Langley Hall Arts Academy

SHEVPo1

EDUCATIONAL VISITS POLICY
(for taking children off-site)

PROCEDURE	REFERENCE	FORM
SHEVPr1 - Planning an Educational Visit (Type A) - Local Community Visits (LCVs)	SHEVR1 - HASPEV: Health and Safety of Pupils on Educational Visits	SHEVFA -Educational Visits Form (LCV) – within walking distance and has a cost
SHEVPr2 - Planning Addendum (Type A) - Local Community Visits (LCVs)	SHEVR2 - Licensing Incidental Drivers of the School Minibus (HASPEV Update)	SHEVFA+ - Educational Visits Form (LCV) – within walking distance and has associated costs
SHEVPr3 - Planning an Educational Visit (Type B) - Distant Centre Visits (DCVs)	SHEVR3 - Seat Belts and Child Restraints	SHEVFB - Educational Visits Form (DCV)
SHEVPr4 - Emergency Procedure	SHEVR4 - Preventing or Controlling Ill Health from Animal Contact at Visitor Attractions	SHEVF1 - Risk Assessment Form (Generic and Additional Risks)
		SHEVF2 - Pre-Departure Checklist
		SHEVF3 - Staff Briefing Information
		SHEVF3a - Register for Educational Visits
		SHEVF3b - Medical Information Summary
		SHEVF4 - Educational Visits Committee (EVC) Checklist
		SHEVF5 - Volunteer's Vehicle Declaration
		SHEVF6 - Trip Safety Rules and Information (for Children)
		SHEVF7 – Feedback Form
		SHEVF8 - Incident Log
		SHEVF9 - Emergency Incident Log
		SHEVF11 - Sample Letter - Type A (LCV) and Type B (DCV)
		SHEVF12 - Parent Consent Form
		SHEVF13 - Business Insurance Information
		SHF2 - Child Accident Notification Form
		SHF24 – Medicine Authorisation

Definition of an educational visit:

An educational visit can be defined as an experience given to children away from the setting that has defined learning outcomes.

Why take children off site?

Off site visits for children can provide very valuable educational opportunities. The main benefits are:

- They raise confidence and self-esteem
- They extend a child's horizons and experiences
- They support or trigger the learning programme
- They encourage independence
- They develop a child's awareness of their local environment
- They enable the teacher to observe a child in a different environment

Types of educational visits

Educational visits fall into two categories:

- Type A – Local Community Visit (LCV) **SHEVFA and SHEVFA+**. Walking distance only trips. These might include going to feed the ducks, going to the local shops, posting a letter or visiting a local park.
- Type B – Distant Centre Visit (DCV) **SHEVFB**. These trips involve a transport element (travelling by coach, minibus, etc). These might include visiting the zoo, the theatre or farm etc.

Staff training for those leading educational visits (including job role definitions)

All staff who lead educational visits (called the Group Leader) should undertake some training. The Group Leader should be aware of:

- Their role and that of their Deputy Leader
- The role of others accompanying the trip
- The procedure for organising a trip
- The forms that need to be completed, including the briefing for staff
- The communication requirements
- How to carry out a risk assessment
- The insurance that is in place (confirming that it includes taking children off-site)
- How they will meet the medical requirements of children and staff

The role of the Educational Visit Group Leader

The Group Leader is responsible for the safe planning and execution of the visit and must:

- Have the qualifications, training and experience to control the group and lead the team of accompanying staff and other adults.
- Set up and maintain an "Educational Visits File".
- Make a comprehensive risk assessment and management plan and present it to the Educational Visits Committee.
- Have regard for the health and safety of the group (children, staff and other adults).
- Be familiar with good practice in the planned activities, including those he/she will not be instructing e.g. at an adventure playground manned by centre staff.

- Prepare and brief the children, their parents and accompanying staff and other adults.
- Determine the level of first aid cover that may be required and nominate a member of staff with a current first aid qualification to take overall responsibility.
- Assess the initial and ongoing suitability of the group in relation to the planned activities.
- Ensure that the visit is run in accordance with the Educational Visit Policy and associated procedures.

The role of staff and other adults accompanying the trip

Staff and other accompanying adults must:

- Follow the instructions of the Group Leader.
- Be clear about their roles and responsibilities.
- Only be left in sole charge of pupils where it has been previously agreed as part of the risk assessment process (including confirmation of a satisfactory Enhanced DBS Check).

Setting up Educational Visits Files

For Type A (LCV) educational visits, trips that are walking distance only, the Group Leader should set up a file into which they place the Educational Visit Form **SHEVFA or SHEVFA+** relevant to the trips. One file is sufficient for all Local Community Visits (LCVs) and can be accessed and actioned as and when individual trips are planned.

