

# Roseberry Primary School

## R P S



## Policy for Educational Visits

|  |                        |
|--|------------------------|
| <b>Approved by the Governing Body:</b> | <b>February 2010</b>   |
| <b>Interim Review:</b>                 | <b>September 2015</b>  |
| <b>Review Date:</b>                    | <b>September 2017</b>  |
| <b>Head teacher:</b>                   | <b>Maggie Fearnley</b> |

## Roseberry Primary Educational Visits Procedure

*All visits that are deemed high risk i.e. residential visits, visits abroad and visits which contain hazardous activities should be risk assessed in school and approved by the LEA. All other visits should be risk assessed in school and approved by the Head teacher.*

*Roseberry Primary school does not have a policy for Educational visits but follows the DCSF policy which has been adopted by Stockton Borough Council.*

*Further information about visits can be found in the handbook – good practise guide which is available in the educational visit file on desktop.*

*We will keep a generic risk assessment form for walks around the local area (park, library etc.) and walks to the swimming baths. These should be read prior to the walk and reviewed yearly. These can be found on desktop.*

*Risk assessments gained from centres should not replace schools risk assessment form but should act as guidance on completion.*

### **Pre visit**

Plan the visit well in advance – visits should be planned when planning the units of work for the year at the beginning of each academic year (visits should be planned at least half a term in advance.

Decide who will lead the visit.

Contact the place you wish to visit to arrange dates and costs. Most places now have their own risk assessment for schools groups. A copy should be sent to the school.

Contact coach companies/rail to cost the transport (a list of school approved coach companies is available from the office.)

Go on a teacher pre-visit before completing the risk assessment form.

Inform the kitchen of the number of packed lunches that will be needed (please give the kitchen staff sufficient notice i.e. 2 weeks before the visit.

Gain the approval of the Head teacher for the trip to take place.

Send out a parent's letter outlining the arrangements and cost of the trip. A consent form should be attached at the bottom for parents to return and complete.

Read 'General Risk Assessment – notes of guidance', this is available on desktop.

Complete the risk assessment rating form (available on desktop with notes for completion).

Complete risk assessment forms (example completed form available on desktop)

Pass risk assessment forms to the Head teacher to be signed and approved at least 2 weeks prior to the visit.

Extra considerations should be given for trips to the seaside or farms (see handbook – good practise guide for further details).

Always have a 'Plan B' for the activities. This should be noted on the risk assessment form)

Brief pupils of expected behaviour and potential hazards.

### **During the visit**

Ensure that each member of staff has a copy of the risk assessment and any helpers are aware of risks and the controls for them.

Complete ongoing risk assessments during the trip to ensure any unexpected events are dealt with in the best way.

Ensure that the lead person on the trip has the school mobile.

If there are any unexpected problems on the visit school should be informed immediately.

A designated person should be given the role of first aider for the duration of the visit.

### **Post Visit.**

A post visit evaluation should be completed (these are on the bottom of the risk assessment form)

Any accidents that occurred on the visit should be recorded in the school accident book. If children are badly injured or hurt during the visit Stockton council should be informed and their internal report procedure completed.

*From 2009 it will become a legal requirement that a paediatric first aider should accompany foundation stage children on any visits out of school.*

**Roseberry Primary School**  
**Checklist for planning an educational visit**

|  | Date to be completed | Date completed |
|--|----------------------|----------------|
| Plan the visit well in advance – visits should be planned when planning the units of work for the year at the beginning of each academic year. If this is not possible then visits should be planned at least half a term in advance.  |                      |                |
| Gain the approval of the Head teacher for the trip to take place.  |                      |                |
| Decide who will lead the visit.  |                      |                |
| Contact the place you wish to visit to <b>provisionally</b> arrange dates and costs. Most places now have their own risk assessment for school groups. A copy of this should be sent to school.  |                      |                |
| Ask the office to contact coach companies/ rail to cost the transport.   |                      |                |
| Ask the office to book the coach, confirm place of visit and inform the kitchen of lunch arrangements for the date   |                      |                |
| Go on a pre-visit before completing the risk assessment form.  |                      |                |
| Ensure that you have the correct ratio of adults: pupils for the visit and a first aider will be present, for The Early Years this will need to be a qualified paediatric first aider. Ratios are 1:6 for year 1-3 and 1:10 in years 4-6, children in The Early Years should have higher ratios (there is no recommendations on numbers)   |                      |                |
| Read 'General risk Assessment – notes of guidance', this is available on the shared area.  |                      |                |
| Complete the risk assessment rating form.  |                      |                |
| Complete risk assessment form. Include points from the generic coach travel risk assessment (saved on the shared system). Extra considerations should be given to trips to the seaside or farms (see handbook- good practise guide for further details). Always have a plan B for outdoor activities; this should be included on the risk assessment.  |                      |                |
| Involve children in the risk assessment, show the completed risk assessment and add their further suggestions, these should be coloured blue to show the children's involvement.   |                      |                |
| Give completed forms to the Head Teacher to be signed and approved; this should be done at least 2 weeks prior to the visit.   |                      |                |
| Send out a letter informing the parents (at least 3 weeks before the planned trip). This should outline the arrangements and the cost of the trip. A consent form should be attached at the bottom for parents to return and complete.   |                      |                |
| Collate sandwich choices and forward to the kitchen 2 weeks in advance of the trip taking place.   |                      |                |
| Ensure all consent forms are collated and make contact with those parents who have not returned the form at least one week prior to the visit taking place.  |                      |                |
| One week prior to the trip taking place all money needs to have been collated. (A minimum of 90% funding is required for trips to go ahead).   |                      |                |
| All monies to be handed to the office – checked and signed.  |                      |                |
| Share the risk assessment with all of the adults going on the trip.  |                      |                |
| On the trip – ensure that a first aid kit is taken, ensure that a school camera is taken (no photographs on mobile phones or personal cameras should be taken), ensure that one member of staff takes the <b>school mobile phone</b> ; this should only be used in emergencies for contact with school.<br><b>If taking nursery children on a visit ensure that you have names and contact details for all children taken.</b> |                      |                |

