

# Lowton West Primary School



## Off-Site Visits Policy

**Policy reviewed by J. Westhead**

**Date policy reviewed:** June 2021

**Ratified by Governing Body:**

Mr B. Cunliffe (Chair of Governors)

Mrs J. Westhead (Headteacher)

**Review Date:** June 2022



## Policy on Off-Site Visits

*Aiming High Together*

### **School Vision**

To inspire, achieve and succeed, we will aim high and build dreams and futures together.

### **Mission Statement**

**Providing the highest quality education, care and support for the whole school community.**

Our mission statement is based on RESPECT:

**R** = Recognising the needs of the individual child

**E** = Ensuring a unique and engaging curriculum

**S** = Supporting each other to learn and achieve

**P** = Passionate about providing the highest quality education

**E** = Encouraging creativity, self – expression and imagination

**C** = Creating confident, resilient, life – long learners

**T** = The voice of everybody is heard

All the above statements help us to understand how we can all make a positive contribution to the school and the wider community.

### **We will do this through our core values:**

- Respect
- Resilience
- Kindness
- Confidence

We also, at Lowton West Primary School, strive to develop and uphold British Values. The five British values that the Government has identified for schools to focus on are:

- Democracy
- The Rule of Law
- Individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Developing personal and social responsibility
- Respect for British Institutions

There are more details on how our school demonstrates and develops these British Values in our British Values Policy and on our website.

## **RESPONSIBILITIES:**

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety on educational visits with the employer:

- – For community schools, community special schools, voluntary controlled schools, maintained nursery schools, pupil referral units, and statutory youth groups, the employer is the local authority. These establishments must adhere to Wigan Council 'Educational Trips and Visits' policy (2015).
- Where the LA is the employer, the Governors should not normally be expected to approve visits.

This policy applies to all staff at Lowton West Primary School. It applies to all planned off-site activities (i.e. All trips and visits).

## **1 Introduction**

- 1.1 Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- 1.2 In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils. The visits usually take place within the school day.

## **2 Aims and objectives**

- 2.1 The aims of our off-site visits are to:
  - enhance curricular and recreational opportunities for our pupils;
  - provide a wider range of experiences for our pupils than could be provided on the school site alone;
  - promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

Work that takes place outside the classroom can provide a very powerful means of developing learning in all curriculum areas, and raise attainment.

Experiential learning can also provide opportunities for development in other areas, including:

- – Relationships
- – Emotional & spiritual
- – Cross curricular
- – Individual
- – Teamwork
- – Environmental

## **Potential Outcomes for Pupils:**

### **Improved Learning Skills**

PSHE

Key Skills

Citizenship

Experiential Learning

Managing Challenge and Risk

Maximising Learning through Multiple Intelligences

Learning with Consequences

Access to Lifelong Learning  
Theory into practice

### **Improved Teamwork**

Cooperating with others  
Learning to Trust  
Group Decision Making  
Helping and Caring for Others  
Setting and Achieving Team Goals  
Effective Communication -  
Listening and Speaking  
Working Together and Sticking Together  
Establishing a Group Identity  
Awareness of Strengths and Weaknesses

### **Improved Relationships**

Heightened sensitivity to the Needs of Others  
Adults seen in a different light  
Young People seen in a different light  
Working and Living with Others  
Understanding the need for Trust and Cooperation

### **Improved Understanding and Awareness of Environment, Other Cultures and Real World Learning**

New Places and Expanded Horizons  
Appreciation of the Natural Environment  
New Language skills  
Contextual Learning - Fieldwork in context  
Practicing the Principles of Sustainability  
Curriculum theory into real world context

### **Spiritual and Emotional Development**

Emotional Literacy - Awareness and  
Understanding of Self and Others  
Developing Self-reliance and Independence  
Developing Self-respect and Self-esteem  
Responding to the Awe and Wonder factor  
Developing a Positive Attitude to Challenge  
Developing a Sense of Adventure  
Developing the ability to Empathise  
Appreciation of People and Places

### **Developing Individual Potential**

Building Self-confidence  
Boosting Self-esteem  
Coping with Challenge  
Providing Hands-on Experience  
Facilitating Personal Decision Making  
Stretching Personal Comfort Zone  
Improved Motivation  
New Skills and Unlocking Talent

### **3 Curriculum links**

3.1 For each subject in the curriculum, there is a corresponding programme of activities (which often includes visits to the school by specialists or off-site visits). All these activities are carried out in line with guidance published by the LA. They may include:

- English – theatre visits, visits by authors, poets and theatre groups;
- science – use of the school grounds and garden, visits to planetarium, museum;
- mathematics – use of shape and number trails in the local environment;
- history – castle visits, study of local housing patterns, local museums, parks;
- geography – use of the locality for fieldwork, village trails;
- art and design – art gallery visits, use of the locality;
- PE – a range of sporting fixtures, outdoor adventure activities e.g. Sailing; extra-curricular activities, visits by specialist coaches;
- music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, theatre visits;
- design and technology – visits to local factories or design centres;
- ICT – it's use in local shops/libraries/secondary schools, etc;
- RE – visits to local centres of worship, visits by local clergy;
- PSHE and citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

### **4 Residential activities**

4.1 Children in Year 6 have the opportunity to take part in a residential visit.

The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. Qualified instructors are provided for all specialist activities that we undertake.

