



**Five
Rivers®**

**FIVE RIVERS
CHILDCARE LTD**

**Educational
Visits Policy &
Procedure -
Clannad**

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

Policy Owner	Head Teacher
Authoriser	Head of Education
Date of Original Issue	01/04/ 2015
Date of Next Review	01/08/2022
Version	V5

© Five Rivers Child Care Limited [April 2015], All Rights Reserved.

The content of this policy is protected by the copyright laws of England and Wales and by international laws and conventions. No content from this policy may be copied, reproduced or revised without the prior written consent of Five Rivers Child Care Limited. Copies of content may be saved and/or printed for use in relation to the business and affairs of the Company only.

Table of Contents

1.	Educational Visits Policy Clannad	2
1.1	Policy Statement	2
1.2	Terms and Definitions	2
1.3	Data Protection	2
1.4	Disclosure of Information	3
2.	Educational Visits Procedure Clannad	4
2.1	Planning Procedures.....	4
2.2	Activities	4
2.3	Risk Assessment	4
2.4	Pre-Visits.....	5
2.5	Responsibilities	5
2.6	Senior Management.....	5
2.7	Visit Leader/staff member.....	6
2.8	All staff.....	6
2.9	Support workers.....	6
2.10	Young People	6
2.11	Further duties and Responsibilities.....	7
2.12	Records	7
2.13	First Aid.....	7
2.14	Supervision	7
2.15	Emergency Procedures.....	7
2.16	Evaluation	8

1. Educational Visits Policy Clannad

1.1 Policy Statement

- 1.1.1 Five Rivers education value the role of educational visits and regard them as an important part of school and home life. We encourage educational visits of all kinds as part of the experience that we offer to our pupils. All such visits off the school premises require careful planning before permission for the journey is sought, using the current trip planning procedures set out in this policy.
- 1.1.2 This policy applies to all members of staff working in the school who take young people off-site. It is applicable to the young people participating in the activity and to staff.
- 1.1.3 At Five Rivers, all staff are fully aware of their responsibilities regarding safeguarding and promoting the welfare of children/ staff. This policy has been written taking all aspects of safeguarding into consideration.
- 1.1.4 This policy sets out the responsibilities, requirements and guidelines for planning, organising and managing school trips to ensure that young people and staff may experience the best possible benefits from these activities whilst at the same time minimising risks to their health, safety and wellbeing.

1.2 Terms and Definitions

- 1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition
Nil	

1.3 Data Protection

- 1.3.2 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018
- 1.3.3 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

2. Educational Visits Procedure Clannad

2.1 Planning Procedures

2.1.1 The planning procedures are designed to ensure that the following are adhered to:

- Responsibilities regarding safeguarding and promoting the welfare of children/staff;
- Visits and trips should be monitored and every effort made to minimise disruption to lessons;
- The safety of both staff and young people is paramount
- All students should have equal opportunities to access visits and trips
- Trips and visits should be added to the school calendar.
- The Headteacher must approve all visits.
- No trips will take place without all pre-planning requirements being completed on time and approved using the Evolve system for new planned trips/visits and also to review and replace existing trips/visits
- For staff planning a trip for the first time, there are many colleagues who can provide help and advice based on experience.

2.2 Activities

2.2.1 A wide range of activities are offered and are covered by this document including, but not limited to:

- Day visits using transport
- Day or part day visits on foot
- Sporting activities
- Swimming pool and gym visits
- Farm visits
- Visits to Cinema and Theatre
- Visits to alternative education provider.

2.3 Risk Assessment

2.3.1 Thorough Risk Assessments are carried out before each educational visit by the Headteacher or a delegated member of the team. All staff and young people attending the visit are briefed on the risk assessment prior to the visit.

2.3.2 Generic Risk Assessments are located in the 'Educational Visits' File, these will be used along with the Teacher Trip Planning Sheet, Young Person Risk Assessment, with addition of any Visit Specific Risk Assessment required. All Risk Assessments are put on EVOLVE and approval is given by the Head of Education prior to the visit.

2.4 Pre-Visits

2.4.1 In order to undertake a full and comprehensive assessment of risks, it is necessary to undertake a pre-visit. Even when a visit is made regularly, risks should be reassessed from time to time.

2.4.2 When undertaking risk assessment, a number of variables will be taken into account:

- The number of pupils involved
- The age of the pupils, their ability and their general behaviour
- The young person Individual Crisis Management Plans and Individual Risk Assessments.
- The time of day and time of year
- The travel arrangements
- The hazards at the environment being visited
- The numbers, experience and quality of accompanying staff
- The nature of the activities
- The special educational or medical needs of the pupils
- The quality and suitability of available equipment
- Seasonal weather conditions
- Emergency procedures
- How to cope when a pupil becomes unable or unwilling to carry on with the visit
- The need to monitor the risks throughout the visit

2.5 Responsibilities

2.5.1 All adults and young people have responsibilities during the course of any off-site activity in which they are participating.

