



Copnor Primary School

D2. Educational Visits / Visitors Policy

NB: This has been amended based upon the latest advice from the Government <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
Please refer to this advice to ascertain whether school visits are permitted.

Rationale

At Copnor Primary School we believe we can enrich and develop children's learning beyond that possible in the classroom through educational visits. However, with the additional risks due to the coronavirus (COVID-19) pandemic, the benefits to the children will be carefully evaluated against the additional risks present due to COVID-19.

Aims

- ❑ Create more engagement, excitement and enjoyment through visiting a different and stimulating environment, or from a visitor sharing information.
- ❑ Place the learning that is taking place in the classroom within a real-life context
- ❑ Afford children the opportunity to work with real artefacts, carry out fieldwork and gain firsthand experiences
- ❑ Give opportunity to develop problem-solving, team challenges and group work
- ❑ Contribute to the personal, social and health education of the children
- ❑ Help the children become more aware at assessing risk and managing those risks

Implementation

The school has a designated Educational Visits Co-ordinator (EVC) who is responsible to the Headteacher for the safety of such visits. Members of staff wishing to carry out a non-residential visit must liaise with the EVC to analyse its feasibility. Once the details have been initially investigated the group leader must seek the permission of the Headteacher.

The EVC will then assist the group leader with the process of organising the visit, including risk assessment and risk management.

All visits and visitors must be risk assessed bearing in mind the guidance issued in "KCSIE", Sept 2021 and "The Prevent Strategy", June 2015. Furthermore, this policy follows Portsmouth City Council's and Hampshire County Council's guidance for all visits.

Equal Opportunities and Inclusion

Everyone concerned needs to ensure that every effort is made to include all. Activities may need to be adapted to ensure they are accessible in some form to all who wish to take part. This must be irrespective of their special educational needs, medical needs, emotional and behavioural needs, disability, ethnicity, gender or religion.

However the health and safety of all is paramount. It should also be taken into consideration that in adapting some trips to meet the needs of all the original purpose of the trip could be compromised. There may be circumstances where these two factors override the inclusion of an individual, though this must always be a last resort.

It must be made clear, in letters to parents what type of trip it is. Any letter to parents must also include details about the itinerary for the visit. The activities to be undertaken and an approximate timetable need to be included as a part of the information provided.

Safeguarding (please also refer to the Overall Safeguarding Policy). All adults involved in a visit have a responsibility to safeguard and promote the welfare of children and young people. Visits and activities have many benefits; however, there are also potential safeguarding risks which will be considered during the planning process. Visit leaders will ensure that they are informed of any children and young people who may be particularly vulnerable or have specific safeguarding needs, and ensure that other staff/adults are made aware as necessary.

When any concerns about a child are identified on a visit, these will be raised with the designated safeguarding lead (DSL). When visits occur out of hours, then DSL trained members of the SLT will be contactable and their contact numbers will be provided to all staff on the visit for this purpose. If a child is in immediate danger or is at risk of harm, the person who has the concern needs to make a referral to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the DSL, the DSL must be told that a referral has been made as soon as possible.

Visitors

We will undertake a google search of any visitor that is unknown to us to ensure there are no radicalisation concerns or safeguarding issues. Were any concerns raised whatsoever, the visit/visitor would not go ahead and we would seek advice from Multi-Agency Safeguarding Hub (MASH) as to whether we should also directly report this to the police. The purpose of the visit and how the visitor will interact with the children and in which bubbles will be carefully considered before a visitor is allowed to attend the school. They will also read and agree to our Child protection summary for all temporary staff, contractors and volunteers.

Day Visits

Day visits can be of two types. These visits might be:

1. A "curriculum visit" or
2. An "enrichment activity."

1. "Curriculum visits" are visits that will prove essential to all children to help them gain a better understanding about a subject. We really would be unable to provide this understanding in our school setting. These curriculum visits would require a voluntary contribution but it should be made clear in the letter that should the amount contributed fall far short of the cost of the trip, then the trip may have to be cancelled. All letters about curriculum visits should include the phrase *'in order to meet the costs of this curriculum visit we ask for voluntary payments of £x. Should there be a shortfall between contributions received and costs incurred we may have to cancel the trip. At this point those that have made a contribution will be refunded. We thank you for your support in this.'*

2. "Enrichment activities" are visits which support, but do not replace the curriculum i.e. the subject can still be taught at school. Should parents wish their child to take part in these enrichment outings, the full cost of the visit must be paid.

