



Our Lady's Preparatory School and Day Nursery

Educational Visits Policy 3.7

Background to the Policy

The development of this Educational Visits policy has been informed by:

- Department for Children Schools & Families (DCSF) "Health and Safety of Pupils on Educational Visits" (Ref: HSPV2)
- Health and Safety Executive (HSE) @School trips and outdoor learning activities – Tackling the Health and Safety Myths.
<http://www.hse.gov.uk/services/education/school-trips.pdf>
- DfE – "Health & Safety: Advice on Legal Duties and Powers for local Authorities, Head Teachers, Staff & Governing Bodies"
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

This policy should be read and operated in conjunction with these other OLPS policies:

- The Health and Safety Policy
- The Child Protection (Safeguarding) Policy
- Equal Opportunities Policy
- Special Educational Needs (SEN) Policy

Policy Aims and Objectives

The School and Nursery aim to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for future life. The school's Headteacher and Trustees recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of Visits organised by OLPS

The school offers a wide range of educational visits, including:

- Visits to museums, galleries and other places of interest - Reception to Year 6
- Visits to playgrounds and open spaces - Day Nursery, Pre-School and Holiday Club
- Visits to historic sites and buildings in the surrounding area – Nursery to Year 6

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The Headteacher has overall responsibility for all the school's educational visits. If the Headteacher is absent or unavailable the Deputy Headteacher or Nursery Manager will act as the appointed deputy, and fulfill the same responsibilities regarding the management and approval of educational visits.

Visit Planning and Approval Procedure

Visits should be recorded, checked, and approved in accordance with the following procedures:

If possible, the visit organiser should make a preliminary visit to:

- assess potential areas and level of risk;
- make sure that the venue is suitable to meet the purpose of the school visit;
- become familiar with the area before taking the children there;
- obtain advice from the staff at the venue.

Permission/Approval for any trip must be obtained from the Headteacher as below.

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Day Visits (Routine)

- Approval sought at the beginning of the academic year to obtain "blanket approval" for the year for visits in the normal course of school activity e.g. Forest School off-site activities and swimming
- Approval sought at least 2 weeks in advance of the first of a series of visits

Day Visits (Non-routine)

- For one-off or occasional visits, approval must be sought at the beginning of the term that the visit is to take place or earlier if possible

- If a proposed day visit is scheduled to occur in the first two weeks of term, approval must still be sought at least two weeks in advance of the visit e.g. day visit to Windsor Castle or Legoland

Staffing Selection and Supervision Ratios for Visits

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The member of staff planning the trip must provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the Senior Management Team as part of the risk assessment and management process.

It is generally good practice to have at least two adults accompanying any off-site experience, even for small groups, so that there is some flexibility and reserve capacity if there are any problems. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

The choice of staff must include a sufficient number of those holding a current Paediatric First Aid Certificate for the number of children attending.

Before leaving the school the Teacher/Nursery Nurse in charge should ensure:

- all parental consent forms have been signed and returned to school – all children at Our Lady's have a general consent form for off site activities the relevant section must be checked;
- the register has been called and a list of all pupils who are going on the visit has been placed on the clipboard together with a list of all their contact telephone numbers and the school name and telephone number; a copy of the list is placed on the board in the school office;
- a list of all accompanying adults and their contacts should also be left in the school office;
- every adult on the trip knows how to contact the leader and has all relevant telephone numbers;
- all pupils who are going on the trip have suitable clothing for (a) the proposed activity and (b) any sudden change in the weather

The group leader and the school must be able to contact each other by mobile telephone. There are two school telephones available and the office must be informed of which one the group leader has. This information must be placed in the school office together with any other relevant contact details e.g. the visit venue. If both school telephones are in use,

permission will be given for personal mobile telephones to be used and any numbers must be lodged in the school office as above.

The headteacher should check that:

- the risk assessment has been made and that it is safe to make the visit;
- parents have signed consent forms;
- travel times out and back are known;
- there is adequate and relevant insurance cover;
- the Teacher/Nursery Nurse has experience in supervising and controlling the age groups going on the visit and will organise the groups effectively;
- arrangements have been made for the medical needs of all the children;
- the address and phone number of the visit's venue has been left in the school office;
- they have the names of all adults and pupils in the travelling group and the contact details of parents and staff and volunteers' next of kin.

Teachers, Nursery Staff and other adults on a school visit must:

- consider stopping the visit if they think the risk to the health or safety of the pupils is unacceptable;
- care for each individual child in their care as any reasonable parent would;
- follow the instructions of the group leader and help with control and discipline.

Adults who are not members of the Teaching/Nursery staff should not:

- have sole charge of pupils except where the child's parents have given specific written permission.

Pupils should:

- follow the instructions of the person in charge;
- not take unnecessary risks;
- remain within the group for the duration of the visit;
- dress sensibly for the visit's venue and the weather;
- behave responsibly;
- not eat or drink in the minibus or coach;
- sit properly on the minibus or coach and not distract the driver;
- never undo seatbelts until the journey is finished;
- if pupils feel unwell while travelling they should tell the Teacher or Nursery Nurse.

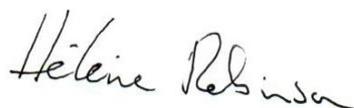
After the visit the group leader should assess and evaluate the success of the trip.

Monitoring & review

The School will review this Policy every year and any guidance or advice published by the DfE, ISI and / or other relevant bodies will be monitored on an ongoing basis, as will as the experience of any educational visits undertaken by Our Lady's, in the event that ad-hoc amendments or revisions are appropriate outside of this timeframe.

Reviewed: August 2017

Signed:

A handwritten signature in cursive script that reads "Helene Robinson".

**Helene Robinson
Headteacher**

To be reviewed: 24 months from "Reviewed" date