### Roseberry Primary School Visit Risk Assessment

**RISK ASSESSMENT RATING - Highlight appropriate degree of risk.**

| Degree of risk | The activity  | The pupils   | Group Leader   | Environment   | Access to first aid   | External factors   |
|----------------|---|--|--|---|---|--|
| Low risk<br>1  | Within the everyday experience of the individual/group  | Very experienced at appropriate level.                             | Experienced and qualified at appropriate level.                        | Urban or rural with hazards that are predictable.   | First aid and emergency support is readily available. Staff qualifications at an appropriate level. | Weather appropriate to activity, any changes will have no adverse effect on the group.                           |
| 2              | Outside the everyday experience of the individual/group but some tasks have familiar aspects. | Regular exposure to the activity. An adequate level of competency. | Low qualifications. Regular participant.                               | Urban or rural with hazards that quickly change.  | First aid and emergency support is readily available. Teachers low qualification in first aid.      | Weather appropriate to the activity. Any changes will have minimal effect but will not affect safety.            |
| 3              | Tasks unfamiliar but competency has been achieved in training                                 | Experience at a recreational level. Some competency.               | Low qualifications. Some participation.                                | Industrial. Over night stay.  | First aid and emergency support is readily available. Staff unqualified in first aid.               | Weather changes could lead to problems if group is not adequately prepared or equipped.                          |
| 4              | Tasks unfamiliar but training has been given  | Some experience at an introductory level. Not competent.           | Some experience as a leader. Limited or recreational participant only. | Close proximity to water, cliffs or other hazardous features. Travel abroad in urban areas. | No first aid and emergency support is readily available. Staff hold relevant first aid certificate. | Weather changes could lead to serious problems if the group is not competent in the activity or poorly equipped. |
| 5<br>High risk | Tasks unfamiliar. No training   | Novice. No experience  | No experience of activity as a leader. Some experience as participant. | Travel abroad in demanding terrain.   | No first aid and emergency support is readily available. Staff have no qualifications.              | Weather changes could have serious consequences for the group.   |

Add up the total score and assess the risk from the grid below.

|   |  |  |   |
|---|--|--|---|
| 6-10-Low risk<br>The possibility and nature of an accident occurring are not substantially different to those occurring in everyday experience. | 11-19-medium risk<br>The hazards encountered are outside the group's experience but adopting principles of good practise should bring them to an acceptable level. | 20 -25-High risk<br>The hazards encountered are beyond the everyday experiences of the group. The repercussions of an accident could lead to serious consequences. | 26-30-Unacceptable risk<br>The hazards encountered are far beyond the experience of the group and the group leader and the visit should not go ahead. |
|---|--|--|---|

**Total Risk Assessment Score:** \_\_\_\_\_



**HAZARD ASSESSMENT/ CONTROL OF RISKS**

| Hazard<br>List significant hazards which may result in serious harm or effect several people. | Who might be affected | Risk rating<br>LMH | Control measures<br>List existing controls or note where the information may be found (e.g. information, instruction, training, systems or procedures) | Any further action<br>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do so.                   |
|---|-----------------------|--------------------|--|---|
|   |                       |                    |  | Risk assessment to be shared with children and their comments added prior to the trip starting.<br>Risk assessment to be shared with staff attending visit. |
|   |                       |                    |  |   |
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|   |                       |                    |  |   |
|   |                       |                    |  |   |
|   |                       |                    |  |   |
|   |                       |                    |  |   |

**Signed (visit leader):**

CONFIRMATION FROM HEAD TEACHER FOR VISIT TO GO AHEAD

Signed:

Date:

**Review each time visit/Trip is carried out**

**Post visit evaluation**

| <b>Comment on the following features:</b>                                 | <b>Rating out of 10</b> | <b>Comment</b> |
|---|-------------------------|----------------|
| The centres pre visit organisation/<br>information provided               |                         |                |
| Travel arrangements   |                         |                |
| Activities planned  |                         |                |
| Suitability of environment  |                         |                |
| Other comments including 'close calls' not<br>involving injury or damage. |                         |                |

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