For those children not taking part, an alternative full curriculum will continue at school.

All letters about “enrichment activities” should include the phrase “*An enrichment activity is one that enhances the curriculum but is not essential. The child’s normal curriculum will still be provided back at school. As this is an enrichment activity, full payment is needed to attend*”

If a day visit is more than an hour’s travel away, is in London or is more than 60 miles away, then a medical form will need to be completed by a parent/carer of each child attending. This form will be taken on the visit. This medical form will be the same as the one used for residential visits and is the one approved by Hampshire County Council.

CPD

A rolling programme of Open Country training is in place to ensure that staff become Open Country trained, enabling them to lead visits near water and to places where the children are in the countryside. There is also a rolling programme of first aid training, to ensure, wherever possible - but always where the children are classed to be in open country or are participating in a residential- that a trained first aider attends the visit.

Ratios

Portsmouth City Council and Hampshire County Council have agreed a set of minimum ratios of adults to children. These ratios take into account the age of the children and the type of activity being undertaken. A visit will not be undertaken if the ratio of children to adults exceeds these agreed ratios.

Risk Assessment

Serious accidents and incidents during educational visits and adventurous pursuits are rare but they do happen. At Copnor, the health and safety of all is paramount and as such thorough risk assessments are carried out for any off-site activity that does not involve attending another school or sport activity which is not on the list of sports/activities deemed to be adventurous activities.

Every visit will be completed on EVOLVE which is closely tied into the Hampshire Outdoors team at Hampshire City Council.

A pre-risk assessment sheet must be carried out at the initial stages of planning. This allows the leader to ascertain whether the venue, the experience of the children or the adults is likely to mean that the risk for the visit is too great even when mitigating safety factors have been put in. It will also allow for the leader to be looking at ways to reduce a specific risk when planning for visit. So, as an example, if a leader is inexperienced and this makes the activity a medium risk, providing a more experienced colleague to help on the trip would reduce the risk to an acceptable low risk.

A risk assessment must be carried out for each visit. Where possible, visits require a pre-visit by the teaching staff who will be leading the visit. If a pre-visit is not possible or practical e.g. for a visit to London, then the person who will lead the visit needs to ensure that they have investigated the visit as fully as possible. They need to contact the venue to discuss their risk assessments; use Google Maps to view the location; and refer to EVOLVE for visits from other schools to the same site. They should also refer to other members of staff who have visited the location.

Where possible all members of staff should attend a pre-visit. This is when the risk assessment is carried out. Risk assessments are carried out in accordance with Hampshire County Council guidance. They must be approved by the EVC who assumes responsibility for the Headteacher in

this role. Copies of these must be given to the EVC and all adults on the trip. All visits are to be logged on EVOLVE.

Group names and contact numbers must be left with the admin staff on the day of the trip with absences noted. All medical information needs to be documented (either on a medical form, or on a permission form, dependent upon the type of visit) beforehand and taken on the trip, along with any medicines. This medical information needs to be readily accessible in case of emergency. However, to comply with GDPR, this information should not be left unattended. A copy should be left with the school: for day visits, the medical information available in the school's records will suffice. For residential visits and visits that are not local, a copy of the medical forms will be kept in the office for the duration of the visit. At the end of the visit, any medical forms/permission slips will be disposed of in line with GDPR regulations.

Where coaches or minibuses are being used, there will be a list of who is on which vehicle – which must also be left at school for the admin staff. Children must remain on the same bus for the outward journey and the return journey. Where this is not possible, the office will need to be informed before the vehicles commence their return journey.

For open country activities, adventurous activities, visits to London and residential visits, an approval form must be completed and sent to Hampshire County Council at least four weeks prior to the visit. Only upon receipt of the Council's approval, will the visit be permitted to go ahead.

Where possible photographs of a site should be taken/provided and shown to the children prior to the visit. Children should be thoroughly briefed about any hazards and involved in risk assessment at their level.

Attending other schools or sports activities

At Copnor, we believe that sports events and other events held at schools, such as music festivals, are an important part of a child's education and we encourage the participation in these events wherever possible. The completion of a separate risk assessment plan for each such visit is required, particularly with regards to the control factors being put in place to minimise the risk of coronavirus (COVID-19) infection. This will be recorded on EVOLVE. As a school, we will adhere to the requirements of the venue that we are visiting. The practices in places in the school will be continued at the venue, for example, the regular sanitising/washing of children's hands. Please refer to the Social Distancing Procedures and Response to Infection policy available on our website and which is reviewed regularly in line with changes to Government advice.

