



# **Educational Visits Policy**

**Reviewed: August 2022**

**Ratified: October 2022**

**Next review date: October 2025**

## **Our Motto**

Learn, Integrate, Participate, Succeed.

## **Mission Statement**

Loughries Integrated Primary School fosters a nurturing environment which encourages, supports, develops and challenges each child to reach their full potential. We endeavour to equip our pupils with the skills and qualities needed to work together for a shared future.

## **Overview**

At Loughries Integrated Primary School we feel that Educational Trips contribute to the children's learning experience. Each year all pupils have the opportunity to go on several educational visits to places of interest.

## **Aims**

1. To provide pupils with the opportunities to practise and apply the skills learnt in the classroom.
2. To provide pupils with as many real life experiences as possible relating to the curriculum areas being studied.
3. To develop and encourage social skills in playing, working and sharing together.
4. To develop pupils' feelings of self-confidence and a sense of adventure.
5. To encourage children to become more independent.

## **Legal**

The Board of Governors of a school has a statutory duty under Article 7 of the Education and Libraries (NI) Order 2003, to safeguard and promote the welfare of registered pupils at the school at all times when the pupils are in lawful control or charge of a member of staff of the school.

The legal framework to protect children from harm is primarily provided by the Children (Northern Ireland) Order 1995 which became law on 4 November 1996 and repeals virtually all pre-existing legislation concerned with child protection. The central thrust of the Order is that the welfare of the pupil must be the paramount consideration and it is this essential principle which underpins effective practice in the area of child protection.

The basic principles of child protection must always be borne in mind when undertaking an educational visit particularly where it includes a residential element.

The EA is legally obliged to ensure that the health and safety of its employees and young people is safeguarded even on educational visits and the means to ensure this is through Risk Assessment and the completion of all appropriate EV forms.

The school will endeavour to make Educational Visits accessible and inclusive for all children within reason. Reasonable adjustments and relevant and purposeful measures should be used where applicable to support children where necessary.

# Categories

## Category 1

Visits which take place on a regular basis

E.g. Swimming

## Category 2

One-off day trip

E.g. Panto, Mount Stewart etc

## Category 3

(Non hazardous)

Residential visits of one or more nights within the UK or Ireland

E.g Ulster Folk and Transport Museum

## Category 4

(Non hazardous)

Residential visits outside the UK or Ireland. International exchange visits, sporting events, cultural activities and international community work.

## Category 5

(Hazardous activities – residential and non-residential)

E.g. Hill walking, Orienteering, Rock Climbing, Kayaking, Rowing, Bouldering.

E.g. Ganaway Outdoor Activities Centre.

## **Category 1 and Category 2 recurring and one-off (non-hazardous) visit**

### Step 1 Identification of Educational Visit - Objective

The school identifies an area or areas of the curriculum for which an educational visit(s) may be an essential or relevant component.

### Step 2 Approval

Details of the proposed visit(s) are recorded on the EVA at a Staff Meeting at the start of each term. They should be approved, and noted by the Board of Governors, before they proceed.

### Step 3 Implementing Appropriate Risk Management

The teacher should complete a Risk Assessment – Day Trips Form.

It should be ensured that all visits are organised in accordance with relevant school policies (e.g. Health and Safety and Child Protection) and take cognisance of best practice, as set out in this document.

### Step 4 Informing the Parents

Parents should be informed by letter about the educational visit their child/children will participate in and should be asked to give their consent in writing.

### Step 5 Maintaining Records

Copies of all forms (e.g. EVA and Consent Forms) and any other relevant information should be filed in the secretary's office.

In the case of an incident/accident occurring, all appropriate documentation from the Employing Authority must be completed.

## Procedures Step by Step for Visits in Categories 3, 4 and 5

### Step 1 Identification of Educational Visit - Objective

The school identifies an area or areas of the curriculum for which an educational visit(s) may be an essential or relevant component.

### Step 2 Initial Approval

Details of proposed visit should be submitted by the EVC and/or group leader to the Principal for consideration in consultation with the Board of Governors. The EVP should be used for this purpose and any relevant information attached e.g. details of the residential centre to be used. It is the responsibility of the Principal in consultation with the Board of Governors, to decide whether a visit should proceed. It is essential, therefore, that they are consulted at the earliest opportunity. Under normal circumstances, a minimum period of notice of not less than 4 weeks is recommended. Detailed planning can proceed once initial approval has been granted.

### Step 3 Completion of Planning Checklist

The appropriate sections of the planning checklist should be completed by those with key responsibilities for the visit. See EV1 Planning Checklist.