### **5 How visits may be authorised**

5.1 The headteacher will appoint a party/group leader to be responsible for running the activity. This will normally be a teacher employed at the school.

5.2 The school's educational visits coordinator (EVC) and the Headteacher will be involved in the planning and management of off-site visits. The school's EVC is Mrs Brooks (Assistant Head KS1).

The EVC and Headteacher will:

- ensure that risk assessments are completed;
- assign competent staff to lead and help with trips;
- organise related staff training;
- verify that all accompanying adults have had police checks;
- make sure that all necessary permissions and medical forms are obtained;
- keep records of visits

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (the Wigan Council 'Educational Trips and Visits' policy is available to view at:

<https://www.wigan.gov.uk/.../Education/Schools/School-educational-trips-and-visits.aspx>

All off-site activities must take place in accordance with this policy.

The school has adopted the OEAP National Guidance( 'National guidance for the Management of Outdoor learning, off site visits and learning outside the classroom).

This can be accessed at the following link:

<http://oeapng.info>

Employees must follow that guidance as well as the requirements of the Lowton West Primary School Off-Site Visits Policy. If there appears to be any conflict between them, then the school policy must be followed and clarification sought from your EVC or management.

The Local Authority guidance also refers schools to the following documents:

DfE document: *A Handbook for Group Leaders*

OEAP document: *Responsibilities of Visit Leader*

- 5.3 Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the headteacher before any commitment is made on behalf of the school. A comprehensive visit checklist (**Form 1 – Appendix 1**) should be provided by the member of staff to allow for an informed decision to be made.

Authorization of visits will be given as follows;

- Level 1 Local and day return – Headteacher.
- Level 2 Residential and out of Country – LEA's Education Visits Advisor (EVA)

### **Visit Outline Plan Checklist (Form 1)**

This checklist is to help the Educational Visits Co-ordinator and Group Leader to ensure:

- the health, safety and welfare of young people and staff.
- the maximum educational benefit to children and young people.
- effective management, planning, organisation and leadership.

- 5.4 Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the headteacher will seek the approval of the governing body and the LA.

- 5.5 It is our policy that all children should be able to participate in educational visits. For children with a disability, we will make every effort to ensure that s/he is included. We may seek guidance from parents or carers to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

## **6 Risk assessment**

- 6.1 A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Copies of generic risk assessment cards (to assist in completing an assessment) cover most activities are available from the LA intranet. Some of these risk assessment cards are contained in the staffroom files for staff to annotate and amend accordingly.

- 6.2 Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable

weather conditions at the time of year proposed for the trip, and the party/group leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

- 6.3 It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Checklist must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them.
- 6.4 An activity should normally have sufficient adults taking part to provide the following minimum ratios:
- 1 adult to between 10 and 15 pupils in Years 4 to 6. At Lowton West, we endeavour to have a ratio of at least 1:10 pupils for Years 4 to 6.
  - Residential/Out of Country 1:10
  - 1 adult to 6 pupils in Years 1 to 3;
  - 1 adult to 4 pupils in Reception classes.

On all visits there must be 'effective supervision' that has been approved by the EVC and Head of Establishment, and where applicable in accordance with Governing Body policy.

The visit leader, EVC and Headteacher will make a professional judgement regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- the type, level, and duration of activity;
- the nature and requirements of individuals within the group, including those with additional needs;
- the experience and competence of staff and other adults;
- the venue, time of year and prevailing/predicted conditions;
- the contingency, or 'Plan B' options.

A visit must not go ahead where either the visit leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

Ratios taken from National Guidance,  
School Year 1 - 3 1:6  
School Year 4 – 6 1:10/;15  
School Year 7 - 1:15/20

Staff who are assigned to support the special needs of an individual, cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Volunteer helpers must undergo an enhanced DBS check before accompanying pupils on a school trip. They should also receive a copy of the school's 'Parent Helper' induction pack in advance of the school trip.

- 6.5 A risk assessment must also cover transport to and from the venue.
- 6.6 The group leader will double-check that all adults helping to supervise the trip have been subject to police checks/ DBS clearance.

- 6.7 A copy of the completed risk assessment will be given to the Headteacher (and the educational visits coordinator), the LA (if required), and all adults supervising the trip. All adults will sign a sheet to say that they have received a copy of the risk assessment (**Form 4 – Record of adults who have received a copy of the risk assessment**).

## **7 Transport**

- 7.1 The costing of off-site activities should include any of the following that apply:
- transport;
  - entrance fees;
  - insurance;
  - provision of any special resources or equipment;
  - any refreshments that the school has opted to pay for.
- 7.2 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.
- 7.3 Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal police checks (see 5.2). At Lowton West we have a checklist to ensure that car drivers have been subject to the relevant checks, e.g. they have the necessary car insurance, including business class, etc...
- 7.4 Our minibus meets LA guidelines, and each seat has a belt. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts. The minibus drivers carry out the necessary checks before and after each journey. These checklists are kept in the school office.

