

**Educational Visits Policy**

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| Updated By | Mrs V Wylie (30/04/2020) |
| Date Accepted by BoG | 21/03/18 |
| Review Date | April 2021 |

**Aims**

The policy applies to school activities where the pupils are involved in a day visit or a residential activity. The school recognises that pupils have rights as individuals and treats them with dignity and respect. Throughout these activities the school aims to:

* promote the pupils’ welfare, health and personal development;
* provide the highest possible standard of care;
* protect the pupils from harm of all kinds;
* assist the pupils in establishing a sound standard of self-discipline.

**Related Policies**

This policy should be read and understood in close association with the “Educational Visits – Best Practice 2009” along with the following related policies:

* Child Protection/Safeguarding Policy
* Positive Behaviour Policy
* Intimate Care Policy
* Medication Policy
* School’s Complaint Procedure

**Method**

* Parents will be supplied in advance with details of any proposed educational visit.
* All educational visits will have an appropriate level of supervision, using qualified leaders where necessary.
* Contact details for all residential activities will be provided to parents together with an emergency phone number.
* Parental consent is required in advance for participation in the activity and the administration of medication.
* Parents will be required to submit details of medical problems and dietary needs in advance.
* Parents will be required to authorise necessary emergency hospital treatment and give permission for their child to be represented by a member of staff in the event of a serious incident.
* Appropriate sleeping and showering facilities and arrangements will be available for pupils (see procedures).
* All transport used will conform to current legislation.

**Complaints Procedure**

If any parent has concerns about the conduct of an educational visit he/she should in the first instance, contact the leader-in-charge. The matter will be recorded, fully investigated and reported.

**EDUCATIONAL VISITS PROCEDURES**

**INFORMATION TO PARENTS**

Before the start of the activity:

* Parents must be given full written details of the activity and the appropriate parental consent forms must be completed for all pupils who are attending either a day visit or a residential.
* Parents must be given the name and telephone number of the centre used and the name(s) of the leader(s) for contact in an emergency during the residential activity. If the activity is not centre based parents must receive an emergency phone number for the leader(s).

**RECORD KEEPING**

* An application for the school visit/activity must be completed and permission obtained from the Principal.
* A risk assessment document must be submitted to the school office.
* All staff and adult leaders must complete medical details and next of kin information.
* The leader in charge must maintain a full record of the details of all attending. He/she is required to bring the original parental consent forms and the leaders’ next of kin information to any activity. All leaders must be briefed on where these consent forms are to be stored during the activity.
* A written, signed and dated record must be kept of all accidents, injuries, incidents and allegations occurring during any educational visit.
* In the case of residential trips, copies of the parental consent forms and the leaders’ next of kin information must be lodged with the school office before embarking on any visit.
* For educational day visits, the consent forms are retained by the leader in charge and a list of names of participants lodged with the school office.
* The School Meals Kitchen must be informed of proposed educational visits and for day visits provided with numbers of children requiring free school packed lunches.
* Ready access to a phone should be available at any centre used and the school’s mobile phone taken where appropriate. All leaders must be briefed on the school contact phone number(s) for use in an extreme emergency. Should the emergency occur outside of school hours, staff should use the contact phone number(s) they have been provided with by the Principal.

**SUPERVISION**

Supervision ratios will be determined by the nature of the educational visit and the outcome of the risk assessment.

For residential trips where possible leaders should be combination of males and females.

**Day trips (non-hazardous) – Regular and One Off Day Visits:**

**Foundation Stage** 1:10

**Key Stage 1&2:**1:15

**Residential activities in UK and Ireland:**

**Key Stage 2:** 1:10 and at least 2 members of teaching staff

It is acceptable for residential trips to be accompanied by appropriately qualified and approved adults at the discretion of the Principal.

All pupils’ activities must have a level of supervision provided by the leaders which is appropriate to the nature of the activity and to the outcome of the risk assessment.

For all out-door pursuit activities, the level of qualified supervision must be in accordance with the guidelines provided by the EDUCATION AUTHORITY and/or other relevant bodies.

All leaders must be aware of the chain of command established by the leader in charge.

There must be clear communication and display of leaders’ duties.

**BEHAVIOUR**

The required code of behaviour for the activity or visit must be consistent with the Positive Behaviour Policy.

The standards of expected behaviour will be explained to the pupils prior to departure and again on arrival.