### Step 4 Briefings

Staff, volunteers, parents and pupils, should be briefed about all aspects of the educational visit. Once parents are fully aware of the visit details they should be asked to give their consent in writing.

### Step 5 Information Collated

It is important to gather together all relevant information about the pupils participating in the visit. This should be collated by the group leader and the originals retained by the school.

### Step 6 Final Approval Secured

Visits in this category can only proceed once final approval has been secured from the Principal and the Board of Governors. The EVP form should be signed by both the Principal and the Chair of the Board of Governors to confirm approval and endorsement of the arrangements for the visit.

### Step 7 Maintaining Records

Copies of all forms and relevant information should be filed at the school.

Any changes to the original approved visit must be agreed, as appropriate, prior to the event taking place. An exemplar Educational Visit Incident/Accident Form can be seen at the end of this document. This form may be used by accompanying staff to keep a record of the pertinent information required of any incident or accident that occurs during an educational visit.

The group leader should also ensure that all documentation required by the employing authority in relation to any incidents or accidents is completed as appropriate. This must be forwarded to the employing authority as soon as is practicable.

### Step 8 Evaluation

On return it is important to undertake an evaluation of the key aspects of the visit. The completed evaluation should be forwarded to the relevant personnel and maintained by the school for future reference.

## Roles and Responsibilities

The successful planning and implementation of an Educational Visit requires a contribution from a number of parties.

The EA ultimately has responsibility but almost without exception it is delegated to the Principal.

Principal and Board of Governors must approve all visits prior to the visits taking place.

Group Leader: Teacher in charge.

Accompanying Staff

Volunteer supervisors

Central contact back at school

Parents or those with parental responsibility

Children

## Code of Conduct

As stated in Loughries Integrated Primary School's Code of Conduct, all actions concerning the children in L.I.P.S must uphold the best interests of the child as a primary concern. Staff on educational visits must always be mindful of the fact that they hold a position of trust and that their behaviour towards the children and young people in their charge must be beyond reproach.

Expected Conduct of Children

A young person's Code of Conduct for school visits is at the back of this document. Parents should read this with their children and discuss each point.

## Risk Assessment

Educational visits cannot be entirely risk-free. The aim must therefore be to contain risks within acceptable levels. Fundamental to the planning process of any educational visit is the process of risk assessment. A Risk Assessment form must be filled in for each educational visit. Risk assessment will comprise the following steps:-

1. Identifying hazards
2. Identifying the people who may be at risk
3. Evaluating the potential risk
4. Establishing additional safety and/or control measures
5. Disseminating information to all relevant persons and maintaining appropriate records

The group leader should understand that risk assessment is a dynamic process and therefore must carry out on-going risk assessment during an educational visit and ensure that appropriate action is taken as necessary.

It is frequently the case that in planning an activity certain aspects are assumed to be adequately taken care of. Assumptions should not be made and each visit should be assessed on an individual basis.

## **EMERGENCY/ CONTINGENCY ARRANGEMENTS**

Staff will be aware that something may go wrong. Staff should have in place contingency plans and endeavour to keep school informed of any changes to the original itinerary.

School should be given a mobile contact number for a staff member accompanying the trip.

The group leader should ensure that adequate First Aid provision is available.

In the event of a young person being injured, help must be sought as appropriate and parents informed as soon as possible. Where the accident/injury is serious, the Principal should be contacted.

If it is necessary, due to the seriousness of the circumstances, for the child's parents to visit, the Principal in conjunction with the Board of Governors should make arrangements for them to do so.

A 'lost' procedure should be known in advance by every member of the group including:

- action to be taken if separated from the group or lost.
- advice on where assistance may be sought.
- notifiable personnel and contact details.
- notification of safe return.

If any leader has cause to believe that a young person has been abducted or has absconded the Police must be notified.

## **GENERAL SAFETY POINTS**

The class teacher will be in possession of the school telephone number.

The teachers will be in possession of mobile phones and be aware of each other's number.

**When in a potentially dangerous environment** – the children will be informed of the potential hazard and given appropriate instructions.

**When crossing a road** – The staff in charge will ensure that the children have to cross as few roads as possible. If it is unavoidable, the children will form up in either twos or single file, as appropriate. If possible, a recognised form of crossing will be used. If this is not available, a leader will step out into the road first, to ensure that the road is clear, or that all traffic has stopped. The children will then cross the road, in an orderly manner. A leader will bring up the rear.