2.6 Senior Management

2.6.1 The Headteacher and should be satisfied that risk assessments have been undertaken and that appropriate safety measures have been put in place and that training needs have been addressed.

2.6.2 They must ensure that

- They are notified of all visits
- Every visit has a specific and stated objective
- The group leader shows how their planning complies with regulations and guidelines, including the schools/homes health and safety policy document.
- The group leader reports back after the visit
- They are informed about less routine visits well in advance

2.7 Visit Leader/staff member

2.7.1 Visit Leader have a duty of care towards the pupils in their charge.

2.7.2 Visit Lead must recognise their responsibilities:

- Obtain the Headteacher's prior agreement before any off-site visit
- Clearly define staff members role and ensure all tasks have been assigned
- Be suitably competent to instruct pupils in the activity and be familiar with the location/centre where the activity takes place
- Ensure adequate first aid provision is in place
- Undertake and complete the planning and preparation of the visit including the briefing of those involved with the visit
- Undertake and complete a comprehensive risk assessment
- Ensure that all staff are fully aware of what the proposed visit entails
- Have enough information on the young people proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed – read IBMP's
- Ensure staff pupil ratio is appropriate for the group
- Consider stopping the visit if the risk to the health or safety of the pupil is unacceptable and have in place procedures for such emergency
- Ensure all staff know about the emergency procedures
- Ensure that all staff have details of the medical or special needs of the pupils

2.8 All staff

2.8.1 Staff members on school visits act as employees of the company whether the visit is during normal school hours or not.

2.8.2 They must do their best to ensure the health and safety of everyone in the group and act as any responsible parent would in the same circumstances.

2.9 Support workers

2.9.1 Support workers on the visit should be clear about their roles and responsibilities during the visit.

2.9.2 Support Workers must do their best to ensure the health and safety of everyone in the group, working with the Lead Teacher and be responsible for control and discipline. They must speak to the Visit Leader member if concerned about the health and safety of the pupils at any time.

2.10 Young People

2.10.1 The Visit Leader must make it clear to young people that they must:

- Not take unnecessary risks
- Follow the instructions of the Visit Leader and staff including those at the venue
- Dress and behave sensibly and responsibly
- Look out for anything that might threaten themselves or anyone in the group and tell the leader about it

2.10.2 The visit may be stopped if the behaviour of the young people is considered to be unacceptable.

2.11 Further duties and Responsibilities

2.11.1 All staff should be aware of the expectations placed upon them and should appreciate the nature of their relationship to the pupils and other staff.

2.11.2 All staff must:

- Conduct themselves in a manner compatible with their own safety and the safety and well-being of the pupils.
- Inform the Visit Leader if they are unsure of their ability to perform any supervisory function requested of them
- Recognise the limits of their responsibilities and act within those at all times.
- Report to the leader any concerns they may have regarding pupil behaviour and wellbeing during the visit.

2.12 Records

2.12.1 Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards its pupils.

2.12.2 Pre visit risk assessments, after visit reports, and reports of any accidents or incidents will be kept on file in the Educational Visits File.

2.13 First Aid

2.13.1 There will be person competent in first aid on every visit. A first aid kit will be taken on every visit.

2.14 Supervision

2.14.1 There are no statutory requirements but good practice would suggest ratio would depend on the specifications of the visit and the individual young person's Risk Assessment and Individual Crisis Management Plan.

2.15 Emergency Procedures

2.15.1 Visit Leaders have a duty of care to make sure that young people are safe and healthy. They also have a common law duty to act as a responsible parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action in an extreme situation.

2.15.2 If an accident happens the priorities are:

- To assess the situation
- Safeguard the uninjured members of the group
- Attend to the casualty
- Inform the emergency services
- Inform school or the home contact
- Ensure that a member of staff accompanies any casualties to hospital if necessary and the rest of the group are supervised.
- Notify the police if needed
- Ascertain telephone numbers for any future calls

- Write down accurately all relevant facts and witness details and preserve all vital evidence
- Keep a written account of all events, times and contacts after the incident
- Complete an accident report form as soon as possible
- No one in the group should speak to the media and no names should be provided
- No one in the group should discuss any legal liability with other parties

2.15.3 In an emergency the Visit Leader would usually be expected to take control of the situation.

2.16 Evaluation

2.16.1 This policy will be reviewed annually or more often should there be a legislative need.