Rook's Nest Academy

Respect Believe Achieve

Educational visits Policy

"Out of school visits can offer young people new and exciting challenges. It is difficult to measure the value that individuals gain from any one visit but if you were to ask them to explain what it has meant to them you would receive many and varied answers."

"Visits should have specific and stated objectives but they also offer young people the chance to learn about themselves and others. At the same time they can learn about assessing and managing risk."

Wakefield LA

Overview
At Rook's Nest Academy we recognise that Educational visits are an essential element of good primary practice. Educational Visits provide a stimulus and support to work being covered as part of the school curriculum, giving 'hands on learning' and memorable learning experiences remembered for years to come.
At Rooks Nest Academy visits are used as an effective stimulus launching a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue we believe that a well researched and well organised visit maximises the learning potential of any child. .

Guidelines
To enable these visits to continue successfully and to safeguard both staff and pupils Rooks Nest Academy follows Wakefield LA guidelines and risk assessments as found in *"Educational Visits - Health and Safety Handbook*". Further guidance ane be found in DFE publication *"Health and Safety of Pupils on Educational Visits" (HASPEV).* Its main purpose is to enable schools to continue delivering visits safely while still providing exhilarating and rewarding experiences.

Head Teacher

The Head Teacher will endeavour to ensure that (this may be delegated to DHT):

- A suitable group leader is appointed.
- All necessary preliminary visits and preparations have been completed before the visit begins.
- The EVOLVE risk assessment data base is completed and that the visit has both Educational Visits Coordinator (Deputy Head) & Headteacher approval .
- The group leader has the appropriate experience in supervising the age groups involved in the visit.
- The group leader has relevant skills, experience and (when appropriate) qualifications.
- All staff / helpers on the visit have appropriate CRV clearance;
- Governor approval (in the case of all residential visits).
- All parents/ guardians have signed consent forms;
- Arrangements have been made for all the medical needs and special educational needs of all the children.
- Travel arrangements are complete;
- Travel times out and back are known;
- There is adequate and relevant insurance cover;
- Office Staff have the address and phone number of the visit's venue and contact names;

Group Leader

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit. The Group Leader should:

- Undertake and complete the planning and preparation through the EVOLVE system.
- Undertake and complete a comprehensive LA approved risk assessment;
- Have regard to the health and safety of all members of the group at all times;
- Ensure the activities of the visit are age and ability appropriate
- Ensure that pupils are well briefed and understand their responsibilities.
- Ensure all staff are briefed and understand their role.

Other teachers and adults involved in a visit

Teachers and other adults on school-led visits act as employees of Rook's Nest Academy or of the Governing Body. They will therefore be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head Teacher and Governors in the case of residential visits and those of which the visit falls outside normal hours.

Teacher and other adults on the visit must:

- Ensure the health and safety of everyone in the group;
- Care for each individual pupil as any reasonable parent would;
- Follow the instructions of the leader and maintain control and discipline.
- Staff must use integrity and consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

Responsibilities of pupils

All pupils will be well briefed and expected to maintain the high standard of behaviour Rook's Nest Academy expects at all times. (see behaviour and anti bullying policy)

Pupils will:

- Follow the instructions of the leader and other adults;
- behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;

- Pupils should not undertake any task that they fear or that they think will be dangerous. and not take unnecessary risks;
- Pupils will be courteous and polite to members of the public.

Rooks Nest Academy reserve the right to exclude any pupils from taking part in a school visit: whose behaviour has continually proved to be unreliable and is considered to be a danger to themselves or others in the group.

Parents

The lead teacher should ensure that parents are provided with information about the purpose and details of the visit. Parents will be invited to Parents Information meetings prior to residential visits.

- Permission slips with contact details must be filled in, signed and returned before taking any child off the school premises.
- Parents will be informed of kit and clothing required, as many trips will involve children to wear appropriate outdoor clothing.
- Packed lunches to be provided for full day trips (These can be ordered from the school kitchens in the case of FSM children and those wishing to purchase a school packed lunch).
- Parents must provide the lead Teacher with up-to-date information about their child's health, which could be relevant to the visit.

Risk Assessment

A risk assessment must be completed and handed to the head teacher (in the case of residential visits, The Governing body will be informed) before embarking on any visit. Wakefield LA Risk assessment information and forms can be found through the EVOLVE website.

Guidance for completing a Risk assessment can be obtained from EVOLVE or from the Deputy Headteacher.

