

'Loving to Learn, Learning to Love'



Educational Visits Policy

Last Reviewed: February 2016

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Educational Visits Policy

Introduction

1.1 Safely managed educational visits with a clear purpose and learning intentions are an indispensable part of a broad and balanced curriculum and are a vibrant aspect of the school. They are an opportunity to hook the children into and extend their learning, including an enrichment of their understanding of themselves, others and the world around them.

1.2 At St Marks Primary School we ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits, visitors and other activities that enhance and complement what they learn in the classroom.

This policy should be read in conjunction with supporting documents, including: Guidance for the management of outdoor learning 2014.

All forms are available on www.stokevisits.org.uk (EVOLVE) or from the Educational Visits co-ordinator (EVC).

2. Aims and Purposes

2.1 The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises. Every half term each class is expected to take part in either a visit out of school or a visitor will visit the school in order to hook the children into their new Learning Challenge Curriculum programme of work and to enhance the learning taking place in the classroom.

2.2 Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. We give details of these visits and activities to parents at the beginning of each half term in a class overview.

2.3 Visits and activities usually take place within the school day. The Head of School or the Executive Headteacher approves all such visits in advance. We follow the Local Authority's guidelines relating to health and safety.

3 Curriculum links

3.1 All educational visits and activities support and enrich the work we do inside school. We also have visitors to school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all children.

3.2 All activities are in line with guidance published by the Local Authority and may include:

- English/Literacy – theatre visits, visits by authors, poets and theatre groups
- Science – use of the school grounds, park and locality, visits by speakers, visit to the Sixth Form College and Staffordshire University

- Mathematics – use of shape and number trails in the local environment
- History – castle visits, study of local housing, visits to local museums
- Geography – use of the locality for fieldwork
- Art– art gallery or museum visits, use of the locality
- PE –Football matches, sports and athletics tournaments, extra-curricular activities, visits by specialist coaches
- Music – specialist music teaching, extra-curricular activities, visits by theatre groups or music ensembles, concerts for parents
- Design and Technology – visits to local factories/design centres, museums
- Computing – its use in local shops/libraries/secondary schools etc
- RE – visits to local centres of worship, visits by local clergy.

3.3 We also have regular visits from our neighbourhood police officer and fire fighters from the local fire station. These visits support the personal, social and health education of our children.

4 Residential visits

4.1 At St Marks Primary School, children in Year 6 have the opportunity to take part in a residential visit. This activity takes place during term-time and is linked to the National Curriculum.

4.2 The residential visit enables children to take part in outdoor and adventurous activities. We undertake this visit only with the permission of the Local Authority and follow the LA Guidance in the organisation of the visit. All specialist activities are undertaken with qualified instructors.

5. Responsibilities

5.1 Under the statutory guidance which came into effect on 1st March 2003, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DFE requirements and LA guidelines. This school's EVC is Fazana Waheed (Head of School).

Local Authority (LA)

- Overall Health & Safety responsibility
- Health, safety and welfare of teachers and other education staff
- Health and safety of pupils in-school and on off-site visits
- Health and safety of visitors to LA establishments - and volunteers involved in any LA activity
- Manage response to, and aftermath of, any significant incidents

Outdoor Education Adviser (OEA)

- Provide support for Educational Visits Co-ordinators
- Approve or decline visits based on safety issues (not quality)
- Enable a clear audit trail and database
- Provide expert advice, training and monitoring

Executive Headteacher

- Be aware of Best Value in the planning of visits
- Ensure contingency planning
- Advise Educational Visit Co-ordinator
- Approves or declines visits on grounds of safety and quality prior to OEA approval.

