



Ysgol Iolo Morganwg

Policy on Educational Visits

1 Introduction

- 1.1 Educational visits are activities arranged by or on behalf of the school which take place outside of the school's premises. Governors and teaching staff believe that visits can support and enrich the school curriculum by providing experiences that would otherwise not be available. Every off-site activity has to have an educational purpose, which enhances and enriches to the children's learning experiences.
- 1.2 At Ysgol Iolo Morganwg we aim to establish a clear and coherent structure for planning and evaluating our visits, and to ensure risks are minimized, to protect the health and safety of every child at all times. Within these constraints we try to ensure that our visits are available to every pupil and, where possible, those with a disability. As a rule, the visits occur during the school day.

2 Aims

- 2.1 The aims of our off-site visits are:
- to enhance our pupils' curricular and leisure opportunities;
 - to provide a wider range of experiences for our pupils which cannot be provided solely on the school's premises;
 - to promote children's independence as learners, and to enable them to grow and develop in new learning environments.

These visits begin with short trips in the local area during the Early Years, and progress to overnight visits towards the end of Key Stage 2.

3 Curriculum links

3.1 There are corresponding activity programmes for most curriculum subjects (including school visits from experts).

- science - using school land, visits to Techniquest
- mathematics - using shape and number routes in the local environment;
- history - visits to castles, studying local housing patterns, local museums, visits to St Fagans;
- geography - using the local area for fieldwork, village routes, Overnight visits to Llangrannog and the Atlantic College;
- art and design - visits to art galleries, using the local area;
- P.E. - various sporting competitions, extra-curricular activities, visits from specialist coaches, Overnight Visits (Llangrannog);
- music - variety of specialist musical training, extra-curricular activities,
- ICT - use of ICT during Overnight Visits e.g. "Bro Radio" radio station
- R.E. - visits to local places of worship, e.g. Capel Ramoth and the Church, visits from local clerics;
- PSE and citizenship - visits to the fire station or old people's residential home, visits from local police officers and health visitors

4 Overnight activities

4.1 At Ysgol Iolo Morganwg, children in years 5 and 6 are given the opportunity to participate in an overnight visit. This activity takes place during school time and is linked to the National Curriculum, therefore there will not be a fee for the education provided or travel costs. However, there will be a fee for refreshments and accommodation, insurance and specialist training in specific activities. Parents receiving state benefits are not expected to pay the full fees but we ask them to contribute half the costs.

4.2 The overnight visit enables children to participate in outdoor and adventure activities as part of their P.E. work. We provide a qualified trainer for every specialist activity undertaken.

5 Authorisation of visits

- 5.1** The head will appoint a group leader responsible for the activity.
- 5.2** The school's educational visits co-ordinator will plan and manage off-site visits.
To co-ordinator will:
- ensure that risk assessments are completed;
 - support the head and governing body in their decisions on approval;
 - designate qualified staff to lead and assist with trips;
 - arrange related staff training;
 - ensure that all adults on the visit, including private car drivers have satisfactory police checks;
 - ensure that we have received all permissions and necessary medical certificates;
 - keep a record of visits and ensure that generic risk assessments (e.g. crossing the road) are undertaken regularly for regular visits to local places (e.g. local swimming pool).

Staff who arrange, or are otherwise involved in off-site visits, must familiarize themselves with the regulations, directions and procedures published by the LEA (available from the school office). Every off-site activity must be conducted in accordance with the LEA's directions.

- 5.3** Where staff to arrange an off-site activity, they must seek the approval of the head or deputy before making a commitment on behalf of the school. The member of staff should produce a comprehensive visit plan so that an informed decision can be made.
- 5.4** When the activity entails a period exceeding 24 hours (overnight visits), the head will ask for the approval of the governing body (through the chair) before giving consent to the activity
- 5.5** Our policy is that every child should be able to participate in educational visits. When a disabled child qualifies for a visit, we will make every effort to ensure he/she is included. Every teacher is also aware of the children's ethical and health needs. We will ask for guidance from parents to help us to adjust our programme, and will make any reasonable adjustments to our programme in order to include disabled children. Any such adjustments will be included in the risk assessment.

6 Risk assessment

6.1 The group leader will complete a comprehensive risk assessment (for an example, see appendix 1) before the proposed visit. They will assess the risks which might be encountered on the visit, and identify measures to prevent or minimize them. The risk assessment will be based on the following considerations:

- What are the risks?
- Who could be affected?
- What safety measures are necessary to minimize risks to acceptable levels?
- Can the group leader implement the safety measures?
- What steps are taken in case of emergency?