As a rule of thumb risk assessments generally contain the following…

- What are the risks?
- Who is affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader guarantee that these safety measures will be provided?
- What steps will be taken in an emergency?
- What is the acceptable ratio of adults to children for this visit?
- The group leader and other supervisors should continually reassess the risks throughout the visit and take appropriate action if pupils are in danger.
- The group leader should take the following factors into consideration when assessing the risks:
- The type of activity and the level at which it is being undertaken;
- The location;
- The competence, experience and qualifications of supervisory staff;
- The group members' age, competence, fitness and temperament;
- Pupils with special educational or medical needs;
- The quality and suitability of available equipment;
- Seasonal conditions, weather and timing.

Preliminary visit

Wherever possible the group leader should undertake an exploratory visit to ensure that the venue is suitable to meet the aims and objectives of the school visit (In cases of a venue new to the school a preliminary visit is essential).

Through this visit staff can: assess potential areas and levels of risk, ensure that the venue can cater for the needs of the staff and pupils (toilet stops, lunchtime arrangements, wet weather alternatives) & ensure that the group leader is familiar with the area before taking a party of young people.

First Aid
First Aid provision should be considered when assessing the risks of the visit. There should be at least one member of staff trained in first aid per party. First aid equipment should be taken on each bus used and a smaller kit carried with First aid trained staff at all times. For adventurous activities, visits which involve overnight stay it is vital that the activity provider has the appropriate first aid credentials (eg Robinwood).
The minimum first-aid provision is:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid arrangements.

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, where possible there should be adequate first-aid cover for the other pupils. The Head Teacher should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

Supervision
It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors to take into consideration include:

- sex, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

As general guidelines, the following ratio of adults to children should be used:
Lower Foundation, visits off-site may be as low as: 1:2
Upper Foundation, visits off site 1:4
Key Stage One, visits off-site: 1:8
Key Stage Two, visits off-site: 1:10
Regardless of these suggested ratios, each visit will be assessed individually and ratios may change.

Where a high adult: pupil ratio is required, it is not always feasible to use school staff alone. Parents with appropriate clearance may be used to supplement the supervision ratio. They should be carefully selected and ideally they should be well known to the school and the pupil group (the school is working towards all volunteers in school to be DBS checked).

All adult supervisors, including school staff and parent helpers must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. Teachers retain responsibility for the group at all times. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone in a one to one situation with a pupil.

If the school is taking part in an adventurous activies such as the visit to Robinwood all activities must be lead by a suitably qualified practitioner and not a staff member – staff are there as an extra adult and should at no point lead any adventurous activity such as canoeing. All activities must be authorised by the Governing Body well in advance of visit. Qualifications can be checked with the National Governing Body.

Accidents, Incidents and Near Misses

Any accidents, incidents or near misses that occur during an educational visit or activity are reported in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013 and in compliance with the Council's Accident and Incident Protocols. In these circumstances, all paperwork must be kept until the child is 21 years old;

The Headteacher (or Deputy) must be notified immediately of any accidents that result in a child or a member of staff having to go to hospital. Upon receipt of any calls to the school, the Headteacher will inform the Health & Safety Team at Wakefield Council.

Pupil Expectations

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. **If the Head Teacher believes that the behaviour of an individual child could compromise the safety of themselves or others or damage the reputation of the school they will be excluded from the visit.**

At Rook's Nest Pupils academy we strongly believe in involving pupils in planning, implementing and evaluating their own learning. This could range from discussing what children want to learn from their visit to considering any health and safety issues.

Participation

All activities are thoroughly researched are age appropriate and are within the capabilities of the relevant age groups. Although all pupils are encouraged to take part in all activities they will not be coerced into activities they fear.

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, will be withdrawn from the activity. On residential visits the group leader will consider whether the pupils return home early.

Information to pupils

It is for the group leader to decide how to provide information, but they should be satisfied that the pupils understand key safety information. Pupils should 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;
- Why special safety precautions are in place for anyone with disabilities;
- The standard of behaviour expected from pupils;
- Who is the group leader;
- What to do if approached by a stranger;
- What to do if separated from the group

- Emergency procedures
- Rendezvous procedures.

Transport and pupils
Rook's Nest Academy use only reputable Coach companies (These companies must provide a WMDC Risk assessment VN form each year) which have been used by the school over a number of years – All coaches have individual seatbelts. As an extra safety point, whenever possible the seats to the front of the coach and those opposite the stairwell in rear entry coaches will be reserved for staff.

Pupils will be expected to follow normal class behaviour rules while on the coach with the addition of

- Only one child per seat.
- Seatbelts to remain on until staff instruction to be removed.
- Children will remain in their seats until instructed.
- Children will not eat or drink on the coach.
- Children who feel ill will raise their hand to be attended to by staff members.

