



St. Ronan's Primary and Nursery School

Educational Visits Policy

Signed: _____ (Chair, BoG)

Date: _____

Review: _____

Definition

The term “**educational visits**” refers to:

‘all academic, sporting, cultural, creative and personal development activities, which take place away from the young persons’ school, and make a significant contribution to learning and development of those participating’

The policy and procedures are based on the “**EA Educational Visits Interim Guidance for Schools 2017**”

CATEGORIES OF EDUCATIONAL VISITS

CATEGORY 1: Basic Visits which take place on a regular basis and occur largely within school hours e.g. sporting fixtures, swimming pool visits and outings.

CATEGORY 2: One-off day /evening excursions (non-hazardous) e.g. field study trips, theatre visits, business/education visits, regional sporting fixtures.

CATEGORY 3: Residential visits of one or more nights within the UK or Ireland. (non-hazardous) e.g. visits to residential centres, field centres, school exchanges.

CATEGORY 4: Residential visits outside the UK or Ireland (non-hazardous) e.g. international exchange visits, sporting events, cultural activities and international community work.

CATEGORY 5: Hazardous activities – residential and non-residential as exemplified below:

- Hill walking • Fieldwork • Cycling/mountain biking • Orienteering
- Rock climbing/abseiling • Caving and potholing • Kayaking • Open canoeing
- Windsurfing • Dingy sailing • Sub-aqua • Skiing/snowboarding
- Horse riding • Angling • Water-skiing • Rafting rowing • Surfing •Bouldering/gorge walking •
- Swimming in open water
- Stand-up paddle boarding

For all outings, the following procedures must be followed in accordance with “**Educational Visits: Best Practice 2009**” and “**EA Educational Visits Interim Guidance for Schools 2017**”.

Rationale

It is the policy of our school to take pupils on trips to places of interest, which enhance and stimulate learning and teaching. These places may be within the surrounding locality or further afield.

Pupils will participate in trips linked to their World Around Us topics, sporting events, P. E. (swimming), performances, attending religious services, visiting post primary schools for activity days and their End of Year Trip.

Planning Visits

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. All necessary paper work (page 16 "***Educational Visits: Best Practice 2009***") and planning will be completed and submitted to the Principal prior to the trip for approval.

Risk Assessments

Staff must carry out risk assessments and complete the risk assessment form which can be downloaded from ***Staff*** prior to the trip. The contact at the venue should also be asked to forward a risk assessment policy if they have one drawn up.

Risks should be monitored during the visit and where appropriate be modified or curtailed to suit changing circumstances. This is the responsibility of all involved in the visit.

***After carrying out a behavioural risk assessment, the school has the right to refuse any pupil from participating in the visit, whose involvement may be considered to be a danger to him/herself or to the group. ***

Planning – Additional Considerations

- Toilet facilities must be provided for the children at regular intervals.
- Where possible, food and drinks must be provided at similar times to those in school. Advise pupils to take extra drinks if the weather is warm or if energetic exercise is part of the day's activities. Healthy food and drinks will be encouraged.
- Meeting points must be pre-designated and times arranged when all the party should assemble. These must be strictly adhered to.
- Transport must be fully insured and the maximum seat capacity of the vehicle must not be exceeded. Seat belts must be worn.
- Some trips may require car transport. If this is the case, the driver must ensure he/she has insurance to carry pupils. Any parent driving children must be vetted in accordance with the school's Safeguarding/ Child Protection Policy.

Supervision - Staff Ratios

Pupil to staff ratios for educational visits are not prescribed by law

The following adult/pupil ratios are recommended by the EA but they are only guidelines. Those planning visits, on the basis of risk assessment, should decide the ratios.

<u>Nursery:</u>	1 adult for up to a maximum of 6 young people
<u>Foundation Stage:</u>	1 adult for up to a maximum of 10 young people
<u>Key Stages 1 and 2:</u>	1 adult for up to a maximum of 15 young people

When an overnight stay is involved, at least one male and one female leader should accompany mixed sex groups where possible. If this is not possible, parents must be made aware and give consent to the proposed arrangement prior to the visit.

Supervision – Responsibilities

- Staff must understand their roles and responsibilities, should be aware of any pupils who may require closer supervision, be well briefed on the trip and realise who the person of contact is within school – Principal/Vice Principal (page 22 “***Educational Visits: Best Practice 2009***”).

- A list of all pupils and adults involved in the visit should be carried by all supervisors at all times.
- The pupils must be counted before setting off (on the coach if used) and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the pupils at regular intervals.
- The teacher in charge remains responsible for pupils even when not in direct contact with them. Pupils, particularly in school years 1 to 3, should be easily identifiable, e.g. wearing school uniform. Pupils should not wear name badges.
- For the protection of both teachers and adults, all teachers should ensure that they are not alone with a pupil wherever possible.

Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school trip. Pupils should clearly understand what is expected of them and what the trip will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

Pupils should know and understand:

- The aims and objectives of the visit/activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- The standard of behaviour that is expected from them.
- Appropriate and inappropriate personal and social conduct.
- Who is responsible for their group.
- What to do if approached by anyone from outside the group.
- Rendezvous procedures.
- What to do if separated from the group.

Communicating with Parents

Parents will receive a letter close to the trip date containing the following information:

- Date of the visit.
- Times of departure and return – parents must have agreed to meet their child on return.

- Modes of travel, including the name of travel company.
- Details on the cost of the visit.
- Name of leader (Class Teacher)
- Details of the activities planned.
- What pupils should not take on the visit.
- Clothing and equipment to be taken.
- Details of lunch (Bring a packed lunch or lunch is included).

Parent Consent

- One general consent form is completed at the beginning of each school year to cover all Educational Visits throughout the year.

EMERGENCY/CONTINGENCY ARRANGEMENTS

- A First Aid kit, contact details of school/parents and relevant medication (EpiPen, Inhalers) must be carried by a member of staff. There are first aid kits for educational visits which can be located in the Main Office.
- A mobile phone must be carried by a member of staff.
- The school/principal must be informed immediately should a serious incident occur and they will liaise with authorities and parents.

Evaluation

On return it is important to undertake an evaluation of the key aspects of the visit. The completed evaluation should be forwarded to the Principal and maintained by the school for future reference.

Copies of the documents, “***Educational Visits: Best Practice 2009***” and “***EA Educational Visits Interim Guidance for Schools 2017***” are available in school.