Any visit from school to school or to a sporting event by taxi is not currently permitted.

Use of a minibus

If the visit is by minibus, two adults must accompany the children in each minibus. The driver must be a MIDAS trained driver. MIDAS is the nationally recognised standard for the assessment and training of minibus drivers. The adult passenger is required to sit at the rear of the minibus, next to the rear exit. Furthermore, this adult passenger will answer the children's questions to enable the driver to concentrate on driving. The minibus driver will aim to park the minibus as close to the sporting event/school/ activity site as possible. Children will travel in their bubbles, preferably class, but if not then in year group. If there were a sporting event where there are children from two different bubbles attending, they would require two minibuses even if one were sufficient.

A minibus is designated as dedicated transport and as such, the children will not come into contact with members of the public during the journey on the minibus. Should the school use private coaches, they will also be classed as dedicated transport.

The approach to dedicated transport should align wherever possible with the principles underpinning the system of controls/approach being adopted by the school. It is important, wherever it is possible, that:

social distancing should be maximised within vehicles

children either sit with their 'bubble' on school transport, or with the same constant group of children

children should clean their hands before boarding transport and again on disembarking

additional cleaning of vehicles is put in place

organised queuing and boarding is put in place

through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents

Children/adults must not board dedicated transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).

Use of personal vehicles

Most cars are only insured for the person who is using that vehicle to travel to work. This insurance does not cover the employee to use their car for running business errands. For these to take place, the person must have business insurance.

Running business errands includes:

- Taxiing other employees/children
- Making deliveries or collections
- Being used by other employees
- Travelling to meetings
- Travelling to multiple sites.

The person completing business errands must prove that they have the correct insurance in place before they complete one of these activities. A copy of the motoring insurance certificate will be kept on the employee's record. It is the duty of the employee to update this folder at least annually with their new insurance documents. Where an employee ceases to have business insurance, then they have a duty to let the office staff know so that their file can be amended.

Face masks/coverings

Staff will adhere to the guidelines for any venue they are using. Children under the age of 12 are exempt from wearing face coverings, although they are allowed to do so should they wish.

If the visit involves using public transport, such as buses or trains, then staff and volunteers would wear a facemask or face covering.

Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate.

Walking to an event

For events at local schools/ sporting areas, for example at ALNS or ROKO, it may be appropriate for the children to walk to the event. In such a situation, a minimum of two adults must walk with the children. The ratio of children for these walks must not exceed the ratios stipulated by Portsmouth City Council and Hampshire County Council. Where children are walking, social distance will be maintained where it is safe to do so. If 2 metres is not possible, then 1 metre with the additional measure of more frequent handwashing at the start and end of the journey will be used where possible. As aforementioned, such sporting activities are currently not permitted.

Road crossing

When crossing a road, adults are aware that they are legally not allowed to stop traffic. Wherever possible, they will use designated crossings, such as pelican or zebra crossings. Where this is not possible, they will cross where they can clearly see traffic approaching from both sides. The children will cross the road in waves, the number of children in each wave appropriate to the amount of space available for the children to line up on the pavement. They will cross between two adults, who will have checked that it is safe to cross before the children enter the road.

Unfortunately, in Portsmouth, there will be occasions where, due to the number of parked cars, it is not possible to cross in large waves. In such cases, the children crossing in pairs may be more appropriate, although larger waves should be considered if applicable.

Behaviour

The sanctions/rewards provided to the children will mirror the practices in place at school. Poor behaviour will be dealt with in the same way as it would be in school. In the very unlikely event that poor behaviour warrants the removal of the child from the event, then support will be sought from school, with additional adults sent to the event in order to facilitate the return of the child or their parents/carers will be contacted and asked to collect their child from the venue.

Children with an individual behaviour plan (IBP) are able to attend a visit to a local school or sporting event, provided it has been deemed appropriate and safe for them to do so. Under these circumstances, the IBP will be followed in the same way that it would be followed when the child is at Copnor Primary School or adapted for the circumstances.

For sporting tournaments and events, held at leisure centres and other similar facilities, the risk assessment completed by the organisers will be consulted and followed by the leaders and other staff attending the event. Consideration will be made with regards to how to maintain social distancing from other schools and their bubbles and recorded on the risk assessment.

