

PERCY HEDLEY EDUCATION SERVICES

Educational Visits Policy

Introduction

Educational visits are seen as an integral part of each pupil's learning experience.

Purpose of Outings

- To encourage learning through real life experiences in order to develop vocabulary and concepts together with socially acceptable behaviour and social awareness, e.g. road safety.
- To provide experiences related to specific curriculum and continue socially acceptable behaviour and awareness.
- To support independence.

Scope

The class teacher/team/tutor should provide senior staff with an outline of any proposed visit/outing to include:-

- Purpose of visit
- Pupils involved
- Staff involved
- Place of visit
- Timescale involved
- Method of transport (walking ,education transport or public transport)
- Costs involved
- Parents/carers should be fully informed of the value and arrangements for full day activities.
- Any residential trip requires written permission from parents to allow their child to attend.

Staffing

Ratio of Staff/Volunteers/Adults to Pupils

- This will depend upon the age, SEND, ability, behaviour and mobility of the group. For pupils who need to use a wheelchair a one to one ratio will usually be required.
- In KS1/Early Years a ratio of 1:2 is desirable. In cases of unpredictable behaviour it is essential to have the availability of one to one supervision.
- Educational visits are usually staffed by the core team comprising teacher/tutor, support staff assistants, therapists.

- Small groups of pupils working on life skills for personal independence will be supervised by the appropriate number of staff determined by the team and a senior member of staff according to the number of pupils and their abilities.

Principles

Only staff who are employed by Percy Hedley Foundation can organise school outings. These are planned by class/tutor teams staffed by teachers, tutors, therapists and support staff assistants, with additional help from parents, students or volunteers where necessary.

In the event of any delay affecting the return to school/college at the specified time, staff must inform school/college of the reason for the delay and planned action to remedy this. School/college can then inform taxi drivers and parents. It is then the responsibility of the staff accompanying the group to ensure that each pupil arrives home safely.

School/college Transport

a) Availability and Booking

Education transport must be booked as far in advance as possible with the Transport Supervisor, who will allocate transport according to the size and needs of the group.

Whereas some classes/groups have regular commitments requiring transport, staff are asked to be flexible when special events or occasions add to the pressures of availability of school transport.

b) Safety

There should always be sufficient members of staff to ensure that acceptable behaviour is maintained and that pupils are safe at all times.

It is the responsibility of staff to ensure that pupils are sitting safely throughout the journey and that all restraints, wheelchair clamps etc., are used.

Risk assessments are carried out in line with policy.

N.B. Staff should familiarise themselves with the Foundation's Health and Safety Documentation.

c) Communication

There is a mobile telephone available for staff to take on a visit. This is available from the school/college admin office.

Medical Information

The class/tutor team should all be familiar with the medical conditions of the pupils for whom they are responsible.

A designated member of the class /tutor team should be responsible for organising all medication required by individual pupils throughout the duration of the educational visit and ensuring that this is administered appropriately.

Medical cards carrying specific information in the event of an emergency, for each individual pupil, should be collected from the general office and must accompany the class group at all times - this is especially important if the group divides for part of the visit.

First aid boxes are available in all education vehicles. Additional equipment can be obtained from the school/college surgery on request.

N.B. Specific information in relation to management of asthma, epilepsy and diabetes can be obtained from the surgery on request and staff working with these pupils must be aware of the implications of their conditions. The nursing team will advise on any issues concerning the health of pupils on school /college trips.

Costs

A breakdown of costs of all educational visits needs to be approved by the Senior Leadership Team in advance. This should include cost of transport, meals, entrance fees etc., for all pupils and staff involved with the visit.

Meals

The Cook should be informed of all educational visits in advance in order to make alterations to the school/college dining room arrangements as necessary.

If packed lunches are required these should be requested at least two weeks in advance and any special dietary requirements made clear.

Parental Permission

At the onset of placement at Percy Hedley a letter will be sent to all parents requesting permission to include pupils in educational visits planned by their class. If parents do not give permission, alternative arrangements must be made for these pupils.

Guidelines for the appropriate clothing and equipment required by pupils on educational visits will be sent out by class teachers/tutors prior to the date of the visit.

Hazardous Activities

The suitability of all activities must be approved by the SMT. Where there is any doubt concerning the safety of pupils and staff, the SMT reserves the right to refuse permission for the visit to go ahead. (Examples might include horse riding, water activities, visits to building sites/quarries etc., playgrounds, fun fairs etc).

Training

Staff organising trips should ensure staff be experienced and trained to deal with the populations of pupils/students involved i.e. ASD, physical disability, mealtime management, moving and handling NAPPI level 2 or 3 ,child/adult protection, administration of medication.

Dedicated 1 to 1 members of staff should have specific experience of the child they are accompanying on the trip and feel confident that can deal with any difficulties.

Monitoring and Compliance

Staff should have access to the policy documentation as part of a staff resources.

Key staff should read and confirm compliance to this policy.

Monitoring annually by senior education staff.

Final agreement by Associate Directors.

Associated Policies

Medical policy

Moving and Handling

Child/adult protection and safeguarding

Nappi/physical restraint

H&S

Meal time management

RESPONSIBILITIES OF STAFF ORGANISING
EDUCATIONAL VISITS
CHECKLIST

1. Liaise with senior leaders regarding proposed visit, including date and timing.
2. Organise venue. (Is there suitable access or do special arrangements need to be made)?
3. Organise staffing (include drivers as necessary).
4. Organise transport with Transport Supervisor.
5. Organise money with Finance Office.
6. Contact parents and inform them of links the visit has with specific curriculum areas. Parents may sometimes accompany visit as helpers, possibly contributing financially, give permission where necessary.
7. Organise packed lunch with Cook if necessary (2 weeks' notice): (special dietary requirements, notification regarding lunchtime arrangements/staffing)
8. Organise medication with surgery staff.
9. Organise first aid equipment if necessary
10. Organise any special equipment
11. Leave all details of visit with general office.
12. Leave details of alternative arrangements for any pupils not included on this visit.
13. Take relevant medical and pupil personal information on the trip
14. Take relevant contact numbers
15. Ensure risk assessments are completed and signed by senior staff.