



Educational Visits Policy

INTRODUCTION

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities and experiences of adult life.

At St Teresa of Lisieux we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children we also offer a range of educational visits and other activities that add to what they learn in school.

ORGANISATION

The National Curriculum defines what we teach the children in school. This is the basis for each class's programme of learning for each school year. In addition teachers and governors agree the corresponding programme of visits and activities in advance of each academic year.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each school year in our School Calendar. We plan other activities as the school year progresses, and inform parents of these in due course.

Visits and activities usually take place within the school day, and the governing body approves all such visits in advance. We follow the LA's guidelines relating to health and safety, and we ask parents to give written permission for their child to take part in any activity that takes children off the school site. If we do not receive this written permission, the child will be unable to participate.

CHARGING FOR SCHOOL ACTIVITIES

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. There are some circumstances when the school can make a charge for certain activities. The governing body has a charging policy that details the full range of activities where a charge can be made. A copy of this is available from the school office.

CURRICULUM LINKS

All educational visits and activities support and enrich the work we do in school. There is also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities which includes visits by specialists. All these activities are in line with guidance published by the Local Authority:

- English – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, visits to botanical gardens

- Mathematics – use of shape and number trails in the local environment
- History – castle visits, study of local housing patterns, local museums
- Geography – use of the locality for fieldwork, village trails
- Art and Design – art gallery visits, use of the locality
- PE – range of sporting fixtures, extra-curricular activities, visits by specialist coaches
- Music – range of specialist music teaching, extra curricular activities, local schools' orchestra, concerts for parents to hear.
- Design and Technology – visit to local factories/design centres
- ICT – its use in local shops/libraries/secondary schools etc.
- RE – visits to local centres of worship, visits by local clergy.

We also have regular visits from our neighbourhood police officer and health workers. These visits support the personal, social and health education of our children.

RESIDENTIAL ACTIVITIES

Children in Year 6 have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum.

The residential visit enables children to take part in outdoor and adventure activities. We undertake this visit only with the written agreement of the LA. All specialist activities are undertaken with qualified instructors.

EMERGENCY MEDICAL FACILITIES

The Group Leader must ensure that all members of the group know what action to take if there is a problem. Parents are also required to complete an Out of School Visit form that contains details of Emergency contacts and medical information.

EMERGENCY PROCEDURES **VISITS EMERGENCY PACK**

The pack is held by the Group Leader and Deputy Group Leader throughout the duration of the Visit. It contains

- Responsibilities of the Group Leader
- Emergency procedures
- Insurance details
- Itinerary
- Risk assessments for the visit
- Parental consent forms
- Form 4 plus details of emergency contacts
- ACC1 forms
- Checklist of staff and children
- Home based details of senior member of staff carrying contact numbers

FIRST AID ARRANGEMENTS

Appropriate First Aid provision is essential for all out of school visits and activities. One member of staff will hold a valid and relevant First Aid certificate.

FIRST AID BOX

A First Aid Box must be carried on all visits.

ACCIDENT REPORTS

All accidents must be reported to the Head Teacher. ACC1 forms should be completed as soon as possible.

MEDICATION DURING A VISIT

Parents must inform the Head Teacher or Group Leader in writing on the Out of School Visit if pupils need to take medicine during the visit. Medication must be kept securely. A note should be made of all medication administered during the visit.

EMERGENCY DETAILS

The Group Leader should inform the parents as soon as possible if a child is admitted to hospital.

ACCIDENT AND INCIDENT PROCEDURES

EMERGENCY FIRST AID PROCEDURES

Despite good planning accident and emergency situations may arise which require an immediate response. LA Guidelines on Coping with a Crisis should be followed. Should an accident occur the Group Leader remains in overall charge of those on the visit. First Aid treatment should be provided immediately following the accident. If necessary the Group Leader should call the Emergency Services. The injured child will not be left alone. Should it be necessary for the child to go to Hospital she will be accompanied by two members of staff. Records will be kept of all First Aid administered on the visit.

GROUP SUPERVISION

- Establish the nature and extent of the emergency as quickly as possible, advise all members of staff of the emergency
- Ensure all group members are accounted for
- Establish the names of all those injured and assess the nature and extent of their injuries. Give them immediate medical attention
- Do not leave the injured child alone
- If an ambulance is required ensure two members of staff travel with the child to hospital. Advise the Group Leader of the situation
- Ensure the rest of the group are adequately supervised, kept together and understand what has happened
- Notify the Emergency Services if necessary
- Notify the British Embassy if an emergency has occurred

COMMUNICATION

- Make immediate contact with the Head Teacher and the home based school contact
- Emergency Contact Telephone numbers should be available at all time during the visit
- In the event of an Emergency where support is required from the LEA, telephone the Security Services line 0151 260 7661 who will connect us to the Senior Response Officers. State clearly that it is an Educational Visits Emergency, the number of the phone you are calling from, the name of the school, your location and nature of the emergency. Other details which should be given are the date and time of the incident, names of casualties, details of injuries, the names of any other parties involved and the action taken so far and yet to be taken.
- The names of any injured Group members should not be released to the media. Caution is required when making any statement as legal proceedings may follow an incident or accident.
- A Report should be prepared as soon as possible for the responsible authority noting names, addresses and telephone numbers of any witnesses.

