

# Lainesmead Primary School and Nursery



## Educational Visits Policy

**(For Staff only - this policy should be read in  
conjunction with the  
Educational Visits Procedures for Staff document)**

**Review date: March 2021**

**Next review: March 2022**

### **Signatures**

**School Business Manager Sarah Ellison**

**Head Teacher Eirian Painter**

**Chair of Governors Alan Mulrooney**

## **Lainesmead Nursery and Primary School**

### **Educational Visits Policy**

#### **Context**

Educational visits are an integral part of the curriculum and learning experience. Appropriately planned visits enhance learning and improve attainment. For many pupils educational visits provide the opportunity to undergo experiences not available in the classroom or at home. Pupils benefit in the following ways;

- improvements in their ability to cope with change
- increased critical curiosity and resilience
- opportunities for 'real world', 'learning in context' and the development of the social and emotional aspects of learning
- improved environmental appreciation, knowledge, awareness and understanding of a variety of environments
- physical skill acquisition and the development of a fit and healthy lifestyle
- development of a pupil's investigative skills and longer visits in particular encourage independence.

Our priority at Lainesmead is to ensure all visits are safe, educational, enjoyable and offer the best possible experience for our pupils.

The Governing body will be made aware of non-routine/ perceived higher risk visits as soon as they are proposed and details will be submitted to the LA if appropriate.

#### **Application**

This policy applies to any visit that leaves the school grounds, whether during school time or outside the normal school day. The policy also covers activities delivered in school by visitors.

This policy offers guidance to ensure pupils stay safe and healthy on school visits. It is important that pupils learn to understand and manage the risks that are a normal part of life.

Health and Safety measures should help them to do this safely, not stop them. Common sense should be used in assessing and managing the risks of any activity. Health and Safety procedures should always be proportionate to the risk of the activity.

#### **Risk Assessments**

Prior to pupils going on a visit a pre-visit evaluation will be carried out by staff members who will be responsible for the pupils during the visit. Each visit is Risk Assessed using the Educational Visits Risk Assessment document. No visit will go ahead without the permission of the Head teacher who reviews each Risk Assessment.

#### **First Aid**

It is not always possible for a Paediatric First Aider to accompany a visit for years 1 to 6, however for Nursery and Early Years a member of staff who has received Paediatric First Aid training must be in attendance.

#### **Parental Consent**

Upon registering their child at school parents complete a permissions form that allows the school to take their child out of school on visits during the normal school day (9.00 – 15.15). This applies to any child who is of compulsory school age.

Written parental consent must be gained from every parent for any visit, no matter when for:-

- Any child below compulsory school age such as children in the Nursery
- Any child below 5 years old in Early Years
- Any visit which extends beyond the normal school day such as residential visit
- Any visits which carry an element of risk, such as climbing etc.

### **Informing parents**

The school will inform parents via text when school visits will be taking place and children are going to be off site. This should be at least one week before the visit and again the day before the visit so that parents can plan ahead.

### **Inclusion**

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. The school will make reasonable adjustments to allow disabled pupils to attend visits. However these adjustments must not place employees or other pupils in a situation of inappropriate risk and adjustment should not impinge unduly on the planned purpose of the activity.

The school will not exclude pupils with special educational needs or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Exclusion from visits**

The school reserves the right to withdraw the offer of a place on the visit should a pupil's behaviour give cause for concern over their ability to participate in a responsible and acceptable manner in line with the school's behaviour policy.

The school also reserves the right to withdraw the offer of a place on the visit if there are concerns with regard to Health & Safety.

### **Charging / funding of visits**

Parents and carers will be asked to make a voluntary contribution towards the cost of the visit. Contributions from parents must make up 80% of the total visit cost. The school may in certain circumstances contribute the remaining 20% of costs.

Visits that have not received sufficient voluntary contributions a week prior to the date of the visit will be cancelled.

Residential visits are offered to children in receipt of Free School Meals at a subsidised cost. Parents are asked to make a set contribution and the school contributes the remaining costs. To support costs, parents will be encouraged to apply for bursary payments where available.

### **Insurance**

The school has in place insurance covering pupils, volunteers and staff whilst on visits.

### **Transport**

#### **- By coach**

Commercial coach companies are used for many school visits. The coaches must have safety belts which pupils and staff should wear at all times. The School Business Manager requests annually a copy of the coach companies insurance details.

#### **- The use of Private cars**

Teachers and other staff members who drive pupils in their own car must ensure that the vehicle is roadworthy and that they have the appropriate licence and insurance cover for carrying pupils. A copy of their insurance must be produced to the School Business Manager and it will be kept on their personnel file.

Parents who offer to transport pupils other than their own can only do so after the Visit Leader completes the Private Car Users Risk Assessment. This risk assessment must be signed off by the Headteacher or Business Manager before pupils can be transported. The following also applies:

Vehicles must have seat belts that are in good working order.

The vehicle must have enough seat belts to secure each pupil in the car.

Vehicles without working seat belts will not be used.

Booster seats should be used for all pupils in primary school who are less than 4' 5" / 135cms.

The parents of pupils being transported by staff must be informed and their consent gained before the journey. **In the case of an emergency (i.e. transport to hospital) prior parental permission is not required.**

If pupils come into the care of a staff member before they are placed with parents or other adults for transporting, the staff member has a responsibility to reasonably ensure that:

- 1) no child is placed in the care of a parent who is generally known to be irresponsible; this is for the Visit Leader to judge.
- 2) no child is placed in the care of a parent who drives an ill-maintained vehicle which, it is reasonable to believe, may not be roadworthy in strict compliance with legal requirements. A copy of the MOT certificate may be requested to confirm this.
- 3) the vehicle is correctly insured. In some cases business use classification may be required by insurers. A copy of the Insurance Certificate may be requested to confirm this.
- 4) adults transporting children, other than their own child, should not carry them in the front passenger seat.
- 5) the parents of the child to be transported have been informed that their child is to be transported in other adults' cars.
- 6) parents who do not wish their children to be carried in other adults' cars should be asked to make their requirements clear.

**If parents make their own arrangements to transport pupils, the Headteacher bears no liability in the event of an accident caused by the negligence of a parent or non-staff driver.**

### **Types of visits and visitors**

- Visitors who will come to the school offering learning activities through demonstration and interaction.
- Non-residential visits providing learning activities through visits to places of interest and engaging in risk assessed activities. Usually these visits are aligned to topics being taught as part of the International Primary Curriculum.
- Residential Visits where pupils attend an overnight stay and engage in learning activities during the day.

The School Business Manager is the School's Educational Visits Co-ordinator.