All leaders are made aware of and must follow behaviour guidelines to be found in the Educational Visits Code of Conduct for the staff (Appendix 2).

**MEDICAL**

Medical problems and dietary requirements for all pupils and leaders must be notified on the appropriate forms.

Parents must give written permission for the administration of medication. This permission should be with the teacher in charge prior to the departure of the trip.

Where first aid is required, this should be administered, where practicable, by a person with the relevant training.

Medical equipment should be readily accessible but safely stored.

**SLEEPING ARRANGEMENTS FOR RESIDENTIAL TRIPS**

Adult leaders should not sleep in the same room as the pupils. In exceptional circumstances (for instance a medical emergency) where this is not possible there must be at least two leaders aged 18 and over in each room.

Adequate nearby supervision must be provided.

All leaders and pupils must be familiar with fire and safety procedures and a drill conducted as soon as possible, where appropriate.

**TOILET AND SHOWERING FACILITIES**

Leaders’ and pupils’ facilities should, if possible, be segregated. Where this is not possible the facilities must be used at separate times.

The privacy of the pupils must be respected.

**INTIMATE CARE POLICY**

Particular care is required when supervising pupils in the less formal setting of a Residential Visit.

Staff are guided by our Child Protection/Safeguarding procedures, Pastoral Care and Positive Behaviour Policies. As some specific Intimate Care issues may arise in a Residential context, reference should be made to the school’s Policy for Intimate Care.

**TRANSPORT**

Hired transport must be from a licensed company.

All minibuses used must conform to current legislation. The maximum number of people who can be driven in the school minibus is determined by the number of seat belts provided. Pupils must always wear a seat belt.

Private cars can only be used within the limitations of the owner’s insurance.

A leader should not travel alone with a pupil. Ideally there should be a minimum of two pupils in the car, travelling in the back seat of the car. Where this is unavoidable, another teacher should be told, the parents notified if possible and the pupil should be seated in the back of the car.

**COMPLAINTS PROCEDURES**

Problems or complaints arising out of the conduct of an educational visit should normally be made to the leader in charge who must investigate the matter. A written report must be made to the Principal at the earliest possible opportunity and the outcome of the investigation communicated to the parents.

Complaints against the leader in charge should be made to the Principal.

In any situation relating to an educational visit where a suspicion of child abuse exists or a complaint or allegation is made, the school will act in accordance with its Child Protection/Safeguarding Policy and Procedures.

The School’s Complaints Procedure provides more detailed information about dealing with a complaint.

**EVALUATION**

Leaders are encouraged to seek the views of pupils attending, e.g. informally and by means of a questionnaire.

Parents should be given the opportunity to contribute views after any activity. This can be done by emailing the leader in charge of the activity.

Leaders should provide their own feedback to the leader in charge.

Leaders will evaluate the responses and incorporate the findings as appropriate into the planning of future events.

**STAFF CHECKLIST FOR EDUCATIONAL VISITS**

**Pre Visit Action:**

* Application for visit/activity completed and submitted to Principal at the earliest opportunity
* Permission obtained from Principal
* Accommodation booked and confirmed,where appropriate
* Transport organised (approved vehicles)
* School’s mobile phone booked, where appropriate
* Emergency school contact number(s) established
* Insurance checked with school office
* First Aider appointed, where appropriate
* First Aid equipment organised, where appropriate
* Accident/incident book prepared, where appropriate
* Payment/cheque for activity
* Canteen informed of the Educational Visit and packed lunches ordered if appropriate
* Consent forms produced and forwarded to parents of all pupils
* All staff and adult leaders must complete medical details and next of kin information
* Completed consent forms checked for medical details, special dietary requirements etc., and forwarded to appropriate leaders
* Risk Assessment completed and programme amended if required.

**Copies of the following must be submitted to school office before departure:**

• Programme/details of the residential centre

• List of names of participants

• Risk Assessment (Appendix 1)

**Copies of the following must be received by Leader in Charge before departure:**

• Parental consent forms (residential activities only)

• Staff and adult leaders next of kin information (residential activities only)

**Information for initial briefing at start of residential**

• Safety procedures for residential centre

• Chain of command

• Accident/incident procedure

• Complaints procedure

• First aid arrangement

* Fire Drill Procedures

**Additional information for all leaders**

• Copies of the Educational Visits Code of Conduct for all leaders (Appendix 2)

• Location of the parental consent forms and details of the school’s emergency contact number(s)

**APPENDIX 1**

**Guidance on Risk Assessment**

1. Educational visits cannot be entirely risk-free. The aim, therefore, must be to contain risks within acceptable levels. This is achievable provided that organisers of any educational visit give careful consideration to planning and risk assessment.

