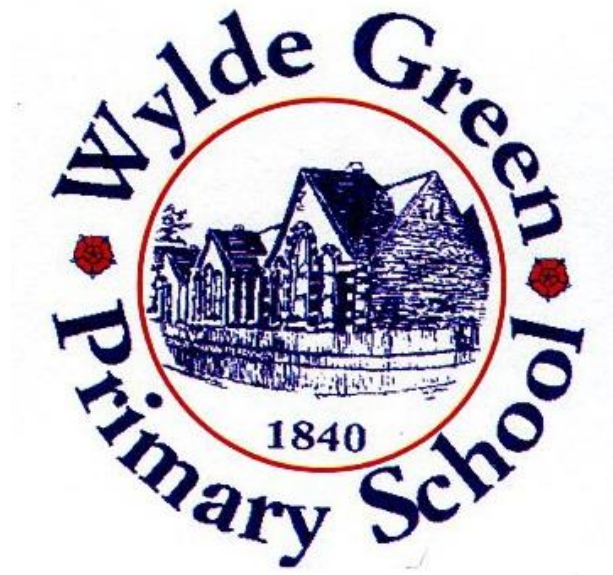


Wylde Green Primary School Policy for Educational Visits.



Date agreed: February 2024

Review Date: February 2027

Signed: K Kelly

One of the school's AHTs (Assistant Head Teacher) is the Educational Visits Coordinator (EVC) reportable to the Head Teacher (HT).

The Wylde Green Approach:

Our approach to the curriculum at Wylde Green is to engage the children by exposing them to a wide range of stimuli. A key strand of this approach is 'Learning Beyond the Classroom'. The benefits and / or learning outcomes are carefully considered whenever a trip takes place.

All children are invited to participate in educational visits. They range from visiting historical properties in Birmingham and beyond, scientific venues e.g. Think-Tank and the National Space Centre, visits to museums and gardens such as the Black Country Museum and the Botanical Gardens and trips to local shops and religious establishments. In Year 6, pupils have the opportunity to participate in a residential activity weekend at Boreatton Park, Shrewsbury.

The safety of the children and adults going on the trip is paramount during these visits. The Lead Teacher (LT) for the trip must complete the risk assessment prior to the excursion taking place. The assessment enables the LT to consider the potential hazards of the trip and put in place appropriate control measures to reduce the risks for all individuals participating. This is then checked by the EVC. Whilst it is the LT's duty to complete the risk assessment, all Wylde Green teaching staff participating in the visit are responsible for pupils during the trip and contributing to the completion of the risk assessment.

Risk Assessments:

A risk assessment consists of two stages:

1. Identifying potential hazards
2. Putting in place appropriate control measures to reduce the risks to acceptable levels.

There are six key areas where potential hazards may occur:

People	(a) type of group	(b) staffing
Context	(c) equipment	(d) venue / environment
Organisation	(e) travel	(f) emergency procedures

Our risk assessment for all trips incorporates both elements of these six key areas. The assessments have a generic element because all trips have certain common potential hazards and control measures. However, each trip and class is different and it is important for the LT to ensure that specific potential hazards have been considered which may apply only to that group of children or trip. Teaching staff are aware that the risk assessment process is seen as 'on-going' and 'dynamic' and that professional judgements and decisions regarding safety may need to be made during the trip. If the control measures are insufficient, the activity must not proceed.

All adults involved in the trip (including Wylde Green teaching staff and volunteers) are fully briefed on the contents of the risk assessment, including the potential hazards for that particular trip and the control measures that have been put in place to mitigate these hazards. Adults volunteering may be allocated a group of pupils but only under the strict supervision of a member of the teaching staff.

Ratios of Adults:

The general guideline for the ratio of adults to children are as follows:

Reception is 1:4

Years 1-3 is 1:6

Years 4-6 is 1:10

However, the ratio is dependent on a range of factors: the nature of the trip, the activities pupils will be engaging in, the equipment pupils will be using during the trip, the children involved (including educational,

medical and behavioural needs), the pupils' ages, the weather conditions and the mode(s) of transport used.

The ratios are a guideline only and each trip must be considered on an individual basis. Additional adults may be required for 1:1 support for pupils with Special Educational Needs (this could be for educational, physical, emotional or social needs) or to support pupils with behavioural difficulties.

