



BRAMCOTE HILLS PRIMARY SCHOOL

Policy for Educational Visits and Activities

1. General Principles

The Governors and staff accept that:

- 1.1 All school visits and off-site activities should be planned with clear educational outcomes so that they can play a full part in enriching and extending the curriculum for children.
- 1.2 In accordance with current legal framework* we take all reasonable steps to include in educational visits all young people with specific needs and disabilities. If this is not possible, then the curricular aims of the visit for pupils who are unable to attend, should be fulfilled in other ways.
*The Human Rights Act (1998), Special Educational Needs and Disability Act (SENDA) 2001, Disability and Equality Act and Disability Discrimination Act(2005)
- 1.3 Visits are regarded as an extension of the school situation and so the same legal responsibilities and health and safety guidelines apply.

Staff act 'in loco parentis' while they are responsible for the care, custody and control of other people's children. This means they must take the same care that a reasonable, prudent and careful parent would take in the same circumstances. As a result, staff should:

- try to think as a parent might in similar circumstances
 - consider on what grounds they could justify their decisions
 - err on the cautious side and, if in doubt, reconsider or consult
- 1.4 All off-site excursions, except routine visits to the swimming pool and other facilities on the campus as a whole, should be planned in accordance with this policy.
 - 1.5 All staff should be familiar with the contents of the LA document 'Nottinghamshire County Council's Visits Policy and Guidance 2011' which is found on the EVOLVE system.
 - 1.6 The Governing Body will be kept informed about day visits that have taken place and pre-notified about Extended Visits.



2. Preparing for a Visit

- 2.1 Where practicable, off-site educational visits should be included in the termly forecasts. In all cases, teachers should ensure that the visit will contribute to the overall curriculum for the year group(s).
- 2.2 The Head Teacher retains overall responsibility for off-site visits and should be consulted as early as possible as to whether or not a visit may take place. Early discussions should concern possible venue, dates, mode of transport and likely staffing, costs and activities.
- 2.3 The Head Teacher will be supported in the decision making process by the Visits Co-ordinator who should be consulted by the visit leader before any arrangements are confirmed.
- 2.4 Each off-site visit must have a visit leader who will be responsible for completing a pre visit BHPS visit approval form, complete the online planning and approval system (EVOLVE) and relevant risk assessments and for managing the visit as a whole. The Head Teacher and Visits Coordinator (VC) must be satisfied that the teacher is experienced and confident enough to manage the visit. It is recommended that a Deputy Teacher-in-Charge also be identified. In the case of local visits such as walks around the local area or nearby sporting fixtures the BHPS Local Visit Form and Local Educational Visits Risk assessments will be completed.
- 2.5 Following detailed planning, a BHPS Visit Approval Form must be submitted to the Head Teacher and VC to approve the arrangements *before* parents are informed of the visit. A file on the visit will be opened by office staff including a copy of the form. The visit leader must use the BHPS Visit Guidance Form to ensure that all aspects of planning and visits procedure have been completed. All visits, day visits and those involving overnight accommodation, adventure activities or high risk environments also require completion of details using the LA online planning and approval system (EVOLVE.) Approval for residential and high risk visits will now be sent to the Head and VC by e-mail notification.
- 2.6 There is no requirement for programme details, provider assurance forms to be sent to the LA for approval purposes now. However they should be in place and considered suitable by the Head and VC. The Provider Assurance checklist is a useful tool to use to check suitability.
- 2.7 It is a requirement that Risk Assessments be carried out for each school visit. Generic risk assessments are in place for visits which are regularly made. Teachers must check that these cover all activities to be undertaken on their visit, add the relevant risk assessment numbers to the EVOLVE form and print a copy of all relevant risk assessments and sign alongside the Head teacher when satisfied that all risk factors have been considered and suitable control measures are in place. A specific school risk assessment must be completed to demonstrate consideration for individual medical, behavioural and social needs.



3. Planning Considerations

3.1 Locations

Careful consideration should be given to the balance between travelling time and the benefits of a particular location. Day visits should not normally involve a journey time in excess of one hour.

3.2 Advice

When a visit involves adventure activities or an outdoor environment which is new to the school VC's should consult the Outdoor Education Adviser early in the planning process.

3.3 Prior Visits

Preparatory visits should be undertaken whenever possible to assess potential hazards as well as maximise the learning opportunities. Teachers should avoid making assumptions from previous visits. Costs incurred may be incorporated into the overall budget. Some Nottinghamshire Environmental Centres require that staff leading visits attend a training event prior to their first visit.