2. Care must be taken not to expose the pupil to unacceptable physical or psychological risk.

3. Fundamental to the planning process of any educational visit is the process of risk assessment.

4. Risk assessment allows the leaders to make a reasoned judgement about the level of risk involved and what needs to be put in place to reduce the risk to an acceptable level to permit the visit to go ahead.

5. This is achieved by either:

(i) eliminating the identified hazards altogether (for example, by choosing not to use a water sports centre if the Centre staff do not possess current life-saving qualifications)

**or**

(ii) managing hazards by introducing effective control measures (for example, by ensuring that participants are led by competent and experienced instructors when participating in adventurous activities)

6 Risk assessment comprises the following steps:

• identifying the hazards

• identifying the people who may be at risk

• evaluating the potential risk

• establishing additional safety and/or control measures

• disseminating information to all relevant persons and maintaining appropriate records

7. **The group leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during an educational visit and ensure that appropriate action is taken as necessary.**

1. It is frequently the case that, in planning an activity, certain aspects of the exercise are ‘assumed’ to be adequately taken care of. Assumptions should not be made and each visit should be assessed on an individual basis. For example, ‘the school used outdoor centre X last year and everything was very well organised so it is sure to be fine this year again!’. If acted upon, this assumption may fail to disclose the fact that the staff at outdoor centre X has changed since the school’s last visit and that its public liability insurance policy has since lapsed. Therefore, this visit must not proceed.
2. Risk assessment can be undertaken by identifying the hazards and then assessing the risk. Note that a hazard is anything with the potential to cause harm. Risk is the likelihood of harm from the hazard being realized
3. The vital issue is whether the risk can be managed. If there are doubts that the risk is manageable, then it is advisable to change the activity *and/or* the location.
4. *Where there is considerable concern as to the outcome, it is better to abandon and redesign the educational visit than to expose young people to an unacceptable level of risk.*
5. Group leaders must fully record their risk management decisions on paper.

**Risk Assessment Pro Forma**

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| --- | --- | --- | --- |
| **School** | Carniny Primary School | **Date of Risk Assessment** |  |
| **Activity** |  |
| What are the hazards? | Who might be harmed and how | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
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**APPENDIX 2: Code of Conduct for Leaders accompanying Pupils on Educational Visits**

**A. Introduction**

(a) It is the responsibility of the leaders to maintain high standards of behaviour and discipline. Staff must set an example to group members in everything they say or do.

(b) While on a residential visit, staff must remain responsible for the conduct and safety of the pupils twenty four hours a day. This should be taken into consideration when deciding on appropriate supervisory arrangements.

(c) In as far as it is possible, all pupils should experience equality of opportunity with respect to participation in educational visits.

**B. Code of Conduct**

**1. Private Meetings with Pupils**

(a) Staff should be aware of the dangers which may arise from private interviews or meetings with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open.

(b) Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.

(c) In such interviews there should be a desk width between the leader and pupil.

(d) Where possible another pupil or preferably another adult, should be present or nearby during the interview.

(e) A leader should not travel alone with a pupil. Ideally there should be a minimum of two pupils in the car, travelling in the back seat of the car. Where this is unavoidable, another teacher should be told, the parents notified if possible and the pupil should be seated in the back of the car.

**2. Physical Contact with Pupils**

(a) As a general principle, staff are advised not to make unnecessary physical contact with pupils.

(b) For example in the coaching and playing of sports and in the demonstration of associated skills, physical contact should be avoided. Staff should be aware that such physical contact is open to misinterpretation by the pupil, parent or other casual observer.

(c) Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately the leader in charge or to his/her line manager in school.

(d) It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. It may be fitting to give a distressed child the sort of reassurance involving physical comforting that a caring parent would provide, but this is generally only suitable for younger children. Whilst staff should not feel inhibited from providing this comfort it must be age-appropriate and staff must be aware that perfectly innocent actions can be misconstrued.

(e) Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.

(f) Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.

