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**Educational visits policy**

JAMES’ off site visits provide a valuable opportunity for students to participate in enrichment activities which are not available to them in the classroom setting. They can enable and support students to develop skills in sporting and recreational activities, improve social skills as well as encourage education development. However, it is essential that all such visits are carried out with the highest regard for the safety and welfare of the students attending.

All outings will have a maximum of 1 staff to 6 young people ratio. All activities must have one staff member to take the lead who can be supported by additional staff or volunteers. All group members and staff need to be made aware of the group leader.

It is the responsibility of the staff member leading the session to ensure an up to date and effective risk assessment is in place before the activity occurs. All staff members involved in the session/activity are responsible for reading and following the risk assessment and adhering to any actions to prevent/reduce risks. All staff members are responsible for ensuring any learners/young people adhere to the risk assessment.

Risk assessments must be in place for and/or incorporate all of the following:

1. Travel to and from the venue
2. The premise/location where the premise is carried out
3. The activity being carried out

Any new activity or setting must be passed by a member of the management team to state that they are happy that enrichment and benefit of the activity are higher than the risk factors involved. They must also check and confirm if a specialist is required or recommended for the session to ensure risk is reduced. Any further knowledge/intelligence about areas or activities should be sought prior to undertaking a risk assessment such as coast guards for tidal information, farm hands at farm visits, etc.

All involved in the activity must ensure that it will be;

* efficiently organised and supervised; and

- educationally appropriate.

- significant value for the development of the students taking part in

 the visit/activity

* suitable for all the students concerned, having regard to their ages

 and abilities; and

* not interfere unduly with the work of other students

Staff must ensure that contingency arrangements for potential problems such as bad weather, illness or the incapacity of accompanying adult/staff supervisors should be taken into account and planned for. At least one member of staff attending must have a charged mobile phone and access to all emergency contact numbers.

If any of the following have not been actioned or in place the visit must be postponed.

Check list for staff before taking the group on an activity/trip:

-Minibus or vehicle checks carried out if using?

-Business use car insurance up to date – copy at head office. Personal vehicle is road worthy, taxed, MOT’s and with working seat belts that are used by all?

-Charged mobile phone?

-Emergency contact details available for all young people, staff and volunteers?

-Agreed consent from parents that young people can attend outdoor activities with JAMES?

-Up to date Risk assessment – all staff to have read and understood? If the centre/building or business where the activity is carried out has its own risk assessment this must be requested and read by all staff prior to the activity taking place?

-First aid kit and first aider (this can be venue staff)?

-Staff aware of and prepared for any dietary or medical requirements of young people and staff?

-Have all young people been made aware of any clothing or equipment requirements for the activity? If they don’t have them it must be evaluated whether they can still participate.

-Young people with additional needs can have their needs met by the staffing ratios?

If a young person attending the visit is likely to pose a risk to themselves or others an alternative session should be set up for them.

In order to fully comply with this policy it must be carried out in conjunction with JAMES’ behaviour, safeguarding/child protection and risk assessment policies and procedures. In the event of an emergency the emergency services should be alerted immediately and the head teacher or a member of the management team should be informed at the earliest opportunity. The accident book must also be completed if any accidents occur as soon as staff return to centre.

Covid -19 – We are adhering to local and government guidance and venue guidance on activities, trips and venues around Covid-19.

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