3.4 Supervision

Those accepting responsibility for supervision are effectively on duty continuously. A clear structure for the adequate supervision of pupils must be in place at all times. Teachers, non-teaching staff, parents and other adults may all be helpful but their roles and responsibilities should be clearly defined. Proper instructions and pupil lists should be provided and the teacher(s) must retain overall responsibility for supervision. Clear arrangements must be in place for when the pupils return home at the end of the visit. Supervising adults must sign the additional adults form to show an acknowledgement of the risk factors and control measures in place during the visit.

3.5 Supervision Ratios

3.5.1 A minimum of one teacher and one other adult should accompany any visit.

3.5.2 A ratio of one teacher to 20 pupils should not normally be exceeded. However, the Head Teacher may use discretion to include other school staff (teaching assistants) to fulfil the same supervisory role as teachers. Other adults, including parents, should be used to enhance the overall adult/pupil ratios. All parents accompanying children must register as a Parent Helper by completing a registration form. This ensures that 'standard' police checks are made. For residential visits time must be



allowed for the `enhanced` Criminal Record Bureau Check to be carried out.

3.5.3 The teacher: pupil and adult: pupil ratio must be approved by the Head Teacher and VC bearing in mind the following factors:

- the age of the children
- the medical or behavioural needs of the children
- the nature and duration of the visit
- the experience of the teachers and adults
- any potential hazards and the nature of the planned activities
- the number of adults provided by the centre to be visited

3.5.4 As a general guide –

- Most visits involving Years F, 1 & 2 would probably require a ratio of 1 adult: 5/6 pupils
- Most visits involving Year 3 would probably require a ratio of one adult: 6-10 pupils
- Most visits involving Years 4 – 6 would probably require a ratio of 1 adult: 10/12 pupils

3.6 Transport Arrangements

3.6.1 Teachers and others planning to use their own cars for transporting children on visits must check with their insurers that they are fully covered for such use. Seat belts and lap belts should be used by all children with a preference being given to using the rear seats. Parents must complete a form confirming that their insurance is appropriate.

3.6.2 Transport for school visits may involve double-deck buses, coaches and mini-buses. Seat belts (or lap belts) are required on all mini-buses and coaches booked by the school and must be used by children. One person per seat is the maximum allowed.

3.6.3 Double-deck buses do not require seat belts but may be used for school trips involving short distances. For school trips involving long distance travel on motorways or other high speed roads, only buses fitted with seat belts or lap belts should be hired.

3.7 Preparing the pupils

3.7.1 Children should be well prepared for any off-site visit with clear links to the curriculum before and after the trip. A full briefing on the programme, the itinerary and the activities should take place together with any safety briefing. When on the visit, rendezvous points and times should be established and adhered to, and pupils told what to do if separated from the group. Letters of thanks may be appropriate after the visit.



- 3.7.2 Children should know which adult(s) they will be working with during the visit.
- 3.7.3 Expectations of children's behaviour should be high and the school code of conduct should apply at all times. Uniform should usually be worn unless the proposed activities require more appropriate clothing.

4. Informing Parents

- 4.1 Parents should receive information about the proposed visit as soon as possible after the Head Teacher and VC have approved the arrangements set out on BHPS Visit Approval Form.
- 4.2 The letter to parents should state clearly:
 - the purpose of the visit
 - the proposed itinerary and activities
 - the date and times of departure and return
 - the transport arrangements
 - the meal requirements (including arrangements for ordering free school packed meals)
 - any pocket money limit
 - the staff involved
 - the recommended clothing, equipment and footwear
 - the arrangements for collecting children at the end of the visit
 - the level of voluntary contribution being sought
 - the following statement, or similar:

We are seeking a voluntary contribution of £...towards the cost of the visit. No child will be excluded from the activity if parents are unable or unwilling to make a voluntary contribution. However, the visit is dependent on enough contributions being received.

- 4.3 Specific, written parental consent must be obtained for each visit. Consent forms should be checked by the class teacher and handed in at the office on the day of the trip together with the BHPS Visits Form with final numbers included. The following is an example of a parental consent form which may be added at the bottom of the letter:

Year Group/ Visit Location/ Date		
Child's name:	Class:	
*I give permission for my child to go on the above trip		
*I enclose a voluntary contribution of £.....		
<i>(Correct money please or a cheque payable to Bramcote Hills Primary School in an envelope clearly marked with name and class – thank you).</i>		
* I am unable/unwilling to make a voluntary contribution		
Signed	Parent/Carer	Date:



Examples of Visit Letters are available from the office.