**To ensure that everyone is present** – the leaders will take frequent head counts.

**Should a child become separated from the group** – the children will be instructed as to the action they should take.

**Personal safety** – the children will be told to go everywhere in a group of at least two people – even to the toilet in a public place. The children will be informed that they must tell a leader before they go off anywhere.

**Safety of belongings** – the children will be reminded to look after their things and the leaders will check that nothing has been left on the buses.

**Appropriate behaviour in the shops** – the children will be observed by the leaders to ensure that they do not break anything or act in an inappropriate manner. If the shop is

small, the children will be admitted in groups.

### **HEALTH ARRANGEMENTS**

Staff will carry supplies of plastic bags and wipes in order to deal with any incidences of travel sickness.

Children will be told to inform a leader if they feel unwell, either on the journey or at any other time.

**First aid provision** – A First Aid kit will be carried, and leaders will have access to a mobile phone.

**Personal comfort** – adequate arrangements will be in place to allow children to visit a toilet when necessary.

**Illness** – Parents will have been asked to state any current illness that their child might have, and any medication that they are currently taking.

Staff cannot administer any medication, except in those circumstances where a parent has given their prior consent, in writing. In this case, the teacher will assume responsibility.

Should a child become unwell or injured, on-site assessment will be obtained. If there is doubt as to the severity of a child's illness/injury, medical opinion will be sought. In the case of medical intervention being needed, a teacher will accompany the child, and, if at all possible, another child will go with them and parents will be informed.

**Emotional Well-being** – The children will be told that if they have a problem or concern, that they should share it with one of the leaders, and not keep it to themselves.

The teacher will explain to the children that as they are responsible for them at all times, that it will not be possible to give them the amount of freedom that their parents may give them while under their jurisdiction.

**Sun exposure** – depending on the season in which the trip takes place, the teacher, if necessary will ensure that the children are not excessively exposed to the sun, and that appropriate protection is given. However, it is not permitted for Staff to apply sun cream to the children.

**Dietary requirements** – if appropriate, details of any special requirements have been sought by the parents, and forwarded to the venue concerned.

**Children with special physical needs** – if necessary, an extra member of staff will accompany the class, and have the responsibility of giving the child concerned extra assistance when required. It may be that the leader in charge will consider that this child should refrain from participating in some of the activities.

Special consideration may also need to be given to those children who appear to be overweight or have low level of fitness.

## **SUPERVISION AND STAFF RATIOS**

It is important to have the optimum ratio of leaders to children for any educational visit. Supervision ratios should relate to:

- the category of the educational visit
- the specific educational objectives
- the outcome of the Risk Assessment

Staff in Loughries Integrated Primary School will adhere to the staff pupil ratios below for all educational trips under normal circumstances.

Age Group	Ratio
5-6 Foundation	1 adult for up to a maximum of 10 children
6-8 KS1	1 adult for up to a maximum of 15 children
8-11(KS2)	1 adult for up to a maximum of 15 children

On the basis of a Risk Assessment, additional supervision may be required.

Staff in L.I.P.S. will also endeavour to ensure that the following guidelines are followed:-

If possible at least one male and one female leader should accompany mixed sex groups where an overnight is involved

Bus drivers will not be considered as supervisory staff

Responsibility for participants' supervision cannot be handed over to others even where an educational visit is to a centre with its own supervisory staff, unless previously agreed with all concerned from the outset.

Supervision can be close or remote but always for the duration of the visit.

## **VETTING**

In the context of educational visits, it is essential that the school's Child Protection Policy and procedures are followed.

All accompanying volunteers from school will be on the current school's volunteer list for educational visits. Some volunteers may require an Access NI form (if the trip is deemed category 1 and the volunteer is helping more than 4 times in a month with the same class).

## **TRANSPORT**

Transport will be appropriate for the purpose and provided by a reputable company and/or volunteers.

Areas to consider:

- The operator and vehicle must possess a valid Road Service Operator Licence.
- Those involved must be insured appropriately.
- The operator must be competent.
- All vehicles used must have a valid PSV Vehicle Licence, Motor tax and be in a road worthy condition.
- The mode of transport must be appropriate to the needs of the children. The vehicle must be fitted with seatbelts for all children.

When using volunteers to transport children in their cars, Group leaders should:

Satisfy themselves that the car is roadworthy and insured for the purpose and the driver has a current licence.

Seek the agreement of parents and children involved.

Ensure car drivers do not carry more passengers than the number of seat belts available.

Ensure booster seats are used when appropriate following legal requirements.

Ensure volunteers are aware of correct destination and route.

Do so in accordance with the school's Child Protection Policy.

