



EDUCATIONAL VISITS POLICY

Autumn 2020

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Introduction

Site visits, which provide valuable opportunities for learning through first-hand experience, are something which we strive for at ERRTG, but the safety of apprentices is always our first priority.

The safety of all apprentices and adults participating in any planned educational visit or journey is of paramount importance.

It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with management about the implications, risks and practicability of the visit.

If in any doubt about the safety of any member of the party the visit should not go ahead.

All risk assessments must be given to the managing director and retained for future reference.

A Risk Assessment document is a legal requirement and subject to audit.

All staff planning visits should read and follow the detailed guidance in the file "LOtC for maintained schools" from Suffolk County Council which can be found here:

<https://www.suffolklearning.co.uk/leadership-staff-development/policies-guidance/educational-visits>

Please also read this policy in conjunction with

- Health and Safety Policy
- Attendance and Behaviour Policy
- Staff Vetting and Disclosure Policy

Planning a Visit

The following questions must be addressed:

- What are the educational benefits likely to arise from the visit?
- What does the place to be visited have to offer?
- Is there sufficient time for planning?
- Is the travelling distance suitable?
- Is enough known about the location?

Types of Visits

Educational Day Visits: The provider must provide details of the visit.

The Organiser of the Visit will:

- **Liaise with the ERRTG throughout the process;**
- Ensure the Checklist for Planning an Educational Visit is followed
- Fill in a detailed Risk Assessment
- Discuss the risk assessment with visit planner and make a decision as to whether the visit can go ahead;
- Send a letter to parents outlining the event and requesting parental consent;
- Choose adult supervision with care:
- The capabilities, experience, talents and qualifications of all accompanying adults should be given appropriate consideration;
- Every person accompanying apprentices on a visit must have an enhanced DBS
- A First Aider must accompany every visit.
- Complete an Emergency Contact List
- Collate the apprentice's emergency numbers and medical records
- Brief all adults, before the visits re their roles and responsibilities and what to do in case of a critical incident;
- On return complete a Report and Evaluation sheet and fill in any additional accident / incident forms as appropriate.

Levels of Supervision

Teachers and other adult supervisors need to undertake greater care than that expected of the most careful parent. Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, apprentices, nature of activity, location, physical hazards).

As a guide:

- Apprentices should be supervised at a level of 1:6

Visit organisers should always take individual apprentices's circumstances into account and adjust the supervision as necessary to ensure the safety of apprentices.

A member of ERRTG must accompany apprentices on all visits. It is not appropriate for anyone other than ERRTG staff to be responsible for leading visits in term time. Where we work in conjunction with visit providers, we will share policies before the visit and a member of staff from the supporting planner will also accompany the apprentices.

Failure to make adequate provision could place visit organisers at professional risk, the safety of the apprentices at risk and cause serious damage to the company being visited.

Construction Site Visits

Construction sites can be fatal for apprentices or untrained members of the public. There must be a robust risk assessment in place and while ERRTG recognises the value of site visits for students, we are aware that this poses a huge risk. There is a risk of falling objects, heavy plant and hazardous materials as well as trips, slips and falls.

Never let apprentices

- Eat until they have washed their hands thoroughly
- Touch any unspecified materials on site
- Drink from taps on site
- Play during the visit
- Use any heavy plant or machinery

Inclusion

The visit organiser will make every effort to ensure that all apprentices are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc.

The visit organiser will take all reasonable steps to ensure inclusion for all.

Equipment

The following items should be taken on all visits:

- First Aid Equipment
- One emergency asthma inhaler and paperwork relating to each child in the group with asthma. (Apprentices should also carry their own inhaler unless too young to do so.)
- Prescribed medication
- Sick bucket
- Mobile phones
- Contact list for emergencies for all apprentices and adults in the party

Accidents

In the event of an accident:

- Attempt to park in a safe place
- Keep the passengers in the vehicle unless they are at risk by doing so.
- On a motorway, apprentices should be taken away from the road.
- Note the precise location to inform others.

- Assess the situation and report the details to ERRTG as soon as possible.
- An adult must always stay with the apprentices.

Delays

If delayed contact ERRTG at the earliest possible opportunity and proceed at a safe speed.

Injuries

- Assess the injured without injury to yourself.
- Only attempt First Aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help: dial 999 and give the following information:
 - the location,
 - details of casualties – age / condition,
 - phone number to contact party leader.

Critical Incident Plan

- Trip organiser to inform Clive
- DSL or DDSL to contact parents
- Trip organiser to know that no parents are to be contacted from the accident scene
- DSL or DDSL / Clive to keep in contact with trip organiser