## **8 Communication with parents and carers**

- 8.1 The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents or carers must give their permission in writing before a child can be involved in any off-site activities.
- 8.2 Funding for off-site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits), sometimes with a limited subsidy from the parent–teacher association or the school fund.
- 8.3 No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents and carers will be informed of this principle through the school prospectus.
- 8.4 The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time.

## **9 Further health and safety considerations**

- 9.1 All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day, the home telephone number of a designated emergency contact should be provided.

**Emergency Cards (Home/school contact) should be kept in school and by Senior leaders (see Appendix 1)**

**Emergency Cards (Visit leaders) should be taken on the trip by the visit leader (see Appendix 1)**

- 9.2 Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity.

- 9.3 The safety of the party, and especially the children, is of paramount importance. During the activity, the party/group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.
- 9.4 Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party/group leader should discuss with the headteacher the possibility of excluding that child from the activity.
- 9.5 The normal class register should be taken prior to leaving the school and then sent to the school office. The group leaders should then take a class register on the trip to be taken before leaving each venue (and on the coach/ minibus). Double headcounts should be made before leaving every venue. If a child goes missing, the following action should be taken (in accordance with the Missing Child Policy):

**Procedure 3** (If a child goes missing on a school trip):

- If a child goes missing on a school visit, the teacher(s) in charge must ensure that the remaining children are safely cared for by the other staff and adults.
- Staff on the school trip should ask the pupils to stand with their designated person and carry out a headcount to check that no other children have gone astray.
- A member of staff/ or more than one member of staff should carry out a search of the immediate vicinity.
- The venue staff should be notified as soon as possible.
- A member of staff should contact the police using the mobile phone and report the child as missing.
- A member of staff should contact the School and inform the Headteacher (or member of the SLT) / school office immediately.
- The Headteacher/ SLT member of staff/ school office staff will contact the parents immediately and inform them of the situation.
- At an indoor or outdoor venue, the venue staff may contact the police. However, it is up to the teacher(s) in charge to ensure that the police have been contacted either by themselves or by a member of the venue staff.
- A written record of the incident and any action taken should be made as soon after the incident as practicable.

## **10 Group leaders' planning**

### **10.1 We will give due attention to the following guidance:**

- a) "National Guidance" – Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning Outside the Classroom.

This builds upon:

- The Department's 1998 good practice guide **Health and Safety of Pupils on Educational Visits**.
- *Standards for LEAs in Overseeing Educational Visits* sets out the functions of the educational visits co-ordinator in schools and the levels of risk management that Local Authorities and schools could use.
- Health and Safety: Role and responsibilities 2001.

**All publications are available in a file in the staffroom and are easily accessible via the internet. Group Leaders should read the relevant guidance.**

b) As stated in previously in Section 5.2, they must also consult the Wigan Council 'Educational Trips and Visits' policy and must ensure that the necessary forms are completed prior to the trip (in line with the school's policy).

The forms to be completed are as follows: **(REFER TO APPENDIX 1)**

- Form 1 -Visit checklist (to be discussed with the Headteacher well in advance of the visit)
- Form 2 – Headteacher approval of the visit
- (Level 1 visits)
- Category A educational visits notification form (for all category A visits)
- Category B educational visits notification form (for all category A visits)
- (Level 2 visit)
- Category C educational visits notification form (for all Category C visits)

This form is to be completed by Group Leaders and signed by the school/establishments Educational Visits Co-ordinator and Headteacher/Manager **at least 4 weeks in advance of the trip.**

For trips abroad, ensure notification is given well in advance of the visit – **where possible as soon as the Head/Manager/Governing Body gives permission to proceed.** Form C2 - Parental Consent Form for Category C Educational Visits

**STAGED approach to risk assessment – see Appendix 1**

**The Wigan Council 'Educational Trips and Visits' policy makes reference to:**

*The RADAR model: based on STAGED: Staffing, Timings, Activity, Group, Environment, Distance.*

Visit planning includes consideration of the question: *'What are the really important things that we need to do to keep us safe?'* It should focus on those issues that are individual to the specific event, taking into account the needs of the group (including special and medical needs), the experience and competency of the staff team, and the leader in the context of the event.

This risk assessment should be used alongside the other risk assessments laid out in this policy where deemed appropriate. Template available in Appendix 1).

N.B. For Category B and Category C visits, permission must be sought from the Local Authority (via the EVA – educational visits co-ordinator).

- Form C1 - Parental Consent Form for Category A & B Educational Visits
- Form C2 - Parental Consent Form for Category C Educational Visits
- Risk assessment forms for the trip
- Record of adults who have received a copy of the risk assessment

### **Local Hazards:**

The road outside school (Slag Lane) is a particular hazard. When staff are taking pupils to the local Church or out in the local area, staff should cross the children over the road at the point of access to the road directly outside the school gates (i.e. where the usual crossing patrol takes place). There should be two members of staff in the road helping to cross the children (wearing fluorescent jackets). Due care and attention should be given to the traffic lights changing and the speed of oncoming traffic.