## **INSURANCE COVER**

The school must ensure, well before the group departs, that adequate insurance arrangements are in place.

The Education Authority will cover the legal liability of controlled and maintained schools in respect of personal injury claims. It is however, recommended that schools should take out additional travel insurance in relation to educational visits outside of Northern Ireland. Parents should be advised as to the extent of any additional insurance taken out by the school.

The Education Authority or insurance broker can advise on particular types of insurance requirements and other arrangements:

- medical cover for leaders and group members;
- specialised risk activities;
- activities abroad;
- participants with medical conditions;
- cancellation or other emergency situation.

The group leader should scrutinise carefully the conditions, list of exclusions, and limits on cover in any policy provided by an outside organisation. If there is any doubt, the insurer should be asked for clarification before departure. The group leader may need to seek further advice from the employing authority or insurance company if not completely satisfied with the insurance cover.

No person acting on behalf of a school should sign an indemnity for any outside body against liability without it first being checked and approved by the relevant employing authority.

## **EXTERNAL PROVIDERS**

If using an external provider i.e one not in the employ of The EA then the Principal must ensure that:-  
EA policy and procedures are followed in relation to the use of such providers

Providers are reputable and are insured

Staff used by the provider are competent and aware of Child Protection responsibilities

Adequate emergency and contingency plans and procedures are in place

These prerequisites should be ascertained as part of a Risk Assessment.

This policy has been discussed with Staff August 2022 and ratified by the Governors October 2022.

## Educational Visit Proposal Form

(To be completed in relation to visits in categories 3, 4 and 5 only)

Name of School	
* Name and address of other school(s) involved (if applicable):	
Educational objective(s) of visit:	
Place(s) to be visited:	

KEY STAGE GROUP:	Nursery	Foundation	Key Stage 1	Key Stage 2	Key Stage 3/4	Post 16
		[4-6 years]	[6-11 years]		[11-16 years]	[16+ years]
Tick						

Total Numbers of Pupils Involved	Your School Project	Male	Female
	*Other School(s) Project(s)	Male	Female

Category of visit		Circle as appropriate			
		3	4	5	
Proposed Dates(s)	From:	.../.../....	To:	...../...../.....	Number of Days (incl):
Approx cost per pupil					

Activities to be undertaken:	
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Staff & other adults involved Name:	M	F	School Visit	Date & Time of attendance

Transport Arrangements:	
Organising Company:	
Agency (if relevant):	
Other comments or information:	
Principal's Signature:	Date:
Chair of Governor's Signature:	Date:

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school project to process and retain the information for the purpose(s) stated.

# **Educational Visit Approval Form** (For use in relation to visits in categories 1 and 2 only)

Year 20\_\_\_\_\_ Term\_\_\_\_\_ Dates\_\_\_\_\_ to \_\_\_\_\_

Activity	Educational Objective(s)	Frequency (dates)	No of Pupils	Year group(s)/ age range	Category (1 or 2)

Approved\_\_\_\_\_ / \_\_\_\_\_  
*Signed principal* *Date:*

Approved\_\_\_\_\_ / \_\_\_\_\_  
*Signed chair of governors* *Date:*

## PLANNING CHECKLIST FORM

**School:** \_\_\_\_\_

**Date of Visit:**    **From** \_\_\_\_\_ **to** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Group Leader:** \_\_\_\_\_

	Yes	No	N/A
The proposed visit has clear educational objectives			
The nature of the visit has been established			
The target group has been identified			
All the relevant information regarding the proposed educational visit has been presented to the management e.g. destination, itinerary, timescales etc			
The management has approved the proposed visit			
<i>An initial risk assessment has been undertaken for all aspects of the visit(s) and appropriate control measures have been put in place and recorded:</i>			
• hazards have been identified			
• people who may be at risk have been identified			
• evaluation of the risk has been undertaken			
• additional safety and/or control measures have been established			
• information has been disseminated to all relevant persons and appropriate records maintained			
Where residual risks (inherent in all visits) still prevail an appropriate contingency/emergency plan has been put in place and disseminated to all relevant persons			
<i>The number of leaders in attendance has been agreed:</i>			
• a staff member has been identified as group leader			
• accompanying staff have been identified			
• volunteers have been identified			
• vetting procedures have been undertaken (where necessary)			