There must always be a minimum of two adults per class to accompany the children, one of which must be the teacher. If children are walking along a busy road, there must be three adults per class.

Medical Needs:

The medical needs of individual pupils are specified on the risk assessment, and any staff members or volunteers taking part in the trip are made aware of those needs. Any medical equipment required for those on the trip is included on the risk assessment and taken to the venue. The medication will remain with the leader of the child's group throughout the trip. First aid kits are taken on each trip and are available throughout (including on any transport). **In addition, there is always a member of staff on each trip with a working knowledge of First Aid.** For trips involving Reception class (where paediatric First Aiders are required), there is always a minimum of two paediatric First Aiders present. All staff have asthma and anaphylaxis training annually.

The LT is responsible for knowing where medical facilities are available at the venue and ensuring that this information is conveyed to any adults supporting the trip.

Inclusion:

All children are included in our visits. The only exception might be when a parent has requested their child should not attend, or that the HT makes the decision that a child's behaviour would make it unsafe for them to go on the trip (parents would be fully informed of this decision).

Finances:

All trips must be self-financing via voluntary contributions from parents. If the cost of a trip is not covered by parental contributions, the school may take the decision to cancel the trip.

Parental Permission:

If children are taken off the school premises for an Educational Visit, parental permission must be obtained. It is sometimes appropriate to take children off site within a one or two-mile radius to investigate the locality, including visiting local shops or the nearby church for Easter, Harvest, Remembrance and Christmas celebrations. Consent for these short excursions are included in Wylde Green's admission form.

Transport:

Pupils may be transported by coach, minibus or train for school trips. The risk assessment sheet ensures that the potential hazards and control measures appropriate for each mode of transport are addressed.

Residential Visits:

Pupils are offered the opportunity to attend a residential educational visit in Year 6. At present, the school uses the PGL location of Boreatton Park, Shrewsbury.

The centre is inspected, approved and awarded the Learning Outside the Classroom Quality Badge. This award ensures that the provider is of the highest quality. The site is also submitted for inspection by the British Activity Providers' Association (BAPA) which lays down standards for accommodation, fire precaution, insurance and operational practices. Staff at the site are fully qualified and trained in the activities that they instruct.

COVID-19:

Additional measures are factored in to risk assessments since the emergence of COVID-19, including:

- Enhanced hygiene measures
- Rooms being cleaned prior to pupils entering
- Social distancing
- Use of one-way systems within venues
- Following venue protocols with regards to room layouts
- Following venue protocols with regards to maximum numbers within rooms
- Use of PPE for First Aid emergencies

RISK ASSESSMENT

- A Risk Assessment identifies hazards that may cause harm and then identifies the control measures that will reduce the risk to acceptable levels. The AHT is the Educational Visits Coordinator (EVC).
- Risk Assessments are a legal requirement and should be recorded and reviewed.
- Risk Assessments illustrate good practice, forethought, planning and collective expertise. They are most effective when discussed with colleagues before writing and during recording.
- Generic Risk Assessments must be used in conjunction with Site Specific Risk Assessments and the Authority’s Health and Safety Policy document. The Visit Leader should then ensure that those Risk Assessments are appropriate, or should make any necessary additions or changes. The dated signature by the Visit Leader confirms that all staff/adults on the visit have read, understood and adopted the written Risk Assessment.
- **Suitable briefings must be given for all 6 key areas to the relevant people.**

The Risk Assessment process must be seen as ‘on-going’ and ‘dynamic’.
In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren’t sufficient, the activity must not proceed.

**There are 6
Key areas
identified
where
potential**

hazards may occur

People	Context	Organisation
1. Type of Group 2. Staffing	3. Equipment 4. Venue/Environment	5. Travel 6. Emergency Procedures

These are the areas that must be reviewed before final approval is granted

All visits have potential hazards and risk to staff and pupils, therefore the control measures identified should be sufficient to reduce the risk to acceptable levels. If the control measures aren’t sufficient, consideration must be given to absolute ‘cut off criteria’ and the activity must not proceed. In addition there must always be an alternative activity (Plan B), prepared and risk assessed. The control measures identified on a form are the written evidence that the six key areas above have been considered and have put into place suitable and sufficient control measures that reduce the likelihood and the severity of significant risks to an acceptable low level/rating.