### **Monitoring of off-site visits:**

The EVC will monitor at least one visit per year and provide a report for the Headteacher with any recommendations for future improvements.

Visit Leaders will report to the Headteacher and/ or EVC on how a visit went – particularly stating any future recommendations to improve the visit. **Visit leaders should complete the evaluation form – see Appendix 1.**

### **Staff induction and training:**

NQTs and staff who are relatively new to teaching or who don't have much experience of leading on visits will be supported through the planning process by the EVC and will be accompanied by a more experienced Visit Leader for at least two visits off-site.

The Headteacher and EVC will continue a rolling programme of training, whereby staff attend the 'Visits Leader' training led by the Local Authority.

Upon induction to the school, all new staff will be provided with a copy of this policy.

The EVC will update his/ her training every 3 years.

Staff will be provided with training on completion of risk assessments, either through a planned training session or through completion of a risk assessment with the Headteacher or EVC.

### **Insurance**

The school has insurance in place via the Local Authority.

## **11 Medical Needs**

Every Class Teacher/ Teaching Assistant keeps a file containing copies of any Health Care plans and the all class contact details. These files are then taken on trips. The parental consent forms for that particular trip will now also be added to this file prior to all trips. The contact details sheet will still be taken in case the emergency numbers cannot be contacted.

11.1 On the Year 6 residential trip, the school will take Calpol (paracetamol medicine) and parents/ carers will be asked to sign/ give their consent for this medicine to be administered by school staff if needed.

## **12 Links with other policies**

12.1 This policy links with the following policies: Health, Safety and Welfare policy, Emergency Planning policy, Missing Child Policy, Volunteer Helpers Policy, Wigan CYPS Educational Trips and Visits Policy, subject policies, Single Equality policy, Asthma policy, Epilepsy Policy, Administration of Medicines Policy.

## **13 Monitoring and review**

12.1 This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

# **APPENDIX 1**

# **TRIP FORMS FOR COMPLETION**

## Lowton West Primary School - Visit Checklist (Form 1)

This checklist is to help the Educational Visits Co-ordinator and Group Leader to ensure:

- the health, safety and welfare of young people and staff.
- the maximum educational benefit to children and young people.
- effective management, planning, organisation and leadership.

This list will be used by the Educational Visits Co-ordinator (Headteacher) and Group Leader. It will be completed and then used to decide whether final approval for a visit is given.

### Group Leader

Is there a clearly identified group leader, sufficiently experienced and competent to assess the risks and manage the proposed visit activity?

If required is there a named deputy leader?

Has the group leader got copies of all relevant information, medical needs, documents and forms? Have copies been given to the line manager?

Is the group leader aware of the school's/organisation's off-site visits policy?

### Purpose

Is there a clearly defined purpose for the whole programme and any of its constituent parts, appropriate to the age and ability of the group?

### Risk Assessment

Has the party leader assessed the risks involved in all aspects of the visit or activity including travel, the venue, relaxation time and 'cut off' points environmental, particular ability and, recorded the significant findings (or made reference to a previous record, with amendments as necessary?)

### Location

Is the proposed location of the visit suitable for the activity to be undertaken and manageable for the group?

### Advice

Have you sought advice from someone with expertise or technical competence where there is uncertainty about safe practice? This may be the LEA or a member of staff who has a co-ordinating role for off-site activities within your establishment?

### Approval

Have the Head/Governors/Management been given all relevant information and their approval obtained?

Does the proposed activity fall within 'Category B or C'? You will need to **notify** the LA Educational Visits Co-Ordinator for Category B and **gain approval** for Category C.

### Venue

Does the visit involve hazardous activities booked through commercial, charitable or other external providers?

Has the Group Leader made a preliminary visit to the site or centre to be visited, to check arrangements?

If this is not possible, the group leader must gather as much information as possible in the area to be visited from reliable sources. Form RA1 can be used for this process.

Is there a contact name, address and telephone number known for the proposed venue?

**Staff**

Are members of staff, instructors or adult volunteers leading hazardous activities suitably qualified and experienced, i.e. competent to do so? Have checks been made regarding instructors competencies and qualifications.

Have members of staff or adult volunteers been vetted, regarding child protection, where necessary?

Does staffing include male and female supervision, where necessary?

**Staff/Pupil Ratio**

Will the group have an acceptable staff/pupil ratio necessary for the activities proposed?

Do plans and staffing ratios reflect the needs of people with specific needs?

**Preliminary Visit**

Has the party leader made a preliminary visit to the site or centre to be visited, to check arrangements?

**Parental Consent**

Have parents been fully informed on all aspects of the visit through written communication or where necessary meetings.

Has the parental consent been obtained for the visit as a whole and for any hazardous activities planned? Form C as appropriate.

**The Programme**

Do young people and staff have the appropriate clothing and equipment necessary for the activities proposed and allowing for a range of weather conditions?

If not, will another provider be offering additional appropriate equipment? Are the young people prepared for and physically capable of taking part in the proposed activity?

Is the programme suitable for all of the participants?