The Type A (LCV) visits file should have the following sections:

- Section 1
  All Educational Visit Forms **SHEVFA** or **SHEVFA+** for the Local Community Visits children might go on. These forms are for walking distance trips only and will be signed off by the Educational Visits Committee for planning purposes.
- Section 2
  Risk Assessment Form (generic and additional risks) **SHEVF1** for each potential visit.

In a separate file the Group Leader should collect:

- A copy of **SHEVFA or SHEVFA+** for the LCV (walking distance trips only) together with a completed **SHEVF1** authorised by the Educational Visits Committee for the specific LCV to go ahead.
- Parent Consent Form **SHEVF11** signed by parents for the specific LCV.
- Staff Briefing Information **SHEVF3**, **SHEVF3a** and **SHEVF3b** for the specific LCV including medical information, all children's full contact details & image use permission information.
- Pre-departure Checklist **SHEVF2**.

For each Type B (DCV) educational visit, for trips that have a transport cost associated with it, the Group Leader should set up a file into which they place all planning and documentation relevant to the trip. This file should be clearly labelled with the name of the trip on the side and front.

On the day of the actual trip this file should be given to the Head of the setting or the person remaining at the setting as the Duty Manager (if the Head of the setting is accompanying the trip).

The Type B (DCV) Educational Visit File should contain the following sections:

Section 1 The Educational Visit Form **SHEVFB** for the proposed trip, authorised and signed by the Educational Visits Committee for the specific DCV to go ahead.

Section 2 Risk Assessment Form (generic and additional risks) **SHEVF1** for each potential visit.

Section 3 Parent Consent Form **SHEVF11** signed by parents for the specific DCV.

Section 4 Staff Briefing Information **SHEVF3, SHEVF3a** and **SHEVF3b** for the specific DCV including medical information, all children's full contact details & image use permission information.

Section 5 Pre-departure Checklist **SHEVF2**.

Master file will be kept by the Educational Visits Coordinator of all LCV and DCV trips

The Educational Visits Committee

It is important that all visits are authorised by personnel other than the Group Leader. This could be a parent committee, the Head of the setting or other senior staff. It could even be designated personnel not employed by the setting but who have some experience in health and safety. The committee can authorise one of them to ratify the trip on their behalf. No trip should go ahead unless it has firstly been authorised by the committee or their authorised representative.

Type A visits (LCV) can be approved in advance "in principle", the trip is then returned to the EVC for actual approval just before it takes place.

Type B visits (DCV) must be approved on each and every occasion.

The Educational Visits Committee must satisfy themselves that all aspects of the trip have been considered and to do this they should use the Educational Visit Committee Checklist **SHEVF4**.

Risk Assessments

It is the Group Leader's responsibility to ensure that the trip is conducted safely. For most educational visits the risks will be very similar, therefore generic risk assessments have been prepared as part of the Risk Assessment Form **SHEVF1**.

During the pre-visit, the Group Leader should use the generic section of Risk Assessment Form **SHEVF1** to assess which of the risks are relevant to their particular trip and identify these by using a highlighter pen or ticking beside each relevant risk. If the generic section of Risk Assessment Form **SHEVF1** omits a risk relevant to the particular trip, the risk should be added using the blank template page at the back of the **SHEVF1**.

Pre-visits

It is important that pre-visits are carried out before the Group Leader submits the Educational Visit Form **SHEVFA, SHEVFA+** or **SHEVFB**. This is to ensure that all possible risks have been considered, recorded and minimised.

Staff / Child Ratios

Some activities will require more supervision than others and some staff accompanying the children will be more qualified, experienced and mature than others. There are many factors to take into account and therefore the Group Leader must use their professional judgement when setting staffing levels. The Group Leader may decide that they should be "extra to numbers" so that they are available to deal with any issues that may arise during the trip.

The following ratios may be appropriate:

Years 7 to 11	1:10

It may, according to circumstances, be necessary to exceed these minimum ratios.

Whatever the required ratio, there should always be a minimum of 2 adults with any group going off-site in case of an emergency.

Pandemic

In cases where there is a pandemic, Langley Hall Arts Academy will follow government guidance.

Involvement of and communication with parents

Parents should be fully informed of any plans to take their children off-site, if the trip is outside of the list sent to parents in July each year. Sample Letter Type A (LCV) and Type B (DCV) **SHEVF11** give parents all the necessary information and requires that they respond in writing, giving their consent for their child to be included in the trip. Any changes to the trip arrangements should be communicated to parents so that they have the opportunity to change their minds regarding consent in the light of the new arrangements. A list of requirements for letters to parents is included on Educational Visit Form (LCV) **SHEVFA** and **SHEVFA+** and Educational Visit Form (DCV) **SHEVFB**.

