

Jackfield Infant School

Educational Visits Policy

Jackfield Infant School follows the LA procedures for visits. This policy sets out local variations/additions to the LA policy.

Our Educational Visits Co-ordinator is Julie Wood, Teacher.

ALL INFORMATION REGARDING EDUCATIONAL VISITS AND RISK ASSESSMENTS IS ON ONEDRIVE.

1. **A visits file** will be kept in the School Office for records of all visits (except low-level Category A which will usually only be entered onto Evolve). Any risk assessment is to be completed and entered electronically onto Evolve by the organising employed teacher (Visit Leader) and an approved paper-copy - except for low-level Category A visits including swimming/Gym Centre sessions - is to be inserted pre-visit into the Visits file after it has been signed by the Visit Leader, EVC and Head. **All** visits must be evaluated, on *both Evolve and the office paper-copy*, post-visit by the organising employed teacher (Visit Leader).
2. **Low level Category A visits**, including visits to Stoke-on-Trent swimming venues and the Gym Centre, may have a blanket annual consent signed by an adult with parental responsibility. These visits do not need an individual consent.
3. **All other visits** should have an individual consent form signed by an adult with parental responsibility. Verbal consent or a text message is not advisable but, in exceptional circumstances and with the approval of the Head, may be accepted.
4. **First aid requirements** – there must be at least one paediatric first-aider for any Nursery and/or Reception children attending. **Key-stage One** – at least one member of staff with a 'good working knowledge of first aid' should be available on the visit plus at least one 'first aid kit'. However, in some exceptional circumstances and with the approval of the Head/EVC, this may not be necessary e.g. on a visit to a local school where a First Aider and First Aid Kit is available.
5. **Ratios (adults:children)**
Consideration should be given to whether there is adequate supervision of the children dependent upon the venue, age of children, activity, etc.

In all circumstances, there must be additional employed persons to support any child/children with additional special educational needs on a 1:1 basis. These members of staff must not be included in the general adult:child ratio.

Nursery - on all visits there must be at least one employed person with Qualified Teacher Status and, in addition, at least one other employed person with a full and relevant Level 3 qualification. **There must also be at least one paediatric first-aider.**

Reception and Key Stage One - on all visits there must be at least one employed person with Qualified Teacher Status. **Reception - there must also be at least one paediatric first-aider.**

Category A low-level visits including Swimming/PE fixtures within the Stoke-on-Trent Boundary

Nursery – a minimum of 1:6 (preferred minimum ratio of 1:4)

Reception – a minimum of 1:15 (preferred minimum ratio of 1:10)

Key-Stage One – a minimum of 1:15 (preferred minimum ratio of 1:10)

For all other visits (excluding Category A)

Nursery – a minimum of 1:6 (preferred minimum ratio 1:4)

Reception – a minimum of 1:10 (preferred minimum ratio of 1:6)

Key Stage One – a minimum of 1:15 (preferred minimum ratio of 1:10)

6. A mobile phone must be taken on all visits and kept switched on at all times. The number of the mobile phone must be recorded on the risk assessment sheet (electronic and paper-copy).
7. The following items must be taken on all visits:
 Venue/coach contact names and numbers etc.
 Critical Incident Policy (paper-copy or wallet-card)
 A list of children and adults attending the visit
 First Aid Equipment (see point 4)
 Camera
 Bottle of water
 Asthma Inhalers including emergency inhaler as needed
 Spare Clothes
 Specialist Medication
 Additional information relating to pupils with special needs e.g. relating to medical treatment in case of an emergency.
8. Parents will be informed of the insurance cover for visits via the School Prospectus.
9. Local coach companies are used to transport pupils and the best tender accepted. All pupils must have a seat with a seat belt and this must be used at all times.

General notes

- ✓ Please ensure that the **Critical Incident Policy (paper copy or wallet-card)** is taken on **ALL** visits with a copy held by at least the Visit Leader and Assistant Visit Leader but preferably by all staff members. The content must be read and understood before the visit takes place. It is important that it is firstly the Visit Leader and secondly the Assistant Visit Leader that follows the necessary protocol unless both of these members of staff are incapacitated.
- ✓ Please ensure that all members of staff and volunteers have seen a copy of the risk assessment or been informed of the content of the risk assessment before the visit takes place.
- ✓ Please ensure that the Visit Leader and Assistant Visit Leader have a copy of the contact numbers/contact names for the venue/coach etc. It is no longer necessary to take the complete risk assessment.
- ✓ Please ensure that a list of all attending children and adults is taken on the visit.
- ✓ Please ensure that the School Office is aware of all attending children and adults.
- ✓ Please ensure that the School Office is aware of **all** visits taking place and has a fully completed paper-copy of the **approved** risk assessment (except for low-level Category A visits including any swimming and PE Centre sessions if they are Stoke-on-Trent based) before the educational visit takes place. **All** visits must be entered onto Evolve. (There is a generic coach risk assessment in the Office File).
- ✓ Please ensure that up-to-date contact details of the Visit Leaders/Assistant Visit Leaders are held by the school office and are also visible on the risk assessment (both paper copy and electronic).
- ✓ Please note that the '**evaluation of visit**' section **MUST be completed post-visit** by the Visit Leader both **electronically and on the office paper-copy**. This must also include any significant events, accidents, incidents or 'near-misses' etc. which may have occurred. **Evaluations for swimming/PE fixtures must be done at least termly (to match the dates entered) but any significant events, accidents or near-misses must be reported to the Head and EVC and recorded on Evolve immediately following the related individual session.*
- ✓ *Further paperwork may need to be completed following any injuries etc. – seek advice from Head/EVC/School Bursar.*

Planning an educational visit and completing a risk assessment

Category A - LOCAL AREA VISITS/WITHIN CITY BOUNDARY **NO TRANSPORT INVOLVED**

All relevant parts of Section A of the ***Intention of an Educational Visit Form*** must be completed and given to Head of School for approval, **AT LEAST TWO SCHOOL WEEKS** before the intended visit date.