**Organisation**

Are sufficient staff aware of dietary and medical needs of young people and staff?

Have all relevant people within school/organisation been informed/considered with regards to the trip?

Have staffing implications been considered: Lesson cover? Duty cover?

Have suitable and sufficient first aid arrangements been made?

If relevant have kitchen staff been informed of the visit?

If required have lunches been booked?

Have special diets been considered?

Has the trip been entered into the school or project's calendar?

**Transport (See Section 7)**

Is appropriate and legal transport available?

Are there suitable and sufficient qualified drivers for any planned minibus journey - Are drivers licensed to drive the vehicle? i.e. did they pass their driving Test before 1st January 1997, or do they need a D1 licence?

Will departure and return times be made known to staff, young people and parents?

Is there a contingency plan, in the event of a delay or early return?

If using a travel agency or company have appropriate checks been undertaken to validate them?

If the visit is to be self-drive has a vehicle been secured?

If self-drive has the vehicle been inspected? Are details logged with relevant person/section?

Is it suitable for the purpose?

Is a trailer or 'baggage' vehicle required?

If a travel company is being used have appropriate checks been considered when obtaining insurance?

**Finance and Insurance**

Have adequate arrangements been made to finance the visit and manage the finances?

Have all finance implications been considered: insurance, transport, accommodation, food, contingencies

Has permission been obtained from Head/Governors/Management

Is there adequate and relevant insurance cover?

Have all members of the party and all aspects of the trip been considered when obtaining insurance?

**Briefing for Young People**

There is an expectation that Young People involved with the Youth Service play a significant part in developing residential programmes. Briefings are an important method of communicating with Young People and Staff.

Contracts with Young People are also useful in creating productive group work environments.

### **Briefing for pupils**

Will the party leader brief the pupils?

The briefing at Lowton West should include:

- Reading out 'Code of conduct' prior to trips and visits , any other information regarding behaviour/ safety as the Group Leader deems relevant to discuss, etc.
- Checking that pupils have appropriate clothing and equipment/ packed lunch
- rendezvous procedures
- groupings for study or supervisory purposes (group sheet completed)
- agreed codes of conduct and behaviour
- a system or recall and action in emergencies.
- significant hazards.
- relevance to prior and future learning.

### **Briefing for Staff**

Will the party leader also brief adults and voluntary helpers?

The briefing may need to include:

- anticipation of hazards and the nature of the programme.
- Copy of risk assessment
- defining roles and responsibilities of staff.
- careful supervision, to cover the whole time away.
- standards of behaviour expected from young people – 'Code of Conduct'
- regular checking of participants/ double headcounts
- how much help to give to young people in their tasks.
- a list of names of all in the group.
- communication arrangements.
- emergency procedures.

### **Emergency Contact**

Have named points of contact been identified at home or at base in the event of an emergency, who have a contact list of the group members, including staff and a programme of the group's activities?

Are sufficient people aware of procedure and relevant phone numbers in the event of an emergency?

### **Preparation and Communication**

Is there adequate time and opportunity to prepare for the visit or activity?

Have other staff and colleagues whose work may be affected been notified of planned arrangements?

### **Crisis Management**

Is there a contingency plan B in place? Consider the following:

Bad weather preventing activity

Change of accommodation

Change of transport arrangements

Change of timetable

Illness amongst party requiring visit to hospital or return home

Bad/poor behaviour of students/young people requiring return to home or visit to police/other relevant authority.

Are the relevant people: Governors/Head/ Assistant Head KS1(EVC), Party Leader & others familiar with current crisis management procedure? (Emergency Management Plan, Missing Child Policy).

Does the home emergency contact have all relevant emergency telephone numbers including those for Children's Services, Central Watch and if required, Public Relations?

**LOWTON WEST PRIMARY SCHOOL – Form 2**

**CONFIRMATION FROM HEAD TEACHER (EVC – EDUCATIONAL VISITS CO-ORDINATOR) FOR VISIT TO GO AHEAD**

**To be completed by the head teacher**

To the group leader:

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit.

Approval is given.

- a. Please ensure that I have all relevant information including a final list of group members, details on parental consent and a detailed itinerary at least seven days before the party is due to leave.
- b. Please ensure that on the morning of the trip you pass the final risk assessment, list of groups to the school office before leaving. The school register must be taken before you leave and a double headcount taken. Ensure that the school register is sent to the office immediately. Ensure that you have a register of all pupils to take with you.
- c. Your evaluation of the visit (Form 3) including details of any incidents should be with me as soon as possible but no later than 14 days after the party returns.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Head teacher full name: \_\_\_\_\_

A copy of the completed application form and details of any subsequent changes should be retained by the Headteacher (on file in the staffroom). This copy will be available for the responsible authority (LEA and/or governing body) when needed.

The form may be modified where approval is sought from the governing body or the LA.

### Lowton West Primary School - Form 3

#### Evaluation of the visit or off-site activity

Party leaders are asked to complete a copy of this form for any educational visit or off-site activity. This must be held by the School's Educational Visits Co-ordinator (Headteacher) for future reference. It will be filed in the 'Educational Visits Risk Assessments File' in the staffroom (or archives). The office staff will file this information on behalf of the Headteacher.