6.2 Staff planning an off-site activity should arrange a risk assessment. It is important to pay attention to the likely weather at the time of year for the proposed visit, and the group leader should consider carefully the facilities available with regard to the proposed size of the group. They should also assess the suitability of the site in relation to the children's ages and specific needs. They will also consider the location's approach to health and safety. Locations which provide activities with a leader will have their own risk assessments for specific sessions, and these assessments can be adopted when it is impractical for the group leader to test the activity beforehand or if they do not have the necessary skills to form an informed opinion of the potential related risks.

6.3 It is important to assess and record any health, safety or security issues identified during the preliminary visit. Any such issues are considered when the final decision is made as to whether the visit should go ahead or not. The Visit Plan must state the extent of any relevant risks.

6.4 There should be enough adults to take part in an activity. As a rule the lowest ratios are as follows:

- 1 adult to every 15 pupils in Years 4 to 6;
- 1 adult to every 6 pupils in Years 1 to 3
- 1 adult to every 5 pupils in the Early Years.

At least two adults are required for every visit. However, these are the *minimum* requirements, and they may *not* provide sufficient supervision in every case.

6.5 A risk assessment must also consider transport back and forth from the location. The bus company we use include:

- the provision of safety belts and the requirement to use them;
- appropriate police checks of the driver
- appropriate insurance for the driver;
- details of first aid and emergency equipment;
- breakdown procedures.

6.6 The group leader will ensure that every adult who assists in the supervision of the visit has been subject to police checks (see 5.2 above).

6.7 A copy of the completed risk assessment is given to the head.

7 Transport

Off-site activity prices should include any of the following which are relevant;

- transport
- entrance fees;
- insurance;
- the provision of any special resources or equipment;
- costs associated with adult assistants;
- any refreshments the school has chosen to pay for.

Transport arrangements allow for a seat for everyone. Our policy is to use buses with safety or lap belts, and insist that everyone participating in the visit wears them.

When private cars are used for transport, the group leader is responsible for securing permission and insurance for such journeys.

8 Communicating with parents

All appropriate information regarding the proposed visit should be given to parents of children participating in off-site activities as soon as possible. Parents must give their written permission before a child can take part in any off-site activity.

Off-site activities are primarily funded by parental contributions (voluntary except for overnight visits), with some grants from the

parent-teacher association (CRAff). This must be made clear to parents in all correspondence regarding educational visits during the planning stage.

No child can be prohibited from an activity because of a parent's unwillingness or inability to contribute. Parents are informed of this principle through the school prospectus and letters sent with regard to proposed visits.

Timeframes for making contributions should give the head reasonable time to decide on the financial viability of the activity.

9 Further health and safety considerations

A group leader must ensure that every adult accompanying a group is aware of the relevant emergency arrangements. Every adult must have an emergency phone number, but where the activity extends beyond the usual school day a home phone number should be provided as an emergency contact.

Before a group leaves the school a list should be given to the school office of everyone, children and adults alike, travelling with the group, as well as a programme and timetable for the activity.

The safety of the group, particularly the children, is the main consideration. During the activity the group leader must do anything necessary to ensure that safety. This involves paying attention to any information given in responses to medical questionnaires, and ensuring that children are safe and provided with good care at all times.

Before the activity, if it is felt that the behaviour of an individual child is likely to have an adverse effect on the safety or others of the school's reputation, the leader should discuss the possibility of excluding that child from the activity with the Head.

10 Planning for group leaders

Group leaders must read the appropriate directions for off-site activities carefully:

- *Health and Safety of Pupils on Educational Visits: A Good Practice Guide-* (DfES 1998) and attachments:
 - *A Handbook for Group Leaders* (DfES 2002)
 - *Group Safety at Water Margins* (DfES 2002)

11 Visit plan

The visit plan for proposed educational visits must include the following:

- risk assessment;
- general information;
- names, ages, contact details, permission forms, medical records and other relevant details of everyone going on the visit;
- travel timetable;
- overnight stay plan (if relevant);
- full activity plan;
- fire precautions and evacuating procedures;
- the proposed supervisory arrangements;
- insurance arrangements for every member of the group;
- emergency contacts and procedures;
- general contact information;
- guidance for group leaders;
- guidance for the emergency contact and head;
- responses to the medical questionnaire;
- first aid boxes.

12 Monitoring and review

This policy is monitored by the governing body and will be reviewed if deemed necessary.

Signed:

Date:

Appendix 1: Risk Assessment Form

Ysgol Iolo Morganwg

5 Location/activity:	6 Risk Assessment Form
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Assessment by	<i>Name:</i>
Work Location:	Ysgol Iolo Morganwg, Broadway, Cowbridge, Vale of Glamorgan, CF71 7ER
LEA:	Vale of Glamorgan LEA
Date:	Assessment review date:

*Result Key T=Trivial information required

A=Adequately Controlled N=Not adequately controlled

U=Unable to decide, further

Activity	Hazard	Persons in Danger	Likelihood 1-10	Severity 1-10	Rate %	Measures/Comment	Result*
1							