For the vast majority of the visits to other school/sporting activities, there will be no downtime. However, if there is, provided that the activities completed within downtime are similar to those the children would participate in normally (such as warmups for a match or playtime) no additional risk assessment will need to take place. The staff attending the visit will ensure that the children are adequately supervised during downtime and that social –distancing rules and guidelines are followed.

As part of the risk assessment process for all visits, the leader will complete the trip checklist and will ensure that it is signed by the EVC before the visit is undertaken.

Appropriate Behaviour

Inappropriate behaviour on an off-site activity of any sort is a hazard. As such preventative measures to minimise the risk should be taken. During risk assessment with the children appropriate behaviour must be discussed. The school behaviour policy must be adapted to meet the needs of each individual trip, but should be followed as closely as possible. For positive rewards stickers can be used instead of names on the board and merits awarded on return to school. For correcting poor behaviour the teacher should keep a record of names on a clipboard or similar and remove a child from a group in accordance with school policy where possible. Where possible the group leader / teacher should not have a group of their own to work with. This enables them to move quickly, react rapidly to situations and also remove a child from another group where necessary. If this is not possible the group leader / teacher should give themselves a group of

children that are responsible and well behaved so that any addition to the group in terms of inappropriately behaved children can be accommodated with ease.

Those children who have one-to-one support in class for behaviour issues should also have one-to-one support on visits and this adult must not be counted as one of the group adults in terms of adult – child ratio.

If a teacher has any concerns about the behaviour of a child prior to a visit taking place these must be discussed with the EVC and / or Headteacher. Whilst we will always try to be inclusive, safety must always be of paramount concern, and if we cannot minimise risks to a satisfactory level then we may in exceptional circumstances be unable to take a child. Any decisions about excluding a child from an educational visit can only be taken by the Headteacher / Deputy Headteacher (when HT is absent). As part of the decision process, it will be the responsibility of the visit leader (with support from the EVC) to complete the Challenging Behaviour Risk Assessment to assess the risk (available on EVOLVE).

As aforementioned, the sanctions/rewards provided to the children will mirror the practices in place at school. Poor behaviour will be dealt with in the same way as it would be in school. In the very unlikely event that poor behaviour warrants the removal of the child from the event, then support will be sought from school, with additional adults sent to the event in order to facilitate the return of the child or their parents/carers will be contacted and asked to collect their child from the venue.

Children with an individual behaviour plan (IBP) are able to attend a visit to a local school or sporting event, provided it has been deemed appropriate and safe for them to do so (see above). Under these circumstances, the IBP will be followed in the same way that it would be followed when the child is at Copnor Primary School or adapted for the circumstances.

Sun cream

The risk of burning due to over-exposure to the sun is a regular risk, particularly in the warmer months of the year. Whilst a teacher or other member of staff will not rub in sun cream, they can, if required, spray sun cream onto a child and then ensure that they have applied it appropriately. Should a child not have sun cream and the risk of burning is high, then the child will be required to apply the school's sun cream. A reminder will be sent out, at least annually, stating that this is the school's policy and reminding parents/carers that it is their responsibility to inform the school of any changes to medical conditions, including allergies to any ingredients within sun cream.

Ticks

Ticks are a threat to the long-term health of children as they can carry Limes disease. Appropriate footwear and clothing will be referred to as part of the letter provided to the parents/carers about a visit. However, where children are on open country activities, a tick may latch itself to the child. It is imperative that the tick is removed as quickly as possible. For this reason, if the activity is in open country, a tick remover will be available in the first aid kit. The first aider will then use this to remove the tick. The parent/carer will be informed and they will be encouraged to seek medical advice about any further action required. Ticks will not be removed without the tick removing tool.

Staff conduct

All staff taking children on visits must adhere to the same expectations of their conduct as exist in school. All trips must have a group leader who is ultimately responsible for changes to itinerary and any decisions that need to be made in the case of an emergency.

Care must be taken in terms of supervision, particularly when supervising changing for swimming. If administering first aid it is sensible to have another adult present (particularly if the removal of a child's clothes are necessary). Where possible there should be adult supervision of both genders. Adults are only permitted to be alone with children in a group or individual situation if they have been DBS cleared by the school. A DBS check from another organisation is not sufficient.

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