<b>School/Establishment</b>	
<b>Party leader</b>	
<b>Dates of visit</b>	
<b>Purpose of visit</b>	
<b>Venue(s) visited</b>	

Please comment on the following :

<b>Pre-visit arrangements with the organisation</b>	
<b>Travel arrangements</b>	
<b>Content of education programme provided</b>	
<b>Staffing and instruction</b>	

<b>Equipment</b>	
<b>Suitability of Environment</b>	
<b>Accommodation</b>	
<b>Food</b>	
<b>Evening Activities (where appropriate)</b>	
<b>Communication with the organisation during the visit</b>	
<b>Other features (e.g. amendments to Risk Assessments)</b>	
<b>Additional comments and notable incidents (please attached supplementary sheets where necessary)</b>	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Group leader's full name: \_\_\_\_\_

## (Level 1) Category A educational visits notification form

Give this to the Headteacher (EVC) a minimum of 10 days before the visit.

<b>1. School/Establishment: Lowton West Primary School</b>		<b>DfES Number: 2049</b>	
Contact name, address, telephone number & email address. <b>Name:</b> <b>Lowton West Primary School</b> <b>Slag Lane</b> <b>Lowton Warrington</b> <b>WA3 2ED</b>  <b>01942 724865</b> E-mail: enquiries@admin.lowtonwest.wigan.sch.uk			
<b>2. Educational Purpose of visit:</b>			
<b>3. Places to be visited:</b> Does the Group Leader or other responsible adults in the party have sound knowledge of the places to be visited? Please give a brief outline of existing knowledge.  <b>Name and address of Venue:</b>     Tel. No. of venue:			
<b>4. Date of departure:</b>		<b>Time:</b>	
<b>5. Date of return:</b>		<b>Time:</b>	
<b>6. Means of transport:</b> Type of transport, name of company (If applicable) and contact details			
<b>7. Details of young people:</b>			
<b>Male</b>	<b>Female</b>	<b>Total Number</b>	<b>Year/Age Range</b>

**8. Staff and others:** Please provide numbers, relevant details of experience, qualifications (include first aid) and specific responsibilities.

**Group Leader:**

**Other teaching staff:**

**Non-teaching staff/Volunteers:**

Do the staff ratios reflect the ability of pupils and activities undertaken?

**9. Emergency contact:** Back at home base.

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Telephone number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Telephone number:** \_\_\_\_\_

Does the home base contact/s have all relevant information about the visit and have they been adequately briefed to deal with an emergency?

- Parental consent has been obtained for this visit.
- Relevant risk assessments have been completed for this visit.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_ **Headteacher (Educational Visits Co-ordinator)**

## (Level 1) Category B educational visits notification form

Send this to the EVA via email a minimum of 10 days before the visit.

<b>2. School/Establishment:</b>		<b>DfES Number:</b>	
Contact name, address, telephone number & email address.			
<b>2. Educational Purpose of visit:</b>			
<b>3. Places to be visited:</b> Does the Group Leader or other responsible adults in the party have sound knowledge of the places to be visited? Please give a brief outline of existing knowledge.			
<b>Name and address of Venue:</b>			
<b>4. Date of departure:</b>		<b>Time:</b>	
<b>5. Date of return:</b>		<b>Time:</b>	
<b>6. Means of transport:</b> Type of transport, name of company (If applicable) and contact details			
<b>7. Details of young people:</b>			
<b>Male</b>	<b>Female</b>	<b>Total Number</b>	<b>Year/Age Range</b>

**8. Staff and others:** Please provide numbers, relevant details of experience, qualifications (include first aid) and specific responsibilities.

**Group Leader:**

**Other teaching staff:**

**Non-teaching staff/Volunteers:**

Do the staff ratios reflect the ability of pupils and activities undertaken?

**9. Emergency contact:** Back at home base.

**Name:**

**Position:**

**Telephone number:**

**Name:**

**Position:**

**Telephone number:**

Does the home base contact/s have all relevant information about the visit and have they been adequately briefed to deal with an emergency?

- Parental consent has been obtained for this visit.
- Relevant risk assessments have been completed for this visit.

Signed \_\_\_\_\_  
Educational Visits Co-ordinator

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Headteacher/Manager

Date: \_\_\_\_\_

## (Level 2) Category C educational visits notification form (Form 2)

This form is to be completed by Group Leaders and signed by the school/establishments Educational Visits Co-ordinator and Headteacher/Manager **at least 4 weeks in advance of the trip**. For trips abroad, ensure notification is given well in advance of the visit – **where possible as soon as the Head/Manager/Governing Body gives permission to proceed**.