NEAR MISS INCIDENTS

All significant near misses should be considered when reviewing the visit. Near misses which could have resulted in death or serious injury should be reported to the L A and the Safety Unit on the ACC1 form. An immediate review may be necessary.

ACCIDENT AND REPORTING PROCEDURE **ACCIDENT/INCIDENT REPORT FORM ACC1**

This form should be filled in for all accidents involving employees, pupils, visitors or members of the public.

See Health and Safety Policy for details of other forms.

NATURE OF ACCIDENT	REPORTING ACTION REQUIRED
<p><u>MINOR INJURIES</u></p> <p>Cuts, bruises, grazes needing no more than on the spot First Aid</p> <p><u>SIGNIFICANT INJURIES</u></p> <p>Sprains, falls, head or eye injuries which result in the child either being sent to hospital, being sent home, being seen by a doctor or taking time off normal activities</p> <p><u>MAJOR INJURY</u></p> <p>Death Fracture of the skull, upper jaw, spine or pelvis Fracture of any bone in the arm or wrist but not a bone in the hand Fracture in the leg or ankle but not on the foot Amputation of a hand or foot, a finger, thumb or toe or joint thereof – if it is completely severed. Loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot burn to the eye Injury from electricity resulting in loss of consciousness (eg shock) or requiring immediate medical treatment (eg burns) Loss of consciousness from lack of oxygen Decompression sickness Acute illness or loss of consciousness from the absorption of any substance by inhalation, ingestion or through the skin Acute illness resulting from exposure or infected material Any other injury resulting in a person being admitted immediately to hospital for more than 24 hours In the case of a pupil being taken to hospital for any reason</p>	<p>Enter details in the Accident Book Notify parents on return</p> <p>Notify parents of pupil Compleat ACC1 Record if parents are advised to seek medical advice or hospital treatment on return</p> <p>If a pupil suffers an injury as a result of an accident arising from a school visit and the child is taken directly to hospital then it is reportable to the HSE on form 2508</p> <ul style="list-style-type: none"> • Notify parents if necessary through home based contact • Provide details to Health & Safety exectutive without delay by <ul style="list-style-type: none"> • phone 0845 300 9923 0151 922 9235 Fax 0845 300 9924 • Contact Health & Safety Unit within the LA 0151 225-2689 • Complete Form ACC1, retain copy and transfer details to accident book on return • Complete form F2508 within 10 days and send to HSE Redgrave Court Merton Road Bootle Merseyside L20 7HS • Send copies with witness statements to Health & Safety Unit Chief Executive Office Room 29 Municipal Buildings Dale Street Liverpool L2 2DH

RESPONSIBILITIES OF THE GROUP LEADER

The Group Leader has overall responsibility for the supervision and conduct of the pupils on the visit and has regard for the Health & Safety of the group.

The Group Leader should

- Follow LA guidelines & policies
- Appoint a Deputy & ensure they are clear in their role
- Define clearly roles of all staff
- Ensure a member of staff accompanying pupils is a trained first aider
- Control and lead pupils of an age & ability appropriate to the visit
- Be competent to instruct pupils in the activity & be familiar with the location
- Be aware of Child protection issues
- Undertake the planning & preparation of the visit including arranging suitable insurance cover
- Undertake a comprehensive risk assessment
- Have sufficient information on the pupils to assess the suitability of the visit & to satisfy themselves whether individual pupils should participate
- Ensure ratio of supervisors to pupils is appropriate as follows:

Minimum Staffing Ratios

Local Visits Day Visits	Under 5 years of age 1:6 Under 8 years of age 1:6 Between 8 and 18 1:10 to 1:15
Minimum of 2 supervisors required	(One supervisor / activity)
Residential Visit Visit Abroad	Under 5 years of age 1:6 Under 8 years of age 1:6 Between 8 and 18 1:10
Minimum of 2 supervisors required	(One supervisor / activity in addition to any centre residential staff)

- Ensure supervisors have details of pupils with SEN or medicinal needs to enable them to fulfil their roles effectively
- Advise parents how to prepare their child for the visit
- Obtain the Head Teacher's & Governor's approval for an off-site visit to take place
- Have meetings for parents, pupils and other relevant persons in advance of the visit
- Ensure staff are fully aware of all the visit entails