

# William Cassidi Church of England Primary School

## Educational Visits Policy Statement

*'Life in all Fullness'  
(John 10:10)*



As a school, we want to provide learners with the very best education. To let them experience life in all its fullness and living with all their heart. Our main core value of love underpins all that we do. Our school is Christ-centred and our core Christian values of love, respect, courage, service and resilience flow through every aspect of school life. It is on this bedrock that we provide an excellent education for our whole school family. We want our entire school community to be the very best that they can be and to recognise that they are precious, loved and valued.

## Introduction

The governing body of William Cassidi C. E. Primary School believe that the learning process is enhanced through first hand experience, practical activities and visits by professionals and visits to professionals and places of educational interest. Our school vision statement is 'Life in all Fullness' - rooted in John 10:10. Situated learning opportunities enable our school vision to be 'lived'. Many of these experiences are highly motivating and enhance skills taught in the classroom but also provide opportunities not available in the classroom. However, we also accept that both children and adults may be at risk should health and safety regulations not be fully implemented. All risks should be carefully considered and appropriate actions taken to minimise them, any residual risk must be considered and the educational value should outweigh the risk.

### Procedure For The Organisation Of Any Visits/Visitors/Additional Activities:

1. Assess any potential risks
2. Introduce measures to control risks.
3. Inform everyone concerned.
4. Ensure data collected, stored and shared meets the requirements of the GDPR policy and is appropriately disposed of in a timely manner.

### Procedure For Visits Outside The School Site:

1. Discuss any potential visit with a member of the Senior Leadership Team (benefit, date, time, costing, transport, staffing and ratios, risks).
2. Complete an application form and the required risk assessments then submit them to the head teacher for consideration.
3. Meet with the head teacher to discuss the proposed visit.
4. Inform parents/guardians by letter giving details of the proposed visit and voluntary contributions required to enable the visit to take place.
5. Confirm visit with parents/guardians and ensure consent forms are distributed.
6. Check annual consent form has been returned to school.

7. Inform pupils of their role and responsibilities.
8. Ensure all adults have full information regarding the visit and their role and responsibilities.

The organiser of the visit has overall responsibility for the safeguarding, health and safety, organisation, supervision and conduct of the group whilst they are away from the school site. All appropriate guidance materials and good practice should be followed and adhered to. Particular attention should be taken with regard to ratio of adults to pupils and risk assessments. The following activities should be very carefully planned, monitored and specific advice regarding health and safety should be obtained: adventure activities, coastal visits, swimming, farm visits and residential experiences.

### Preparing Risk Assessments

The following questions should be considered when preparing a risk assessment:

1. What are the hazards?
2. Who might be affected by the hazards?
3. What safety measures need to be in place to reduce risks?
4. Can the organiser put the necessary safety measures in place?
5. What steps would be taken in an emergency?
6. Is there an alternative plan if the organiser is absent or if the weather conditions are considered too poor for the original plans?

### Factors To Be taken into Consideration

1. Type of visit and activities to be undertaken.
2. Location of visit, route and mode of transport.
3. Ability to contact and communicate with school.
4. Competence, experience and qualifications of adults involved ie paediatric qualified first aider, DBS checked, professional qualifications, insurance, risk assessments provided by establishments.
5. Adult/pupil ratio and levels of supervision for activities ie small groups, toileting, in event of an emergency.

6. Group members' age, competence, fitness and temperament for the activity and suitability of the activity.
7. Special Education Needs and medical needs of the pupils and adults.
8. Quality and suitability of available equipment.
9. Seasonal conditions, weather and timing.
10. Emergency procedures i.e fire, accident etc.
11. Procedures to deal with a pupil who becomes unwell/unable to continue the activity.

For residential visits files containing contact numbers, addresses, medical details etc. should be kept (one with the group and one at school). This data should be held for one year and then appropriately disposed of. Data shared with the visiting residential location will be disposed of following the visit.

Risks should be constantly monitored throughout the visit and appropriate actions taken to ensure the safety of all concerned. Whenever possible the leader should undertake an exploratory visit prior to organisation.