<b>1. School/Establishment:</b> Contact name, address, telephone number & email address.			
<b>2. Educational Purpose of visit:</b> Provide an outline of programme to be undertaken. If any hazardous activities are to be provided, state who is delivering and supervising. Attach additional information if necessary.			
<b>3. Places to be visited: Provide name/address.</b> Does the Group Leader or other responsible adults in the party have sound knowledge of the places to be visited? Please give a brief outline of existing knowledge. Attach additional information if necessary. <b>Name and address of Venue:</b>			
<b>4. Date of departure:</b>		<b>Time:</b>	
<b>5. Date of return:</b>		<b>Time:</b>	
<b>6. If the trip is a residential or a visit involving any adventurous activities name the organising company/agency and provide details.</b> Include their licence reference number if the body is registered with Adventure Activities Licensing Authority.			
<b>7. Accommodation to be used.</b> Indicate type, name and contact details.			
<b>8. Means of transport:</b> Type of transport, name of company (If applicable) and contact details			
<b>9. Details of young people:</b>			
<b>Male</b>	<b>Female</b>	<b>Total Number</b>	<b>Year/Age Range</b>

**10. Staff and others:** Please provide numbers, relevant details of experience, qualifications (include first aid) and specific responsibilities. **Attach additional information if necessary.**

**Group Leader:**

**Other teaching staff:**

**Non-teaching staff/Volunteers:**

Do the staff ratios reflect the ability of pupils, activities undertaken and ensure evening & night-time cover is adequate?

**11. Emergency contact:** Back at home base.

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Telephone number:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Telephone number:** \_\_\_\_\_

Does the home base contact/s have all relevant information about the visit and have they been adequately briefed to deal with an emergency?

**12. Insurance:** LEA YES  NO  If NO please provide information of arrangements

- I have obtained parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate.
- I confirm that the visit will be arranged in accordance with Wigan's policy and procedures for educational Trips and Visits.
- Attached are relevant risk assessments for all activities led by staff in the party (where relevant) including travel and 'relaxation time'

**Signed** \_\_\_\_\_  
**Educational Visits Co-ordinator**

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_  
**Headteacher/Establishment Manager**

**Date:** \_\_\_\_\_

**Form C1**

**Parental Consent Form for Category A & B Educational Visits**

<p><b>Name of Pupil/Student:</b></p> <p><b>Date of birth:</b></p> <p><b>Address:</b></p> <p><b>School/Centre/Area:</b></p> <p><b>Visit or activity and date/times:</b></p>
--

<p><b>Special Details</b></p> <p>Please give any relevant information concerning your child's health (including non medical conditions) requiring special attention but which should not prevent him or her taking part: For example does your child have any allergies? Take medication? Experience travel sickness? Have diabetes, asthma or epilepsy?</p> <p><b>Approximate date of last Tetanus injection:</b></p> <p><b>Also please give details of any relevant recent illness your child may have had:</b></p>
---

<p><b>Does your child have any specific dietary requirements if so please give details:</b></p>
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**Please give details of Family Doctor including address and telephone:**

## **Consent for participation in day visits**

To the Headteacher/Manager/Project Leader

I agree to give permission for my son/daughter to take part in this visit and agree to her/him taking part in the activities described.

Signed:

Parent/Guardian.

(Please give full name in capital letters)

## **Consent\* for Emergency Medical Treatment**

I confirm that I am willing for the school representative to sign on my behalf any forms of consent required by the hospital authorities in the event that my son/daughter requires emergency medical treatment, provided the delay required to obtain my own signature might be considered by the doctor/surgeon to endanger my son's/daughter's health or safety.

Signed:

Parent/Guardian.

(Please give full name in capital letters):

### **Contact telephone No's:**

Home:

Work:

Mobile:

Home address (if different from above):

If I am not available at above, please contact:

Name:

Contact telephone No's:

Home:

Work:

Mobile:

## **Consent\* for transport in Parent/Volunteers vehicles**

To the Headteacher/Manager/Project Leader

I confirm that I have no objection to my child being transported to or from the venue by named volunteers who have had clearance by the Head/Managers

Signed:

Parent/Guardian.

(Please give full name in capital letters)

\*Complete as required

**Form C2**

**Parental Consent Form for Category C Educational Visits**

**Name of Pupil/Student:**

**Date of birth:**

**Address:**

**School/Centre/Area:**

**Visit or activity and date/times:**

This form can be used to obtain parental consent for all category C visits.

**Special Details**

Please give any relevant information concerning your child's health (including non medical conditions) requiring special attention but which should not prevent him or her taking part:  
For example does your child have any allergies? Take medication?

Experience travel sickness? Have diabetes, asthma or epilepsy?

**Approximate date of last Tetanus injection:**

**Also please give details of any relevant recent illness your child may have had:**

**Does your child have any specific dietary requirements if so please give details:**

**Swimming ability (for water based activities)**

Is your child able to swim 50 metres?      YES/NO

Is your child water confident with regard to the proposed activity?      YES/NO

**Please give details of Family Doctor including address and telephone:**

**Consent for participation in residential/adventurous activity visits**

To the Headteacher/Manager/Project Leader

I confirm that my child is in good health and I consider him/her fit to participate.

I would like my daughter/son to take part in the visit and having received and read the information provided, agree to her/him taking part in the activities described.

Signed:

Parent/Guardian.

