

# Kingsbrook School

*'A unique service for unique young people'*

## Educational Visits Procedure

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# Kingsbrook School Educational Visits Procedure

## Aims

For all educational visits from school to be:

- Safe, Educational & Enjoyable

## Rationale

Well- planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our student enables them to achieve a fuller understanding of the world around them through direct experience.

## Purpose

Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of 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, teachers should ensure that the educational benefits to the student are maximised.

## PLANNING EDUCATIONAL VISITS

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the pupils. Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The following guidelines support the planning and implementation of Educational Visits organised at Kingsbrook School;

### Parents – information and consent

Parents should be given information about the purpose and details of the visit (ideally two weeks in advance). 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. For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.

### **Parental consent**

Routine visits in the locality of the school are covered by the parental consent on the Admissions Form.

If parents wish to withhold consent, they will be invited to meet with the Head of School to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible. If the parents give a conditional consent the Deputy or Head teacher will need to consider whether the child may be taken on the visit or not.

### **Risk Assessments**

A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through "Plan B" scenarios.

Risk Assessment forms and the Educational Visits Checklist are available from the Educational Visits Folder in the School Office. The Risk Assessment should be discussed with and authorised by the Head of School. It should be signed by all the adults attending the trip and a copy in the Educational Visits Folder in the School Office.

### **First Aid**

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and student involved should be made for each visit. For adventurous activities and residential trips, there should be at least one trained first-aider in the group.

First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

### **Staffing Ratios**

It is important to have a sufficient ratio of adult supervisors to pupils. The ratio of adults to student will be dependent on the specific needs of the students and be informed by knowledge of the student including past experiences of similar visits.

Whatever the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish rendezvous points and tell adults and pupils what to do if they become separated from the party.

### **Preparing Pupils**

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 and why rules must be followed.

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. Where possible pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Head of School in advance to discuss concerns and agree what action is to be taken.

## **Types of Visits:**

### **Adventurous Activities**

Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

### **Residential Trips**

Residential trips will be planned well in advance and arrangements will be overseen by the Health and Safety Manager. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.

### **Coastal visits**

Group leaders and other teachers should be aware that many of the incidents affecting school student have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in 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. Paddling will only be allowed as part of a supervised activity and only 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.

### **Water Margin Activities**

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the RoSPA's 'Group Safety at Water Margins' will be followed.

<http://www.rosipa.com/rospaweb/docs/advice-services/leisure-safety/groupsafety-watermargins.pdf>

## **Farm visits**

Kingsbrook School recognises that farms can be dangerous even for the people who work there. Taking student to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli 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, clean grounds and public areas. An exploratory pre-visit should be carried out.

## **ROLES AND RESPONSIBILITIES**

Head of School -will ensure suitable Visit Leaders are appointed and sign off the Risk Assessment

Visit Leader = There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head of School. This will usually be a Senior Teacher. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Head of School in advance of the visit. The Risk Assessment will include the ratio of adult to student supervision and the number of first aiders or appointed persons needed.

The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment. The Visit Leader is responsible for ensuring the mobile phone, first aid kit and pupil medication are taken on the visit.

For more information regarding Educational Visits please see:

The Educational Visits folder which is kept in the School Office and contains :

- The Educational Visits Procedure
- Risk Assessment and other forms
- Educational Visits Checklist