Educational Visits Co-ordinator (EVC)

- Ensure all visits meet Local Authority requirements
- Assess the competence of leaders
- Ensure emergency plans are in place and understood
- Ensure risk assessments are fit for purpose and adhere to the policy
- Ensure all risk assessments have been uploaded onto the EVOLVE website within the LA time limits.
- Submit risk assessments to the Executive Head Teacher for approval.
- Record, review and monitor visits
- Ensure there is a named emergency contact at school for the duration of the trip

Visit Leader

- Plan and risk assess the visit
- Up load the visit and risk assessment onto EVOLVE within the correct time limits
- Ensure all staff and volunteers are fully briefed before the visit and are given a copy of the risk assessment
- Monitor the risks throughout the actual visit as circumstances change
- Immediately contact the LA Director-on-Call (**01782 234567**) in the event of a significant incident during a visit.
- Review the visit on return to school

6. Parental Consent

6.1 Parents are made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis.

6.2 The letter to parents gives full details of the visit, the reason for the visit (educational aims), supervision arrangements, transport arrangements and ensures that the detail of other incidental activities is included, together with a 'Plan B' if appropriate. The letter also informs the parent/carer of the cost of the visit per child. The school subsidises half the cost of all educational visits for all children.

6.3 Parents give written consent for their child to take part in any activity that takes children off the school site. If the school do not receive this written permission, the child will be unable to participate. At the beginning of each academic year, parents/carers are asked to sign a document giving permission for their child to take part in activities within the local area during school time. Verbal consent cannot be accepted.

7. Risk Assessment

7.1 A risk assessment must be undertaken prior to all educational visits and off-site activities. 'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

7.2 In considering risk, there are 3 levels which visit leaders should be mindful:

- **Generic Risks** - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist' to be found on EVOLVE
- **Event Specific Risk** - any significant hazard or risk relating to the specific activity
- **Ongoing Risk** – the monitoring of risks throughout the actual visit as circumstances change

A separate risk assessment needs to be completed for all statemented children, identifying risks which are specific to them.

7.3 The school uses a standard format for risk assessments (see school shared drive). Once the visit leader has completed the risk assessment, this is uploaded onto EVOLVE where it is checked and submitted by the EVC and approved by the Executive Head Teacher. The Executive Head Teacher approves the risk assessment through EVOLVE before the visit/activity is allowed to go ahead. The planning and risk management for the visit is checked and approved in accordance with the LA document "Guidance and Management of Outdoor Learning".

7.4 Before the visit

- Assign a visit leader and assistant leader
- Best practice would suggest that a pre-visit is completed where necessary/possible
- Refer to the checklist (appendix 1)
- Complete the visit planning proforma (available from the office) and obtain approval for the visit to go ahead from the EVC and Executive Head Teacher
- Identify which first aiders will be going on the visit
- Order lunches from the kitchen
- Complete a risk assessment and upload onto EVOLVE. Day trips are uploaded at least two weeks before the visit; residential visits are uploaded at least four weeks before the visit; overseas visits are uploaded at least two months before the visit, in accordance with the guidance in "Guidance and Management of Outdoor Learning"
- Inform parents/carers through a letter, including a written permission slip (to be approved by the EVC before being sent out). This is completed at least 4 weeks in advance of the visit/visitor in order to give the parents/carers plenty of advance notice
- Brief supervising adults, including volunteers, give them a copy of the risk assessment, the medical details of any children in their group with medical

needs and the visit itinerary, volunteers will then need to sign a letter stating that they have understood the risk assessment.

7.5 On the day of the Visit

- Collect first aid kit(s)
- Collect lunches
- Take asthma pumps, Epipens, care plans and prescribed medication as necessary
- Take emergency inhaler
- Brief supervising adults, including parents/carers and volunteers
- Ensure the school mobile phone is charged and working and that the office has the numbers of other staff who are taking mobile phones and that they are switched on during the whole visit
- Ensure there is an emergency contact person in school for the duration of the visit
- Take a register before leaving school and count the number of pupils regularly, and always when changing locations
- Take permission slips
- Have a contingency plan in case of unforeseen circumstances
- Re-evaluate the risks as the visit is in progress ie on-going risk management

7.6 Post visit

- Evaluate the visit- was it value for money; did it deliver the planned outcomes; does the risk assessment need adjusting?
- Build on the learning
- Complete any accident forms

7.7 First Aid

The level of first aid provision should be based on risk assessment. On all visits there will be a responsible adult who has an up to date first aid qualification. First aid kits are checked and taken from the classroom. If the visit involves the party splitting up, a kit is taken for each group.