RISK ASSESSMENT FOR EDUCATIONAL VISITS

Year Group: Number of pupils: Venue: Date: Activity:	Benefits or Learning Outcomes:
ASPECTS TO CONSIDER (List only actual significant hazards/risks)	CONTROL MEASURES Written evidence that the six key areas have been considered, putting into place suitable and sufficient control measures that reduce the likelihood and the severity of significant risks to an acceptable low level/rating. Suitable briefings must be given for all 6 key areas to the relevant people
6 Key areas are identified below where potential hazards may occur. These are the areas that must be reviewed before final approval is granted.	

PEOPLE	
1. Type of Group Year Group: Number of pupils: Names of pupils with known medical issues: Name: Medication required	Additional information for example pupils with known behavioural concerns
2. Staffing: *Give Name and gender for each person Always 2 adults on a full-sized coach. Give consideration to the nature of your trip e.g. walking along a busy road. Consider the needs of pupils: medical, such as children with mobility problems or those on medication; and behavioural needs where it may be required for higher ratios of staff to children.	Designated Lead Teacher*: Deputy Teacher*: Other teachers: N/A Teaching Assistants*: N/A..... Other Adults: * Include staff mobile numbers

3. Equipment: <table border="0"> <tr> <td>Pupil register*</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Group list for each adult</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>First Aid Kit</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>PPE equipment</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Sick Bags</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Allergy Epi-Pens</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Inhalers</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Other medication</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Staff Mobile Phones</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Change of clothes</td> <td>Yes</td> <td>No</td> </tr> </table> Please circle Yes / No as appropriate			Pupil register*	Yes	No	Group list for each adult	Yes	No	First Aid Kit	Yes	No	PPE equipment	Yes	No	Sick Bags	Yes	No	Allergy Epi-Pens	Yes	No	Inhalers	Yes	No	Other medication	Yes	No	Staff Mobile Phones	Yes	No	Change of clothes	Yes	No
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*Regular head counts should be made whilst in the venue. Full pupil register is taken on leaving the venue.																																
4. Venue/Environment: <table border="0"> <tr> <td> • Strangers approaching children • Sunburn • Cold weather • Wet weather • Water – stream/river/pond etc • Mine – low ceiling, dark, uneven ground • Canal Additional identified hazards: • Stairs and uneven floorboards • Children becoming detached from an adult </td> <td> • Sufficient adults for trip. Children in sight at all times if in public place • Suncream available and applied to children by child or staff • Hats, coats and gloves taken by each child • Waterproof taken by each child • Sufficient adults for trip (see details below addressed) • Sufficient adults, hard hats to be worn and pupils alerted to dangers • Children warned of danger and told to keep 1 metre from edge at all times Additional identified control measures: • Children to go up and down stairs in a single file, holding on to the handrail. First aider and first aid kit always taken to venue. All adults to be aware of where first aid within the building is located • Visit leader to check fire evacuation procedures and potential hazards on arrival and then brief all adults and children • Ensure children know a designated meeting point if they become detached, parents to have a list of their children, regular registers to be taken • Ensure registers are taken when arriving, before and after lunch and before departing </td> </tr> </table>			• Strangers approaching children • Sunburn • Cold weather • Wet weather • Water – stream/river/pond etc • Mine – low ceiling, dark, uneven ground • Canal Additional identified hazards: • Stairs and uneven floorboards • Children becoming detached from an adult	• Sufficient adults for trip. Children in sight at all times if in public place • Suncream available and applied to children by child or staff • Hats, coats and gloves taken by each child • Waterproof taken by each child • Sufficient adults for trip (see details below addressed) • Sufficient adults, hard hats to be worn and pupils alerted to dangers • Children warned of danger and told to keep 1 metre from edge at all times Additional identified control measures: • Children to go up and down stairs in a single file, holding on to the handrail. First aider and first aid kit always taken to venue. All adults to be aware of where first aid within the building is located • Visit leader to check fire evacuation procedures and potential hazards on arrival and then brief all adults and children • Ensure children know a designated meeting point if they become detached, parents to have a list of their children, regular registers to be taken • Ensure registers are taken when arriving, before and after lunch and before departing																												
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ORGANISATION	
5. Travel: - Walking on pavement – car hazard - Crossing the road – car hazard - Coach – sitting - Coach – getting on/off - Train – platform edge, getting on and off. - Leaving venue - Stopping-off points / breaks in the journey – toilet break only Additional identified hazards: - Inappropriate driving - Breakdown on the motorway	- Sufficient adults for the trip, adults walk on the outside of the children at intervals - Sufficient adults for the trip, stop children at side of road against fence. One adult on each side of road, one in the middle. Children line up against fence once over road - Seat belts on with no standing. A minimum of three members of staff on busy roads. - Aisles and emergency exits will be kept clear of obstructions. Luggage stowed in hold compartments or below seats and not overhead - One adult on coach, one adult off coach to ensure child safety at all times - Consideration to be taken into account of weather conditions and consider the requirement of additional water available and other items (sick bags) to be stored on the coach - Sufficient adults on trip. Children kept 2m away from platform edge. Getting on and off: an adult always first on, last on; first off, last off - Full pupil register taken on transport to ensure all pupils return from venue - Brief group members re: purpose and timings of stop - Children to remain in allocated groups and be supervised by staff to and in the toilets - Head count and full register before departure Additional identified control measures: - Drivers are prohibited to use mobile phones or radios in the coach unless the bus is stationary or the equipment is fully “hands-free” operated - Group leader to discuss concerns with driver - Stop the journey and phone the company for a new driver if it is felt the group is at risk - Staff to ensure group members are aware of emergency procedures, as appropriate - Follow directions by coach driver - All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles - Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the coach and approaching traffic as soon as possible - Do not stay on the coach on a motorway unless instructed otherwise by the emergency services.