(Please give full name in capital letters)

**Consent\* for Emergency Medical Treatment**

I confirm that I am willing for the school representative to sign on my behalf any forms of consent required by the hospital authorities in the event that my son/daughter requires emergency medical treatment, provided the delay required to obtain my own signature might be considered by the doctor/surgeon to endanger my son's/daughter's health or safety.

Signed:

Parent/Guardian.

(Please give full name in capital letters):

**Contact telephone No's:**

Home:

Work:

Mobile:

Home address (if different from above):

If I am not available at above, please contact:

Name:

Contact telephone No's:

Home:

Work:

Mobile:

**Consent\* for transport in Parent/Volunteers vehicles**

To the Headteacher/Manager/Project Leader

I confirm that I have no objection to my child being transported to or from the venue by named volunteers who have had clearance by the Head/Managers

Signed:

Parent/Guardian.

(Please give full name in capital letters)

\*Complete as required

**Form 4**  
**Record of adults who have received a copy of the risk  
assessment**

**Please sign below to say that you have received a copy of the  
risk assessment. Thank you.**

**TRIP:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Risk assessment given to:**



## **Emergency Card (Home/Base Contacts)**

**This 'card' must remain with the school emergency contact(s) at all times.**

**The School Emergency Contact(s) should have all visit information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc.**

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm telephone numbers for future calls, providing alternatives to mobile phones where possible;
- Note their location and the location of incident;
- Determine nature, date, time of incident;
- Note names of casualties and nature of injuries;
- Note the names of any others involved in order to be able to reassure parents;
- Determine action taken so far;
- Agree with the School Emergency Contact who will contact the parents/carers of the casualty/ies. This should normally be the School Emergency Contact;
- Determine action yet to be taken-and by whom.

**If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:**

- Provide the required assistance if possible;
- Seek further advice or pass on details to other school contacts who may be able to assist.

**If the incident does involve serious injury or fatality, and/or is likely to attract media attention:**

- Establish whether emergency services have been informed;
- Establish if any assistance is required from the school base;
- Establish that the rest of the group is being adequately supervised and cared for;
- You should contact the headteacher (if this is not you);
- Contact parents. You may need to make school facilities available;

**Contact the Local Authority on 01942 404040. State your name and your school, and that you require immediate assistance.**

**Give brief details of the incident.**

- Liaise with LA and school Governors;
- Notify the Provider or Tour Operator if appropriate;
- Notify your insurers, especially if medical assistance is required;
- The LA will make personnel available to assist as necessary;
- All media enquiries should be referred to the Media Team.

### **Name Office Hours Out of Hours**

Headteacher

Deputy Headteacher

Chair of Governing Body

# Contacts

**Head of People Services**  
**01942 486000**

**Health, Safety & Wellbeing**  
**01942 827857**

**Educational Visits Administrator**  
**01942 486017**

**EVOLVE National Library** [www.national-library.info](http://www.national-library.info)

**LOtC** [www.lotc.org.uk](http://www.lotc.org.uk)

**LOtC Quality Badge** [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)

**Outdoor Education** [www.oeap.info](http://www.oeap.info)

**Advisers' Panel**

## **Emergency Card (Visit Leader)**

**This 'card' must remain with the Visit Leader at all times**

**In the event of an incident or accident that does not involve serious injury or fatality,**

**and/or is not likely to attract media attention,** the Visit Leader should seek advice from the school emergency contact(s). This should normally include a member of staff on the Senior Management of the school.

**In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention,** the Visit Leader should adopt the following protocol:

- Assess the situation;
- Safeguard uninjured members of the group (including self);
- Attend to the casualty/ies (if applicable);
- Call emergency services (999 or appropriate number if abroad), if appropriate.

Then:

- Contact the School Emergency Contact. The School Emergency Contact will request the following information: Nature, date, time and location of incident, names of casualties and the nature of their injuries, names of others involved, the action that has been taken so far, and the action yet to be taken and by whom;
- Contact the British Consulate/Embassy if abroad;
- Agree with the School Emergency Contact who will contact the parents/carers of the casualty/ies. This should normally be the School Emergency Contact;
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- Seek further and full details of the incident, how and why it happened so far as can be established at this stage. Write down all relevant facts and witness details and preserve any vital evidence.
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale;
- Prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA/headteacher;
- Refer all press or media enquiries to the Media Team on 01942 -----
- Keep receipts of any expenses incurred- insurers will require these;

If you are unable to make contact with the School Emergency Contact(s), phone the LA School Safety Team on 01942 827857 (08.30-16.45) or the Emergency Call Out Centre on 01942 404040 and state that you have an emergency situation.

# Use of a private car to transport young people

## PRIVATE CAR FORM

**1** To: The Head of Lowton West Primary School Establishment

**I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving license and will ensure that my vehicle is legal and roadworthy in all respects.**

Signed:

**2**

Print name:

**3** Address:

**4** Date:

The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

### **Insurance cover required**

**For teachers, youth workers, or other LA employees:**

*'Use by the Policyholder in connection with the business of the Policyholder'*

**For parents and other volunteers:**

*'Use for social, domestic and pleasure purposes'*