	Yes	No	N/A
<i>Leaders are made fully aware of:</i>			
<ul style="list-style-type: none"> <li>• their roles and responsibilities (including Staff Code of Conduct)</li> </ul>			
<ul style="list-style-type: none"> <li>• the standard of conduct required of them during the visits</li> </ul>			
Pupils and parents have been informed/briefed and understand the implications of their participation in the visit (including Pupils Code of Conduct)			
Parents/guardians have given their written consent to the young people participating in the educational visit			
All relevant information (medical, dietary and contact details) pertaining to the young people participating in the educational visit(s) has been obtained, recorded and appropriate action taken where necessary			
The transport arrangements for the group are appropriate for the nature / type of journey(s) planned			
Adequate insurance is in place to cover all aspects of the educational visit, including transport			
<i>Where a residential visit is planned, the overnight accommodation has been assessed as appropriate in terms of:</i>			
<ul style="list-style-type: none"> <li>• its suitability for the group</li> </ul>			
<ul style="list-style-type: none"> <li>• its compatibility with the objectives of the visit</li> </ul>			
<i>Where the educational visit involves outdoor or adventurous activities, the Education Visits Co-ordinator and group leader are satisfied that:</i>			
<ul style="list-style-type: none"> <li>• appropriate management structures and systems are in place in relation to child protection / health and safety</li> </ul>			
<ul style="list-style-type: none"> <li>• staff are competent to provide the activities</li> </ul>			
<ul style="list-style-type: none"> <li>• risk assessments for the activities the group will partake in are in place</li> </ul>			
<ul style="list-style-type: none"> <li>• all relevant checks have been undertaken to ensure the above are in place</li> </ul>			
The Educational Visits Co-ordinator has approved the operational arrangements for the visits.			
Final Approval is obtained, as appropriate.			

# Consent Form

Information about the trip.



## CONSENT FORM –

School Name: Loughries Integrated Primary School

Date:

I consent to my son / daughter\* .....(Name in full)

taking part in the educational visit to be held on :.....

I confirm that he/she\* is medically fit to participate. \* delete as appropriate

Please give details of:

1. Any current medical condition/any medication being taken

.....

2. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements)

.....

3. Emergency contact numbers:

Home: ..... Work: .....

Mobile: ..... Other: .....

I accept the established code of conduct for the educational visit and agree to the arrangements relating to my son/daughter returning home from the visit due to unforeseen circumstances.

I agree to my son/daughter receiving emergency medical treatment, including anaesthetic, as considered necessary, by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

4. Payment:

Signed ..... (Parent/Guardian)      Date .....

### Young Person's Code of Conduct for School Visits

- Always think about your own and others' safety
- If you have a problem or are worried about something, always tell someone you trust. This may be a teacher, leader or parent
- Always follow the instructions of your teacher and group leaders including those at the venue you are visiting
- If you get lost or separated follow the agreed procedures which you will have talked through with your teacher
- If you see something which you think may be dangerous tell a teacher or leader
- Dress sensibly and behave responsibly
- Think things through carefully before you act and do not take unnecessary risks
- If you behave in an irresponsible way while on a school visit it may result in a future sanction
- **NB** The school has the right to refuse any child from participating in a visit, whose involvement may be considered to be a danger to him/herself or to the group

Educational Visit Group Details Form

Group Details: \_\_\_\_\_

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

Name	Date of Birth	Gender M/F	Water Activities Yes/No	Medical Condition (If Any)	Special Dietary Needs	Comments/ Remarks

# Educational Visit Incident Record Form

1 Name of School \_\_\_\_\_

2 Name of group leader \_\_\_\_\_

3 Date, Time and Location of Incident \_\_\_\_\_

4 Name and address(es) of witness(es)

(a)	(b)
_____	_____
_____	_____
_____	_____

5 (Please state in your own words what happened including details of names and status of those involved)

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6 Describe what action was taken (e.g. details of First-Aid, police or medical involvement)

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

The information on this form is requested for the purpose of organising an educational visit. The information is covered by the provisions of the Data Protection Act, 1998. Your signature to the form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.

# Post Visit Review Form

Group Leader: \_\_\_\_\_

Visit to: \_\_\_\_\_

Dates: \_\_\_\_\_ To: \_\_\_\_\_

Please comment on the following:-

Issue	Response
Was the venue suitable?	
Was the accommodation/food/equipment of a suitable standard?	
Were the venue staff competent?	
Were the travel arrangements appropriate?	
Were the educational objectives met?	
Was the content of programme relevant to the group?	
Were the young people effectively briefed prior to the visit?	
Were agreed procedures followed by all in a supervisory capacity?	
Are there any specific issues which need to be addressed as a result of this visit?	

Other Comments:

Signed group leader: \_\_\_\_\_

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

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