In event of breakdown or accident, additional collision with vehicle, or with passengers during evacuation A Roads	- Staff to ensure group members are aware of emergency procedures, as appropriate - Follow directions by coach driver - Contact school and follow Emergency Planning as soon as possible - If not possible/safe to get off coach/vehicle, passengers instructed to sit on side of vehicle furthest from moving traffic and remain wearing seat belts until emergency service arrives
6. Other Potential Issues and Emergency Procedures: Illness (including known medical needs such as asthma attack) or minor injury of your person or adult	- Pupils informed what to do in the case of emergency - Staff member and Visit Leader to fully assess the child or accompanying adult to discern extent of illness or injury - Member of staff identified to accompany the injured or ill young person to hospital if necessary in taxi - In the event of a child becoming ill, the visit lead will contact a member of SLT at school who will make a decision as to whether parents should be informed. If deemed necessary the sick child may be collected by the parent from the venue. - In the event of a serious emergency, the school and parent are to be contacted and emergency procedures followed - Staff will remain there until parents/guardians arrive or the patient is released - Potential for the whole group to return early if staff to child ratios too low - Re-organisation of groups to take account of staff member no longer there
Lost child	- Head count taken on a regular basis in groups, re-take register when exiting the venue or when moving from one venue to another - Venue to be immediately alerted in the event of a lost child with announcement by venue providers - Contact strategic team to be contacted immediately who will follow appropriate emergency procedures - Staff to search venue however ratios should be sufficient to not put other children at risk - In the event of the child not being found, police are to be informed
Child protection	- Supervision of pupils by a member of staff at public toilets if used during the visit. Staff members to remain in situ until all pupils have exited the toilets - Child protection disclosure or discovery: follow usual procedures, including contacting DSL if deemed necessary
Toileting accident	Staff member to be present in public toilets whilst child dresses into change of clothes
COVID-19	- Enhanced hygiene measures, including handwashing, ensuring rooms are sanitised prior to use - Social distancing measures are in place and enforced - Venue protocols are followed with regards to use of one-way systems, room layouts, maximum numbers within rooms/venues - Use of PPE for First Aid emergencies

Water Hazards.

Serious accidents on trips, nationally, have almost always involved water.

Whenever we take children near water, we ensure that:-

- sufficient adults are on the trip.
- we give careful consideration to safety to ensure that children do not fall in.
- we consider that if a child does fall in, what will be our procedure to ensure that the child is kept safe and removed as quickly as possible

At the swimming pool, the instructor is in charge of safety on the water. No new teacher goes to the baths with children until they have been first accompanied by an experienced member of staff.

RISK ASSESSMENT FOR EDUCATIONAL VISITS

Signed:

Visit Leader

Checked by:

Educational Visits Lead

Print Name:

Signed:

Deputy Visit Leader

Date of Assessment:

Print Name:

Checked by

Date

Risk rating (please circle referring to EVC Policy Appendix I 6/2017): Zone 1 Zone 2 Zone 3