Risk assessments for local visits, local walks to the park, Haywood, etc. that do not require the provision of transport, need to be registered with the LA but not approved. The risk assessment (***which now includes the Intention of an Educational Visit Form***) must be **completed and entered onto Evolve by the Visit Leader AT LEAST ONE WEEK before the proposed visit** to ensure approval by EVCo and Head of School. In very exceptional circumstances the Head of School (and EVCo) may authorise a local visit taking place within a shorter time but any such visit still requires appropriate risk management and approval procedures must still be implemented and auditable.

VISITS INVOLVING TRANSPORT

Section A of the ***Intention of an Educational Visit Form*** must be fully completed and given to Head of School for approval, **AT LEAST SIX SCHOOL WEEKS** before the intended visit date.

All risk assessments need Local Authority (LA) registration and approval. Any risk assessment (***which now includes the Intention of an Educational Visit Form***) involving transport must be **fully completed and entered onto Evolve by the Visit Leader AT LEAST FOUR SCHOOL WEEKS before the proposed visit** to ensure approval by LA, EVCo and Head Teacher.

AT LEAST TEN SCHOOL DAYS prior to the visit, Visit Leader to check number of consent slips and monies received from parents and complete the ***Finalisation of an Educational Visit*** form. The Visit Leader should show these details to the Head of School and a decision will be made as to the next actions to be taken.

RISK ASSESSMENT SHEETS

Previous risk assessments may be used as a template but ensure that your new risk assessments comply with the requirements of the ***Jackfield Risk Assessment (updated February 2018)***. ***This updated Risk Assessment includes the Intention of an Educational Visit Form. An electronic copy must be attached when entering onto Evolve and a *paper copy (signed by the Visit Leader) passed to EVCo and Head Teacher for authorisation and signing. (Please note that you need to re-attach the risk assessment document if you make any amendments). Please also electronically attach any other information when appropriate e.g. venue's own risk assessment.***

*Category A visits – do not require a paper copy being printed off or signed. A generic coach risk assessment is in the Office file for your information.

Amending the revised risk assessment proforma

- ✓ All areas must be read, amended and completed in full.
- ✓ Once completed change all text to black print and print off a copy for signature by Visit Leader, EVCo and Head Teacher.

Critical Incident Policy

Important Information

To be known and understood by all staff and a copy of which is to be taken on all school visits

Critical incident (definition):

If any member of the group (adult/child) has –

- suffered a life-threatening injury or fatality
- is at serious risk
- gone missing for a significant and unacceptable period (more than 5 minutes)

The following protocol should be implemented (primarily by Visit Leaders)

1. The Visit Leader (or Assistant Visit Leader) must ensure the safety of the remaining pupils. At least one member of staff per class must stay with them.
2. Lost child –
 - One or more staff should immediately start searching for the child.
 - In an indoor venue the Visit Leader should contact the venue's security who will follow this policy for handling the search.
 - Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
 - If the missing child has any special medical or learning needs then these need to be noted to be disclosed to the Police or other agencies if necessary.

Child found –

- One or more members of staff will care for and talk with the child bearing in mind that he/she may be unaware of having done any wrong or may also have been afraid and/or distressed and may now be in need of comfort.
 - Adults may choose to speak to other children to ensure they understand that they must not leave the premises or move away from the premises and why.
3. The Visit Leader (or Assistant Visit Leader) must contact the Emergency Services by phoning 999 informing them of the incident (allowing **no more than** 5 minutes before this contact in the case of a lost child).
 4. The Visit Leader (or Assistant Visit Leader) should alert School of the incident. School to await contact and advice from Director of Children and Young People's Services e.g. notification of parents.
 5. The Visit Leader (or Assistant Visit Leader) should contact the Director of Children and Young People's Services – contact details overleaf – informing them of any unresolved incident (e.g. child still missing) giving them contact numbers for the Visit Leader/School link.
 6. **DO NOT** contact any parents or speak to press. This will be done through the school/LA link if required. The Director-on-Call will ensure that the LA press office is notified so that all press enquiries can be directed to them.

School-hours support in the case of a serious incident:

- Contact Director of Children and Young People's Services on 01782 236100 and explain the situation directly to this person. Give your contact details and those of School.
- If the Director is unavailable you will be transferred to the Director-on-Call or you should call 01782 234567 and follow the procedure for out-of-hours support.

Out-of-hours support in the case of a serious incident:

- Call 01782 234567.
- Inform the Operator that you are a Visit Leader on a school trip and a serious incident has occurred.

- Provide the Operator with information about the incident including your contact details and those of the School.
- Ask Stoke-on-Call to contact the Director-on-Call.
- The Director-on-Call will contact you to obtain further information and help to co-ordinate the City Council's Response.
- The Director-on-Call will either advise you on what to do straightaway or will call you back.

Useful telephone numbers:

- Jackfield Infant School Number: 01782 234450
- Mrs R. Davies (Head Teacher): 07876334459
- Mrs P. Holmes (Deputy Head Teacher): 07799282202
- Mrs J Wood (EVCo): 07546847465
- Director of CYPS: 01782 234567