Parents may be asked to accompany the trip but the Group Leader must be very clear in their briefing of the parents' role and responsibilities when on the trip.

Planning the visit and communication with others accompanying the trip

To plan the visit, the Group Leader should follow the appropriate procedure. Type A Procedure **SHEVPr1** and **SHEVPr2** is for local trips, Type B Procedure **SHEVPr3** is for distant trips.

Clear communication of the trip plans to all who are accompanying the trip (including the children) is vital. A staff meeting should be held prior to the trip and Staff Briefing Information **SHEVF3**, **SHEVF3a** and **SHEVF3b** is given to each member of staff. The information that it is essential to include in the briefing is listed on the Staff Briefing Information **SHEVF3**, **SHEVF3a** and **SHEVF3b**.

Qualifications of staff accompanying an educational visit

It is important to ensure that consideration is given to the qualifications and experience of the staff accompanying the trip. This will be recorded on the Staff Briefing Information **SHEVF3** and on the Educational Visit Form (LCV) **SHEVFA or SHEVFA+** or Educational Visit Form (DCV) **SHEVFB**.

The Group Leader must hold at least a Level 3 qualification and one other member of staff accompanying the trip should also be a Level 3 (this may be the deputy).

Other staff may be qualified to Level 2 or hold no qualification. Unqualified staff, especially if they are parent helpers and do not know the children well, should be risk assessed if the plan is for them to have sole charge of a group of children. Anyone in sole charge of children must have Enhanced DBS Check.

Consideration should be given to each member of staff's ability to look after children in an off-site situation and the likely behaviour of particular children, before grouping the children.

One accompanying member of staff must have a valid 12 hour first aid qualification (including paediatric first aid).

If children are going swimming, one member of staff or the pool staff should hold a valid life saving qualification.

Medical and allergy information for children and adults on the trip

All allergy information will be available to staff through the setting's usual medical records procedure. Medical information will similarly be on a child's file.

Parents are asked to sign the Parent Consent Form **SHEVF11** to confirm that all of the medical details held by the setting are correct and up-to-date. Therefore unless parents tell the staff otherwise, the medical information can be taken from existing setting records.

If a child needs medicines on the day of the visit, parents will be asked to complete a Medicine Authorisation Form **SHF24** in the normal way and this form together with the medicine will be taken on the trip. Medicine will be administered in the normal way (witnessed by a second member of staff and recorded in a Trip Medication Book and signed by both members of staff).

Insurance checks including use of staff and volunteers' cars

It is important that the Group Leader checks that the setting's Public Liability Insurance covers them for taking children off-site.

It is also important to check that there is a valid policy in place.

Staff or volunteers driving their own cars should sign the Volunteer's Vehicle Declaration **SHEVF5** to confirm that they have a current fully comprehensive insurance policy, that their car is roadworthy and that they hold a valid full driving licence for their vehicle.

The Group Leader should have a copy of the setting's insurance details entered onto Business Insurance Information **SHEVF13** to take with them on the trip.

Incident logs and feedback on the visit

It is important that the Group Leader carries a blank Incident Log **SHEVF8** while on the trip.
They should record any incident that occurs, however small. Examples of incidents that might be recorded include:

- Tourist tried to take photo of the children
- Lorraine dropped her bottle of water and it split, more water purchased from kiosk

In the event of an emergency or grave emergency, the Emergency Incident Log **SHEVF9** should be used and the Emergency Procedure **SHEVPr4** followed.

After the visit all staff and accompanying adults should be invited to complete a feedback form. These should then be placed with all other documentation in the Educational Visits File for future reference. Some comments may be used to refine other planned trips.

First aid on the trip

Any accident or injury suffered by a child, member of staff or adult helper must be recorded in a Trip Accident Book. This should detail the date and time of the accident, injury sustained, and treatment given and by whom. This information must be fully completed in pen by the member of staff immediately after administering first aid. This is a legal document and may be referred to if complications subsequently arise.

A Child Accident Notification Form **SHF2** should be completed and given to the child's parent or other adult collecting the child at the end of the session. This should detail the incident and the action taken. This form will not replace the need for a verbal explanation but ensures that details of all incidents are passed on and can be given to medical staff if complications subsequently arise.

If staff / parents feel improvements to safety can or should be made this should be recorded in writing and handed to the Group Leader.

Clarification of the legal aspects of consent to treatment

In an emergency situation doctors and surgeons may treat a patient without consent.