5. **First Aid and Emergencies**

- 5.1 An accurate list of everyone involved in a visit and Parental Consent Slips must be left at Reception prior to departure. For residential visits contact numbers for the adults' next of kin, visit leader, accommodation and/or tour operator should also be left.
- 5.2 A head count should be taken regularly – identity labels or wrist bands may be helpful for younger children showing the school's name and contact point, but not including the child's name.
- 5.3 In case of emergency or likely travel delay, the school should be contacted as soon as possible to agree an action plan. In the case of visits which take place out of school hours, a member of staff will be designated as the school contact (usually the Head Teacher). At least one mobile phone will be assigned for use on the trip. The school holds a mobile phone to be used for this purpose.) The cost of calls made on mobile, private or public phones will be reimbursed.
- 5.4 A First-Aid Kit should be taken on every off-site visit as provided by the appointed first-aider. Additional kits may be needed depending how the visit is organised. Wherever possible, every visit will include at least one adult who is responsible for and has a working knowledge of first-aid.
- 5.5 Any accidents should be recorded and reported following the usual procedures in school including informing parents as appropriate.
- 5.6 Any special medical requirements, including travel sickness, must be noted and the adult(s) in charge of the group aware of any special needs.

Specific arrangements must be in place for any child with a Health Care Plan.

- 5.7 To deal with possible travel sickness, teachers should take
 - supplies of paper towels
 - plastic container(s) and plastic bags
 - diluted antiseptic
 - spare clothing.
- 5.8 If any significant incidents occur during a visit this must be discussed with the VC after the visit and a copy of the significant incidents form completed.

6. **Financial Procedures**



6.1 The costs of any proposed visit and the voluntary contribution to be requested from parents should be fully discussed with the Head Teacher.

6.2 A visits fund may be created within the School Fund to allow some agreed level of subsidy:

- to support certain visits where the proposed voluntary contribution may be seen to be prohibitive
- to support families on income support who are not able to make a contribution
- to off-set the effects of some families choosing not to contribute towards the costs of a visit.

The Visits Fund may also receive income from visits where contributions exceeded costs and from specific fund raising income or donation.

6.3 The Governors' Charging and Remissions Policy (See Policies section of the Staffroom Server) must be adhered to. For visits taking place mainly in school time, only voluntary contributions may be sought. No child can be excluded from a visit if parents are unwilling or unable to make a contribution. Parents may request to see a breakdown of the costs of any visit and the voluntary contribution.

6.4 Staff may request a completed cheque to facilitate expenditure during the visit and, exceptionally, a cash advance signed and accounted for.

6.5 Participating staff will normally travel free. Contributions asked of parents and others taking part will need careful consideration at an early stage.

6.6 Collection of Monies

The following procedure has been agreed for the safe handling and recording of money sent in to school.

- i) When arrangements for a visit have been confirmed, the office will provide a list of children's names alphabetically on a 'Summary of Collections' Sheet
- ii) Parents will be asked to send contributions in an envelope marked with the child's name, the visit and amount enclosed
- iii) On days when money is brought to school, the money and sheet should be delivered to Reception in a zip wallet by an adult
- iv) All money will be recorded and checked by office staff on the day it is collected and the wallet returned to the teacher so that any receipts may be given out to the children
- v) In the case of unavoidable absence, parents may request a refund of part or all of the contribution.

6.7 Visit Summary

A summary of the trip accounts will be drawn up by the office on the Visit Summary form. All receipts and supporting records will be retained for five years within the school fund accounts for the purposes of external audit.



7. **Extended Visits**

Extended overnight visits may be arranged, if staffing allows, for children in Year 2-6. In addition to the guidelines in this policy, overnight visits also require:

- 7.1 pre-notification to the Governing Body via the Head Teacher's Report or Pupils and Personnel Committee
- 7.2 a female teacher and preferably both male and female staff
- 7.3 an appropriate adult: pupil ratio in recognition of the need for constant supervision
- 7.4 the cost of board and lodging to be identified as a charge to all participating pupils (except those families in receipt of Income Support) as the greater proportion of the visit is outside school hours
- 7.5 the completion of a fuller Parental Consent Form to include medical information.
- 7.6 appropriate arrangements for the administration of medicines including a Health Care Plan where required
- 7.7 insurance which is provided by the Insurance Section at County Hall against personal accident or theft of personal belongings. This is purchased annually as part of *Services to Schools*.
- 7.8 fuller information to parents so that they know full details of the accommodation, programme, sleeping and eating arrangements etc.
- 7.9 initial letters that indicate the proportion of the charge that is non-returnable.

Revised policy dated September 2011

Appendix of Visit proformas available on EVOLVE or from the office.

1. **BHPS Visit Guidance Sheet**
2. **BHPS Visit Approval Form**
3. **BHPS Local Visit Form**
4. **BHPS Local Risk Assessment**
5. **BHPS School Specific Risk Assessment Form**
6. **Providers Assurance Checklist**
7. **BHPS Additional Adults Confirmation Form**
8. **Significant Incident Form**
9. **Volunteer Drivers Form**
10. **Confidential Parental Consent Form**
11. **Summary of Collections**
12. **Visit Summary Form**
13. **Visit Guidance April 2011**