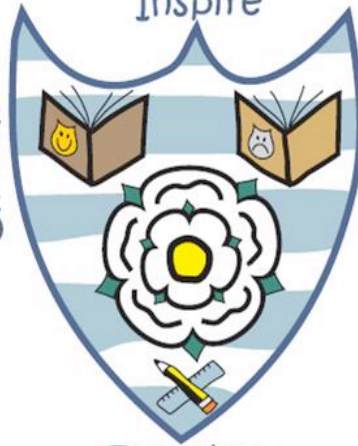


Birkwood Primary

Inspire

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Together
School

EDUCATIONAL VISITS POLICY

UPDATED MARCH 2015

Policy Statement

The Governors and Headteacher of Birkwood Primary School accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the school site.

Rationale

The Governors recognise that pupil's participation in a wide range of visits and journeys is beneficial to their whole educational experience. As part of their responsibilities the Governing Body and Headteacher will take all reasonable practicable steps to ensure the health, safety and welfare of pupils whilst travelling to, and engaged in, activities away from the school site whether provided by the School or an approved provider.

Safety Organisation

Birkwood Primary School have adopted the following procedure for approving school visits and journeys:

- (i) for Category A and B visits the responsibility for granting approval has been delegated to the Headteacher;
- (ii) for Category C (residential) visits approval be sought from the Governing Body. In order to implement Arrangement 5.7 of the School's Health and Safety Policy, the Governing Body have adopted the Authority's guidance contained in: Organising Visits and Journeys for Pupils Sixth Edition 2006.

Duties

The Governing Body:

- a) will ensure that the tasks undertaken by staff organising school visits and journeys, as set out in the Authority's guidance, are adhered to
- b) the Governors of Birkwood Primary School have appointed Mrs Alison Booth to be the Educational Visits Co-ordinator under the direction of the Headteacher.

Arrangements

Arrangement number 5.7 of the School's health and safety policy sets out how the School will manage the organising of visits and journeys:

- a) the Headteacher will ensure that the guidance in respect of Educational Visits and Journeys is followed by all staff involved in organising visits;
- b) the Headteacher will ensure that annual permission is sought from parents to cover visits throughout the year in the local area;
- c) the Headteacher will ensure that approval is sought from the Governing Body and the Authority for those visits requiring such approval.

Inclusion

Educational Visits are available to all pupils and are organised accordingly with particular consideration being given, especially when selecting venues and organising transport, to any pupils with sensory impairment, physical disability and/or specific need.

Organising an Educational Visit

At Birkwood Primary School, Class Teachers will:

- Seek the permission for an Educational Visit from the Headteacher
- BMBC will be informed via an On line application (Evolve)
- Research venues and consider Health and Safety
- Request that the Administrative Team to investigate the cost of the trip including travel using only a BMBC/CHAS approved coach firm.
- Discuss the final contribution to each child with the Headteacher. School applies a maximum voluntary contribution of £5.00 for trips and visits.

- Instruct the Administrative Team to send out letters and Health and Safety forms to the relevant children's parents and, in the case of outdoor activities or residential visits, arrange information meetings with parents.
- Carry out Risk Assessments relevant for the activities to be undertaken.
- Provide all adults with a list of pupils in their group and fully brief them on the itinerary for the day.
- Brief pupils on the itinerary for the day and on expectations regarding their conduct, behaviour and dress. (School uniform is compulsory except for residential and adventurous activities when specialist equipment will be required).

At Birkwood Primary School, the Administrative Team will:

- Liaise with Class Teachers, make relevant costings and send all correspondence to parents/carers
- Carry out a cost analysis 2 weeks before the trip to determine if the visit is financially viable
- Provide Class teachers with pupil contact details on the day of the visit.
- Order packed lunches for Free School Meals pupils 2 weeks prior to the visit and inform parents/carers and the school kitchen. All other parents to send their children with packed lunches in disposable packages and plastic bottles. No glass bottles or fizzy drinks

At Birkwood Primary School, the Class Teacher and/or Support Staff will:

- Be responsible for collating Health and Safety forms from parents and ensuring that these are in order prior to the visit
- Keep track of the parents/carers who have made voluntary contributions towards the visit

Essentials for the day of the visit

- 1 large First Aid kit per coach and travelling kits for each group
- Copy of Risk Assessments
- School mobile phone to keep school informed of progress during the visit and for any emergencies
- Contact details of all pupils and medical needs

In the event of accidents

School Emergency Plan

Definition of an emergency for which the School will deal with:

- Non – life threatening injury
- Loss of money or equipment
- Traffic related problems disrupting the visit itinerary e.g late arrival at venue or delayed returns

For emergencies such as these, the Party Leader (Class teacher) will contact the Headteacher and the school will make relevant plans to contact the relevant parents/carers and make appropriate plans.

The Party Leader must ensure that a member of staff remains with the child(ren) involved with the incident and make sure adult/child ratios are maintained for the other children in the party.

Ratios to be:

- EYFS 1:13
- Year 1 – Year 3 1:6
- Year 4 – 6 1:10

All accidents and incidents will be reported and recorded in accordance with the schools Health and Safety Policy.

BMBC Health and Safety for Educational Visits

The Headteacher will ensure that emergency procedures are in place in accordance with local authority guidance. Definition of an emergency for which the LA must be contacted:

- An accident leading to a fatality, major injury or hospitalisation
- Illness to any of the party, requiring the call out of medical assistance, or leading to serious disruption of the trip.

- Circumstances where any party member might be at serious risk of harm e.g child protection issues, missing children
- Situations where the media may become involved.

For all of these emergencies contact the Local Authority on 01226 787080.

First Aid

We aim to ensure that pupils have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. The majority of staff at Birkwood Primary School are first aid trained and will therefore provide first aid when required.

Monitoring and Evaluating Accidents and Near Misses

The Party Leader has a duty to report all accidents and near misses to the Headteacher and the Governing Body. Careful evaluation of the incident, following LA guidelines, will be required to determine whether any follow up action is necessary.

Monitoring and Review

The Governing Body reviews this policy every two years. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

This policy will be reviewed in March 2017.

Signed _____ Headteacher Date _____

Signed _____ Chair of Governors Date _____