#### Supervision:

1. Parents/ volunteers should be carefully selected and their temperament well known to the school.
2. For the protection of both adults and children no adult should be left alone with a child at any time. (With the exception of emergency first aid/ medical supervision circumstances.)
3. Adult supervisors should understand their role and responsibilities and should have full details of the activities to be undertaken.
4. Regular head counts should take place throughout the visit, especially before leaving, arriving and departing from visits and at key times throughout the visit.
5. School uniform should be worn unless specialist clothing and equipment is required by an activity. Children should wear high visibility jackets whilst undertaking walking community visits.
6. The group leader should establish rendezvous points and communication links with supervisors i.e mobile telephones.

## Preparing Pupils

Pupils should be involved in the planning and organisation of visits wherever possible. Pupils should understand:

1. The aims and objectives of the visit.
2. Background information about places being visited.
3. Basic safety rules of activities to avoid specific dangers.
4. The behaviour expected of all pupils at all times.
5. Appropriate and inappropriate personal and social conduct.
6. The person who is responsible for the group.
7. The procedures to follow if they are approached by anyone outside the group.
8. Emergency procedures.

If a pupil's behaviour could affect their own or the safety of others they should be withdrawn from the activity. Parents and pupils should be made aware of this in advance of the visit and the requirements for the collection of a pupil from a visit.

## Communicating With Parents

Parents should be informed of all off site visits. Parents should complete annual consent forms to consent to all visits including educational (academic, sporting, cultural and social) visits off site, local visits within walking distance, visits to St. John's Church and swimming lessons at the beginning of each academic year. Parents should also be provided with the opportunity to attend a briefing meeting prior to any proposed residential visits. Off site visits requiring medical details and contact numbers will be gathered prior to the visit, taken on the visit and retained securely in the school office for that academic year. However, if there have been any concerns raised, accidents or a situation which requires evidence to be retained this will be done so in line with the GDPR policy.

## Transport

The group leader should give careful consideration to the planning of transport. Reputable coach companies with seat belts should be used at all times. If transport is provided by another source

(secondary school mini bus to attend activities) the leader should be satisfied that the vehicle is roadworthy and complies with all safety legislation and has seat belts.

If private cars are used including that of staff for small group activities (e.g. football matches) then the drivers must ensure passenger safety at all times. The vehicle should be road worthy, possess seat belts, possess child seats (should the height of the child require them), possess appropriate insurances and driving licenses which should be copied and kept at the school office, an appropriate DBS certificate should also be held and the number registered at school on the DBS list. It is also advisable that adults driving children are not placed in a position where they are alone with a child. The driver is responsible for ensuring correct use of seat belts, car seats and acceptable behaviour should be maintained at all times. Two adults should be present in the car with children travelling in the back seats.

Parents should be informed and consent on the use of transport.

### Insurance

All schools have public liability cover and employers liability insurance. At certain times for example residential visits and outdoor and adventurous activities a school journey and hazardous activity cover will be purchased, if required, through the Local Authority. Additional insurance may also be required for participants with specific medical needs.

### Emergency Procedures

Teachers in charge of pupils during a visit have a duty of care to ensure pupils are safe and healthy. They also have a common law duty to act as a reasonably responsible parent would. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

If an accident happens, the group leader will take charge of the emergency, priorities are to:

1. Assess the situation.
2. Safeguard the uninjured members of the group.

3. Attend the casualty.
4. Inform the emergency services and everyone who needs to know of the accident (school, parents etc. The pre-arranged home school contact should be used to inform parents as soon as is practically possible).
5. Minor accidents are to be recorded in the school accident book on return to school (notes should be taken at the time). Major accidents should be recorded on the appropriate Local Authority proforma and submitted to the head teacher who will copy and distribute the papers to the relevant Local Authority departments.
6. All gathered data will be stored and disposed of in line with the school's GDPR policy.

The Emergency and Business Continuity Plan gives guidance and procedures regarding appropriate actions and information relayed to the Local Authority and contact with the media. Enquiries from the media should be dealt with by the Local Authority have a designated person who deals with these situations. Data Protection and Information Security should also be complied with and personal information should not be disclosed.

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