Pupils with special educational and medical needs

Inclusion
Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. The Visit Leader is required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises.
It is also the case that the adjustments made to include a disabled child should not impinge unduly on the planned purpose of the activity;

At Rook's Nest Academy we will not exclude children with special educational or medical needs from visits. Every effort will be made to formulate an individual Risk Assessment to support the child whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. The school will work with the families to find ways so that all children can attend educational visits

(See Disability Equality Scheme)

Communicating with Parents / Guardians
Parents need to be aware that the teachers on the visit will be acting in their place – 'in loco parentis' – and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils health and safety is useful to parents, and will be in included in letters or meetings involving parents / guardians prior to a visit:
dates of the visit;

- Times of departure and return;
- Details of accommodation with security and supervisory arrangements on site;
- names of leader, or other staff and of other accompanying adults;
- Objectives of visit.
- Details of the activities planned.
- Clothing lists and equipment to be taken;
- money to be taken;

- the information to be given by parents (such as medical forms) and what they will be asked to consent to.

Parents may see Risk Assessments and details of qualifications and insurances if requested.

Parental consent

Parental consent is required for all visits this will take the form of a consent slip with details of contact numbers – consent must be written, **consent given over the phone will not be accepted.** Staff will do their upmost to make sure consent slips are returned. However, If parents withhold consent the pupil will not be taken on the visit.

Residential visits

Rook's Nest currently run two residential visits. Year 4 spend two nights and three days at Boggle Hole in Robin Hood's Bay . Year 6 spent two nights and three days at Robinwood Outdoor Adventure Centre Dobroyd Castle Todmorden. Both locations are well known to Rook's Nest and used by other schools in Wakefield LA.

Hostels and Hotels

The school will bear in mind the following:

- we will endeavour to obtain a floor plan of the rooms reserved for the group's use in advance;
- the sleeping accommodation area should be exclusively for the use of the group;
- access by staff to student rooms must be available at all times;
- separate male and female sleeping areas for pupils and adults;
- the whole party are aware of the lay-out of the accommodation, its fire precautions / exits, its regulations and routing, and that everyone can identify key personnel;
- security arrangements – where the reception is not staffed 24 hours a day,
- security arrangements should be in force to stop unauthorised visitors;
- storage of clothes, luggage, equipment etc., particularly safekeeping of valuables;
- provision for sick, disabled pupils or those with special needs;
- safety in rooms (electrical connections, secure balconies);
- recreational accommodation / facilities for the group.

It must be noted that all staff who take part in residential visits offer their own time in a purely voluntary basis.

Coastal visits

(See Wakefield EVOLVE risk assessment guidance)

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. Staff leading the visit should bear the following points in mind in the risk assessment of a coastal activity:

- Check tide times and reassess if weather conditions deteriorate.
- ensure group members are aware of warning signs and flags;
- Provide children with boundaries and a named member of staff.
- Look out for hazards such as glass, barbed wire and sewage outflows etc;
- Cliff tops can be highly dangerous for school groups even during daylight .The group should keep to the path at all times. Continually assess weather conditions.

Swimming

Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group.

Swimming in the sea on a coastal visit, will **not** be allowed for children. Paddling will only be allowed as part of a supervised activity, preferably in recognised bathing areas which have

official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Farm visits
(See Wakefield EVOLVE Farm risk assessment)
Although visiting a farm is a valuable educational experience for all children. Taking children to a farm will be very carefully planned, and the risks to be assessed and should include those arising from the misuse of farm machinery and the hazards associated with E coli 0157 food, poisoning and other infections.

The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare; and that it maintains good washing facilities and clean grounds and public areas. An exploratory visit should be carried out.
Pupils must not

- place their faces against the animals or their hands in their mouths after feeding them;
- eat until they have washed their hands;
- sample any animal foodstuffs;
- drink from farm taps (other than in designated public facilities);
- ride on tractors or other machines;
- play in the farm area.

COVID

All school visits have been disrupted due to COVID regulations. The Academy will follow guidance provided by the DFE when embarking on any visit. This may result in the cancelation or postponing of some visits.

We at Rooks Nest Academy believe that education outside the classroom is a vital component in a child's learning Journey. The real life experiences of a visit not only cements learning but also paves the way for enthusiastic follow up work in class. School visits are often the fondest memories we have of Primary School and also where we have learned the most!

Craig Milfull

Reviewed Summer 24

Next review Autumn 25