In all other situations, a doctor or surgeon is bound by the patient's choice to accept or refuse treatment, or to consent to only parts of that treatment. Although the law allows competent minors over and under the age of 16 to give their own consent, they do not necessarily have the right to refuse treatment. In making decisions about treatment, doctors have greater security if parental consent is available. The information on the consent form should be shown to the doctor.

Anyone with a legal parental responsibility can give consent for medical treatment to children under the age of 18 years. The signing of a medical consent form by an adult with the legal responsibility of a parent authorises such consent. It is important to have signed medical consent forms for all educational visits.

Where separated parents have joint legal parental responsibility, only one consent is required.

Others with a legal parental responsibility include those with a residence order in their favour and a local authority with a care order.

A form for consent for medical treatment is signed by parents / guardians on entry to Langley Hall Arts Academy and should be kept on file. No further form is required for visits and generally the form is best left in the setting. If the visit is local, then any treatment would be at a local hospital and either the parent's direct consent or the form could be sent from the setting in adequate time. No consent is required in emergency situations.

For Distant Centre Visits (DCV), the medical consent form can be faxed to any hospital the child may need to attend.

Transportation

Use of coaches

- Choose a reputable coach company and if possible seek recommendations (perhaps approach other childcare settings / secondary schools for information on the companies they use).
- Ensure that seat belts are suitable for the size, age of the children travelling in line with legal requirements.
- Ensure that all children are safely strapped in before the coach leaves and remind children that they must not undo their seatbelts until told to do so.
- Position staff throughout the coach close to the children they are looking after.
- Remember to count the children & adults to check everyone is aboard before starting any journey.
- Remember to count the children & adults to check everyone has left the coach before allowing it to leave.

Travelling on a minibus

In addition to the points above relating to use of coaches:

- Before every journey, the driver should check that the vehicle is roadworthy and particularly check lights, brakes, oil, tyres, water and seatbelts.
- All doors must be unlocked when carrying passengers.
- Visibility from all windows must be good.
- The bus must carry safety equipment i.e. warning triangle, fire extinguisher, jack, high visibility jacket and first aid box.
- There should be at least one person with a mobile phone (able to make outgoing calls), but the driver must not use the mobile phone while the engine is running.
- All passengers (adults and children) must wear seatbelts.
- All bus defects must be reported immediately they are identified and action taken to rectify the problem.
- All maintenance work must be recorded together with the dates and the person / company carrying out the work.
- The bus must be serviced according to the manufacturer's recommendations.
- The driver must hold a full licence appropriate for the vehicle being driven.
- The driver must observe the Highway Code at all times.
- The driver must not drive if they are physically or mentally unfit.
- The driver must be at least the minimum age required by the minibus insurance policy.

Travelling in a car

All children should only travel in cars when restrained using a seat belt in line with legal requirements.

Anyone taking children in their car as the sole adult must have a satisfactory Enhanced DBS Check.

Staff must ensure that:

- The safety seat, if used, is securely fitted.
- They are familiar with the regulations relating to children (see Department for Transport guidance - https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)

Walking off-site

- Staff walking children must carry a whistle and ensure strict discipline is maintained at all times.
- Count the children frequently (record the checks on Register for Educational Visits **SHEVF3a**).
- In the pre-departure risk assessment, ensure that the pavements are wide enough for two children and an adult to walk together.
- Staff should talk to the children about health and safety and appropriate behaviour before they walk off site.
    - Always stop walking if it appears to be safer to be still e.g. if a large lorry approaches. If the whistle is blown everyone must stop immediately and give their full attention to the staff member.
    - Children must never push or attempt to trip other children.
    - Children must stay in the same place in the line that they were put in before the walk began.
    - Children should remain with the group and never run ahead or lag behind.
- When crossing the road, no child or adult should rush across.

Late amendments to trips

Late amendments to trips should be avoided wherever possible.

In the event of a child falling ill on the day of the trip, the Group Leader must ensure that all documentation including registers, numbers of children and ratios are amended.

In the event of a member of staff falling ill on the day of the trip, a suitable alternative staff member should be asked to step in, or an assessment carried out on the appropriateness of the new staff / child ratios.

The alternative member of staff must be given a Staff Briefing Information **SHEVF3**, **SHEVF3a** and **SHEVF3b** and have a meeting with the Group Leader or Deputy Leader before the trip commences – even if it means delaying the time that the trip starts.

All staff must be made aware of the change and should make the changes to their own Staff Briefing Information **SHEVF3**, **SHEVF3a** and **SHEVF3b** if already issued to them.

If the safety of the trip is in doubt, it is better to cancel the trip entirely.