(g) In extreme cases, a leader might have to physically restrain a pupil to prevent him causing injury to himself, to others or to property. In such instances, only the minimum necessary force must be used and a report of the incident, together with names of witnesses, be given to the Principal as soon as possible after the incident. [DENI Circular 1999/9, on the use of reasonable force, gives guidance on Article 4 of the Education (Northern Ireland) Order 1998 (Power of member of staff to restrain pupils).

(h) Staff who have to administer first-aid to a pupil should ensure wherever possible that it is done in the presence of another adult or other children. However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.

**3. Relationships and Attitudes**

(a) Within the Pastoral Care Policies of the school and the Board of Governors, staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation.

(b) Attitudes, demeanour and language all require care and thought, particularly in view of the more informal atmosphere that often prevails during a school visit or residential.

(c) On returning from the visit or activity, leaders must always inform the Designated Teacher for Child Protection of any incidents about which they have concerns. If the matter is urgent, the Designated Teacher should be contacted by phone.

**4. Pupil’s Right to Respect and Privacy**

(a) A leader should not repeatedly hector a pupil using an excessively loud voice nor repeatedly criticise a pupil to the point of apparent victimisation.

(b) A leader should never make sexually suggestive or inappropriate comments about a pupil, even in jest.

(c) Adult leaders should not sleep in the same room or tent as the pupils. In exceptional circumstances (for example, a medical emergency) where this is not possible there must be at least two leaders aged 18 or over in each room or tent.

(d) Leaders’ and pupils’ toilet and showering facilities should, if possible, be segregated. Where this is not possible, the facilities must be used at separate times.

**5. Acceptable Behaviour from Pupils**

(a) The leaders should communicate clearly to the pupils the rules for acceptable behaviour. These rules should reflect the expectations of the school’s Positive Behaviour Policy and should emphasise the following:

• Respect should be shown for the rights of others in the group.

• Good manners and behaviour should be displayed by all.

• Other people’s property and belongings must never be interfered with.

 (b) The school has the right to refuse any pupil from participating in the activity or visit, whose involvement may be considered to be prejudicial to the safety of the individual, the group, or to the efficient or safe running of the activity.

**Emergency Plan**

**Please ensure:**

1. Group Leaders have in their possession an appropriately charged mobile phone with SIM card
2. Group Leader has all appropriate contact numbers (pupils parents, Group Leaders, Bus Driver , School, Hotel)
3. Group leaders have each other’s mobile numbers stored on their phones
4. Medical forms and medication are to hand
5. All leaders have First Aid Kit
6. There is a sufficient Pupil/Staff ratio to allow for one adult to be removed

**In the event of an Emergency** (Injury to child, lost child, illness, playground accident etc.)

* Contact Group Leader
* Assess situation
* Depending on the severity, take the best course of action i.e. comfort and reassure child, apply First Aid, call for ambulance, contact police,
* Remove remainder of children to a safe environment with another group leader (Children at all times being supervised)
* Contact school and relevant parent/s to explain situation
* Arrange possible transport home with adult leader

**EDUCATIONAL VISITS CHECKLIST**

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| **PLANNING PHASE** |  |  |
| **STEP TAKEN**  | **COMMENT** | **INITIAL AND DATE** |
| Prepare a budget for the cost of the trip.  |  |  |
| Complete application and obtain authorisation from the Principal, including the copy budget.  |  |  |
| Submit a list of names of participants to office.  |  |  |
| Submit a risk assessment document to the office.  |  |  |
| Confirm insurance with office.  |  |  |
| Prepare consent form and forward to parents. Update risk assessment if required.  |  |  |
| Prepare next of kin and medical details form for leaders and capture information. Update risk assessment if required.  |  |  |
| Book transport.  |  |  |
| Book accommodation.  |  |  |
| Book school mobile phone.  |  |  |
| Make appropriate payments. |  |  |
| **IMMEDIATELY PRIOR TO VISIT**  |  |  |
| **STEP TAKEN**  | **COMMENT** | **INITIAL AND DATE** |
| Have complete detail of consent forms and leaders next of kin available to bring to the visit.  |  |  |
| Provide a list of names of participants with the School Office and the School Meals Kitchen to be informed of numbers.  |  |  |
| Lodge copy of the following with the office: * Programme details
* Parental consent forms and leaders next of kin information
* Risk Assessment
 |  |  |
| **FOLLOWING VISIT**  |  |  |
| Perform evaluations.  |  |  |
| Compare actual costs to budget.  |  |  |