing parents prior to trip
- parental consent forms
- written codes of conduct for those assisting on visits - parents assisting on outings must be given clear guidance as to their role
- codes of conduct for pupils on trip
- ongoing risk assessment- risks should be monitored throughout the visit and where appropriate activities should be modified or curtailed to suit changed or changing circumstances.

A standard risk assessment form is included as an appendix to this document as are various codes of conduct for use with parents and pupils. Many locations already have their own risk assessment and it is useful to request this when booking/confirming

### **Transport**

Group leaders should decide after consultation with the Head whether transport will be coach, public transport or parental vehicles.

Public transport using the underground may be booked under the arrangement with Transport for London and booked online.

The school uses a number of regular coach companies, all used to providing transport for schools. All pupils must use seatbelts and if parental vehicles are used the School must check that all children are seated in accordance with latest legal requirements on child seats. Check that the coach has been confirmed and take the driver's mobile phone number so that you can confirm pick up arrangements.

### **Emergency procedures**

All teachers leading outings should always take the following with them  
 class list of all children including home phone number  
 mobile telephone  
 first aid kit (green bag)  
 emergency float  
 medicine bag relating to IHP

Staff should be aware of any medical needs of particular pupils and take with emergency medication where necessary. In the event that the class teacher is not able to administer medicines as per a child's Individual Health Plan either an additional teacher will attend the trip or the parent of the relevant child will be asked to attend. In the case of regular swimming visits parents will not be required to attend and the School will provide all required staff.

### **Payments**

Group leaders should ensure that they take cash/cheque to pay for entry. Some venues will require prepayment and others will invoice following the visit. The cost of outings is added to the school bill so that teachers will not have to handle incoming money. For every trip, written permission must be obtained from parents prior to the visit. These should be kept in the school office.

### **Evaluation**

Records of all visits are kept in the concertina file in the office. These are filed alphabetically and can be used for future planning. Evaluation forms are available and these should be filled out and kept with information where a visit has not been successful or there are serious considerations as to whether this is a good venue for future groups from the school.

### **Swimming**

This is a regular part of the KS2 curriculum. Permission is obtained for each child at the start of each academic year. Arrangements are made with LB Barnet (now under Greenwich Leisure) for sessions at Finchley. Guidelines for behaviour, securing of seatbelts on the coach and the checking of party numbers should be followed. Guidelines are issued and teachers are expected to adhere to these to enable swimming tuition to take place smoothly and safely. Any injury/accident at the swimming pool must be reported there and first aid administered by a lifeguard. Staff must follow any procedures laid down by the pool staff and ensure a written report of injury is logged there. Any accident should also be entered in the school accident book on return to school.