CHURCHILL PRIMARY SCHOOL



**Educational Visits**

**Policy**

Reviewed Jan 2024

Within this document the term ‘educational visits’ refers to:

‘all academic, sporting, cultural, creative and personal development activities, which take place away from the young persons’ school, and make a significant contribution to learning and development of those participating’

**DEFINITION**

**Category 1**

Visits which take place on a regular basis.

(Non-hazardous) and occur largely within establishment hours e.g. sporting fixtures, swimming pool visits and outings

**Category 2**

One-off day /evening excursions (Non-hazardous) e.g. field study trips, theatre visits, business/education visits, regional sporting fixtures

**Category 3**

Residential visits of one or more nights within the UK or Ireland. (Non-hazardous) e.g. visits to residential centres, field centres, youth and school exchanges

**Category 4**

Residential visits outside the UK or Ireland (Non-hazardous) e.g. international exchange visits, sporting events, cultural activities and international community work

**Category 5**

Hazardous Activities – residential and non-residential as exemplified below:

* Hill walking
* Fieldwork
* Cycling/ mountain biking
* Orienteering
* Rock climbing/abseiling
* Caving and potholing
* Kayaking
* Open canoeing
* Windsurfing
* Dingy sailing
* Sub-aqua
* Skiing/ Snowboarding
* Horse riding
* Angling
* Water skiing
* Rafting
* Rowing
* Surfing
* Bouldering/ Gorge walking
* Swimming in open water

**CATEGORIES OF EDUCATIONAL VISITS**

Under the common law, children, as with certain other groups of citizens, are

legally entitled to receive special care and attention, in terms of their welfare and safety, by those in whose charge they are placed. The safety and welfare of children while in the charge of others is specifically addressed through a number of statutes, the basic requirements of

which are set out below.

6.2

**Common Law Duty of Care (civil duty)**

6.2.1

Within the context of this document, the common law ‘duty of care’ (a duty which is discharged daily by teaching staff and others who have a supervisory role with young people) relates to those activities which take place outside the school or youth centre/project setting.

6.2.2

The consequences of not adequately discharging common law ‘duty of care’ can be insured against under employee liability and public liability insurance provisions. It is nonetheless incumbent upon staff who are supervising young people to act reasonably in all circumstances, so that the personal safety and well-being of those in their care are not jeopardised during the visit.

6.3

**Health and Safety at Work (criminal duty)**

6.3.1

The employing authority is legally obliged, to ensure that the health and safety of its employees and young persons in their care is safeguarded while in any way affected by such employer’s undertakings.

6.3.2

This duty is imposed through occupational health and safety statute, specifically under The Health and Safety at Work (N.I.) Order 1978, and places responsibility upon employing authorities to ensure that their management arrangements in general, (but also those arrangements which encompass specific activities such as educational visits) are adequate to protect the health and safety of all those in any way affected by such employer’s undertakings.

6.3.3

The manner in which such arrangements are developed is through the process

of a risk assessment (See Appendix 2) the outcome of which acts as the basis for the organisation to establish that which needs to be put in place to allow the activity to proceed in a way which sufficiently manages the risks to which participants may be exposed.

6.4

**The Children (Northern Ireland) Order 1995**

6.4.1

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 young person must be the paramount consideration and it is this essential principle which underpins effective practice in the area of Child Protection.

6.4.2

The Order and associated guidance is reflected at local level through the publication of Child Protection Policies and Procedures by the Area Child Protection Committees within the

Health Board. This guidance articulates more specifically the responsibilities of the statutory agencies, including education and identifies within the local context, the relevant contact personnel with responsibility for Child Protection within the respective statutory

organisations.

6.4.3

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 young person’s welfare

must always be paramount and this overrides all other considerations. All young people have the

fundamental right to be protected from harm.

Young people have a right to be heard, to be listened to and to be taken seriously. Careful consideration must be given to young people who have special educational needs, as such children may be especially vulnerable.

**6.5 Data Protection**

A range of information is required for the purpose of organising and reviewing an educational visit. This information is covered by the provisions of the Data Protection Act, 1998. A signature on such a form is deemed to be an authorisation to allow the school or youth centre/project to process and retain the information for the purpose(s) stated.