7.8 Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant (see EVOLVE or school shared drive). All staff, including parents, should be provided with a copy of this guidance prior to the visit.

8 Ratios

8.1 As a general guide and in normal circumstances, the adult /child ratio is:

Foundation Stage – 1:6

Years 1, 2 and 3 – 1:8

Years 4, 5 and 6 – 1:10

8.2 However, a professional judgement must be made for **each visit**, by the visit leader, EVC and Executive Headteacher, as a range of characteristics relevant to the particular visit may determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of the venue
- Weather conditions at that time of year
- Nature of transport involved

9 Voluntary help

9.1 At St Marks Primary School, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents/carers or governors.

9.2 Volunteers are made aware that they have the responsibility to follow the instructions of the visit leader and that the visit leader retains overall responsibility for visit

9.3 The school appoints volunteer helpers as far in advance of the visit as practical

9.4 The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.

9.5 The visit leader is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.

9.6 The visit leader is responsible for providing the volunteers with a printed copy of the risk assessment which they will need to read and sign to state that they have a full understanding of the potential risks whilst on the visit.

***-10 Transport**

10.1 Parents/carers are always informed as to the type of transport being provided for an educational visit.

10.2 Coaches. Seat belts must be provided on all seats. Each child must wear a seatbelt whilst travelling on a coach. The visit leader is responsible for the conduct and behaviour of the children whilst they are travelling.

10.3 Only members of staff who have received training in accordance with the LA's policy may drive the minibus. Before using the vehicle, the driver completes a checklist and reports any defects to the Head of School, Executive Headteacher or School Business Manager. The minibus is checked each half term by the member of SLT from the Federation with responsibility for the minibus.

10.4 A photocopy of the driver's licence of all staff driving the minibus is kept on file in the school's main office.

10.5 If a member of staff is taking children out of school in their own car they complete the 'Volunteer Driver's Declaration' (appendix 2). A copy of their driving licence and insurance is taken and kept in the school office.

11 Money

10.1 If children are allowed to take pocket money on a school trip, the parents/carers are informed in the information letter. The decision whether to allow pocket money or not and how much to allow, is the visit leader's.

10.2 If pocket money is to be taken, it is held centrally by the visit leader and assistant leader until the time arrives for it to be spent

10.3 Parents/carers are advised how much a visit/visitor costs in the initial information letter. Parents/carers are asked for a voluntary contribution of half of the cost of the visit/visitor. The remainder of the cost is met by the school.

12 Evaluation

Within a week of a visit, the visit leader evaluates the visit with the other supervising adults and informs the EVC of any aspects to be considered in future planning.

Signed..... Chair of the Federation Board

Date.....

Appendix 1

Educational Visits Checklist 2009

This checklist is an essential part of the risk management process and is applicable for **all** visits.

The visit should only go ahead if the answer to all applicable questions is 'YES'

In advance of the visit:

1. Have the educational aims of the visit been clearly identified? (see Section D) yes
2. Is the visit appropriate to the age, ability and aptitude of the group? yes
3. Has there been suitable progression/preparation for pupils prior to the visit? yes
4. Does the visit comply with any guidelines specific to your school? yes
5. Does the visit comply with any specific LA guidelines? (see relevant sections) yes
6. If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? yes n/a
7. If using an external provider or tour operator, has the provider satisfactorily completed and returned an 'SPQ'? yes n/a
8. Are transport arrangements suitable and satisfactory? yes n/a
9. If the visit is residential, have appropriate measure been taken to ensure the suitability of accommodation? yes n/a
10. If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? yes n/a
11. Have you conducted a pre-visit? If not, have appropriate additional checks been made? yes
12. Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations). yes
13. Have any adult helpers (non-teachers) been approved by the Headteacher as to their suitability? yes n/a
14. Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? yes

15. Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role? yes
16. Are all support staff aware of and comfortable with their roles? yes
17. Are all helpers aware of and comfortable with their roles? yes
18. Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? yes
19. Is insurance cover adequate? yes
20. Does at least one member of teaching staff know the pupils that are being taken away, including any behavioural traits? yes
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21. Have pupils been advised in advance about expectations for their behaviour? If appropriate, are pupils aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with pupils and staff? yes
22. Are pupils aware of the nature and purpose of the visit? yes
23. Are parents fully aware of the nature (including contingency plans) and purpose of the visit, and has consent been obtained? yes
24. Have all relevant details been issued? (eg. itinerary, kit lists, etc?) yes n/a
25. Are staff aware of any medical needs and/or other relevant details of pupils? yes
26. Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training? yes n/a
27. Are staff aware of any relevant medical conditions of other staff/helpers within the group? yes n/a
28. Does at least one responsible adult have a 'good working knowledge' of First Aid? yes
29. Is a first aid kit (appropriate to the visit) available? yes
30. Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and has parental consent been obtained? yes
31. For journeys taking place outside school hours, do staff members have emergency contact phone number(s) for designated senior staff? yes n/a
32. Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? yes
33. Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? yes n/a
34. A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a

35. Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
36. Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
37. Have all financial matters been dealt with appropriately? yes
38. Has the visit been approved by the Headteacher and Educational Visits Coordinator, and in line with Governing Body policy? yes
39. Are full details of the visit at school and if appropriate with the School Emergency Contact(s)? yes
40. **During the visit**
If residential, overseas or involving adventurous activities, has the visit been approved by the LA? yes n/a
42. Do all staff have a list of pupils/groups? + emergency contact details? yes
41. If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (+ contact details if out of school hours)? yes n/a
43. Does the school office have a list of the names of all participants, including adults? yes
44. Do staff have sufficient funds to allow for any contingencies? yes n/a
45. Do staff have any relevant literature, work sheets, clipboards, etc? yes n/a
46. Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed? yes
47. Are pupil numbers being checked at appropriate times? yes
48. Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully? yes n/a
49. Are pupils aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may pupils run? - are pupils aware of the procedure at road crossings? etc.) yes n/a
50. Has a clear recall system been arranged if the group is working away from you? Do pupils understand this and will they be able to respond effectively? yes n/a
51. If a rendezvous for the group has been arranged after a period of time, does each pupil yes n/a

and member of staff know exactly where and when to meet?

52. Do pupils know what action they should take if they become separated from the group? yes
53. Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances? yes

At the end of the visit

54. Are appropriate arrangements in force for the dismissal of pupils? yes
55. Has the Visit Leader reported back to the Educational Visits Coordinator? yes n/a
56. Has the group been debriefed and any relevant follow-up work completed? yes n/a
57. Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc? yes
58. Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? yes
59. Have all staff and helpers involved in the visit been thanked for their input? yes

Appendix 2 Volunteer Driver's Declaration

1	To the Headteacher: _____ School
2	<ol style="list-style-type: none"> 1. I confirm I am willing to use my own vehicle for transporting pupils/students on school visits. 2. I accept responsibility for maintaining appropriate insurance cover and have checked with my company that pupils/students carried voluntarily are insured. 3. I have a current valid driving licence. 4. I will ensure that the vehicle is roadworthy in all respects. 5. I will ensure that passengers all wear correctly fastened seatbelts. 6. I will not transport a single pupil, that is not my own child, as part of any school visit. (This section does not apply to 17 and 18 year old students transporting their peers) 7. I consent to the terms and conditions outlined on this declaration and will work within them. I have never been convicted of any offence that would render me unsuitable to work with children. <p>Signed: _____ Date: _____</p>
3	<p>Name:</p> <p>_____</p> <p>Address:</p> <p>_____</p> <p>_____</p> <p>_____</p>
4	<p>The school and the Children and Young People's Service reserve the right, at any time, to request copies of any relevant documentation including the vehicle registration document (form V5), MOT, certificate, insurance certificate, road tax and driving licence.</p> <p>Additionally persons regularly transporting children will be asked to undertake a DBS disclosure (to ascertain they have not been convicted of an offence rendering them unsuitable to work with children) or obtain a <i>Certificate of No Convictions</i> from the police (available under data protection procedures).</p> <p>Drivers should retain a copy of this declaration reminding them of the School and City Council expectations.</p>