

EDUCATIONAL VISITS POLICY

This policy covers staff working at Westwood Kindergarten, Westwood Prep, Westwood High and Westwood Sixth Form.

RATIONALE

From time to time, learners will participate on trips to out of school locations to enhance their learning experiences. This may include recreational trips to other towns and cities or even regular visits to the local sports centre. The school will ensure that the welfare and safety of all learners are taken into account during outdoor learning. This policy sets out the school's procedures for educational or recreational trips.

PLANNING THE TRIP

- The Class Teacher will explore outdoor educational/recreational activities that will enhance teaching and learning in relevant subject areas
- Planning for trips should commence at least 6 weeks before the actual date of the event
- The Class Teacher will take the role of Group Leader
- The Principal's consent will be obtained at an early stage of the planning
- The group leader will undertake a prior visit to assess the place to be visited and undertake a risk assessment
- The ratio of supervisor per learner must not exceed; Secondary- 1:15, Primary 1-10, Kindergarten 1-5
- This may need to be lower for visits that have particularly significant risks
- The group leader should book the visit with the relevant organisation and communicate the date and cost to senior management team
- Parents will be contacted for consent. They will be informed of the date, time, location, cost, necessary equipment, clothing, footwear and expected good behaviour
- The group leader must arrange transport with a company that meets the required standard of roadworthiness for its vehicles and drivers
- Checks should be made that all seats have seat belts and that the coach company has the requisite insurance
- A list of students on medication, with allergies and special educational and physical needs should be recorded and passed to all supervising staff ›

THE ROLE OF THE PRINCIPAL

The Principal should:

- Ensure that visits comply with regulations and guidelines provided by the Local Authority or Board of Governors
- Ensure that the group leader has the competence to monitor risks throughout the visit
- Ensure that:
 - Adequate child protection procedures are in place;
 - All necessary actions have been completed before the visit begins;
 - The risk assessment has been completed and appropriate safety measures are in place;
 - Training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
 - The group leader has experience in supervising the age groups going on the visit and will be able to organise the group effectively;
 - The group leader is suitably competent to instruct the activities and is familiar with the location/centre where the activity will take place
 - The group leader is allowed sufficient time to organise visits properly;

The Principal will also ensure that:

- Non-teaching staff have the requisite skills and are suitably qualified to supervise learners
- The ratio of supervisors per learners is appropriate
- The Local Authority or Board of Governors have approved the visit, if appropriate;
 - Parents have signed consent forms;
 - Arrangements have been made for the medical needs and special educational needs of all the learners;
 - Adequate first-aid provision will be available;
 - The mode of travel is appropriate;
 - Travel times: Departure and arrival are known including pick-up and drop-off points;
 - There is adequate and relevant insurance cover
 - They have the address and phone number of the visit's venue and have a contact name;
 - A school contact has been nominated (this maybe the Principal);
 - The group leader, supervisors and nominated school contact have a copy of the agreed emergency procedures;

- The group leader, supervisors and nominated school contact have the names of all the adults and learners travelling in the group, and the contact details of parents and the teachers' and other supervisors' next of kin;
- There is a contingency plan for any delays including a late return home

RISK ASSESSMENT

The group leader must carry out a thorough risk assessment prior to the trip and should be approved by the Principal.

The risk assessment should compose of:

- A description of the risks and hazards that may be present during the trip. This includes the risks associated with activities to be carried out at the venue
- A description of the strategies to be employed to minimise the chance of the risk occurring and the extent of harm caused by the perceived hazard
- A list of learners with medication, allergies and special educational and physical needs and the strategies employed to attend to their needs
- Emergency contact details for the group leader and each of the supervisors accompanying the group as well as the emergency contact person at school

The risk assessment must be completed two weeks before the trip and should be shared with all members of staff supervising on the trip

MANAGING THE TRIP

The group leader will ensure the following:

- A First Aid kit should be arranged to reflect the nature and duration of the activities that will be undertaken
- There must be an appointed First Aider accompanying learners on the visit
- A register of learners and adults participating in the visit must be supplied to all supervisors. A register needs to be taken regularly throughout the day
- A meeting point should be arranged once at the location of the trip, in the event of a student getting lost or an emergency evacuation
- In the event of a student going missing or a serious injury, the school must be contacted immediately

EVALUATION

The Class Teacher should conduct a post-trip evaluation. It should comment on the following:

- The suitability of the trip, venue and transport arrangements
- The safety and security of learners throughout the trip
- The adequacy of the risk assessment and supervision arrangements
- Events or occurrences of poor or unsafe behaviour by learners or staff
- Incidents of illness, injury or significant risk that occurred during the trip
- Recommendations for future trips

The post-trip evaluation should be presented to the Principal. The findings will be kept in the Policies File and will be used to review the Educational Visits Policy.

MONITORING

This policy will be monitored annually by members of the Senior Leadership Team.

Date approved by Board of Governors	Date of implementation	Date of next review
Sep 2022	Sep 2022	July 2024