**7.4 Educational Visits’ Co-ordinator – The Principal**

It is recommended that on a 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 submitted on the EVA Form to the Principal for

approval.

**Step 3 Implementing appropriate risk management**

It should be ensured that all visits are organised in accordance with relevant school/youth 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 (at the beginning of each school term – if known) about the educational visits their children will participate in. Parents will be asked to give their consent in writing at the start of the school year for all school trips. Separate consent for cross community projects will be given by parents. Consent for a residential will be sought at the time of paying a deposit.

**Step 5 Maintaining records**

Copies of all forms (e.g. Consent Forms) and any other relevant information should be sent to the office to be filed by the school secretary.

In the case of an incident / accident occurring, all appropriate documentation from the relevant Employing Authority will 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 may be

an essential or relevant component.

**Step 2 Initial Approval**

Details of proposed visit should be submitted to the Principal for consideration in consultation with the Governing Body. It is the responsibility of the Principal in consultation with the Governing Body to decide whether a visit should proceed. It is essential, therefore, that they be 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.

**Step 4 Briefings**

Staff, volunteer supervisors, 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. Pupils will complete a code of conduct (Appendix 4).

**Step 5 Information collated**

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

or youth centre/project. Appendix 1 provides an exemplar form.

**Step 6 Final Approval Secured**

Visits in this category can only proceed once final approval has been secured from the

Principal and the Governing Body. The EVP form should be signed by both the Principal and the Chair of the 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 or youth

centre/project. 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 is included in Appendix 3. 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 or youth centre/project for future reference.

Appendix 4 may be used for this purpose

**Ratios:**

PRIMARY

* Foundation Stage (P1/P2) one adult for up to a maximum of ten young people
* Key Stages 1 and 2 (P3-P7) one adult for up to a maximum of fifteen young people

**Vetting**

The school will follow all Safeguarding procedures, ensuring that all adult help is vetted or never left unsupervised with children.

**Transport**

We will ensure children travel in approved transport eg EA buses. Children will only travel in private cars with the appropriate insurance. Seatbelts must be worn on any journey.

**Advice & Support**

Eduaction Authority – Southern Region

3 Charlemont Place

ARMAGH Co. Armagh BT61 9AX

Tel: 028 3752 3811

028 3751 2200

e-mail: info@selb.org.uk

Fax: 028 3751 2490

Appendix 1

**RESIDENTIAL TRIP PLANNING CHECKLIST**

**School Name:**

**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 name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency contact numbers:**

**Home:**

**Work:**

**Mobile:**

**Other:**

**Name, address and phone no. of doctor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 also give the teachers permission to administer Calpol or Nurofen should the need arise. I understand the extent and limitations of the insurance cover provided.

**Signed: (Parent/Guardian)**

**Date \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 2**

**Churchill P.S. Risk Assessment**

**ACTIVITY:**

**Completed by: Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **To Whom** | **Severity (1-5)** | **Likelihood(1 -5)** | **Risk (S x R)** |
|  |  |  |  |  |
| **Existing Precautions** | | **Additional Precautions** | **Who** | **When** |
|  | |  |  |  |

Appendix 3

Educational Visit Incident Report Form

Name of school:………………………………………………………………………………..

Name of group leader: ……………………………………………………………

Date, time and location of incident:

……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………

Name and address of witness(es)

* ……………………………………………………………………………………………………………………………
* ………………………………………………………………………………………………………………………………
* ……………………………………………………………………………………………………………………………

Please state in your own words what happened, including details of names and status of those involved:

Describe what action was taken (e.g. first aid, emergency services)

Signed: ……………………………………………………… date: ……………………………………..

Appendix 4

**Code of Conduct**

1. Listen to information and instructions-it’s for your own safety and well being
2. Do not drop litter in or out of doors
3. Be careful in the accommodation and keep your room tidy
4. Report damage
5. No aerosol cans allowed on site. e.g. deodorant
6. Be on time for meetings and activities
7. Tell your teacher if you are unwell or unhappy
8. Switch out unnecessary lights
9. Let people have a good nights sleep. No noise after lights out
10. Have fun and be kind to other people
11. We want people to have a safe and happy time.

I have read the rules and promise to adhere to them. If any are broken I realise there will be consequences.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(pupil)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this page to your teacher before the trip.