



## Educational Visits Policy



June 2019

**NOTE: This policy is a work in progress. The Trust is in the process of developing a Trust-wide Educational Visits Policy and this policy may be amended further to align with their policy at the next LGB meeting.**

### **Overview**

The Governors and staff of Oxenhope Church of England Primary School acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of pupils

### **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 children enables them to achieve a fuller understanding of the world around them through direct experience

### **Purpose**

School visits benefit young people in many ways, including:

- being able to apply a different range of skills than those used in the classroom
- enabling, supporting and complementing the work of the curriculum, experimental (first hand) and memorable learning
- assessing and managing risks (safety)
- developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

### **Guidelines**

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines and policies support the planning and implementation of educational visits organised at Oxenhope Church of England Primary School. These guidelines are to be read in conjunction with the regularly updated information provided by Bradford Local Education Authority on Bradford Schools Online.

### **Educational Visits Co-ordinator (EVC)**

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 DfES requirements.

Our current EVC is: **Alice Jones (Head of school)**

### **Approval Procedure and Consent**

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities, other than those of a residential or high risk nature to Alice Jones (EVC and Head of School).

### **Delegated to EVC**

Out of hours clubs e.g. singing club visits, Sports tournaments, School teams visiting other schools

Regular nearby visits e.g. visiting St Mary's Church, local area walks and visits to the nature area/park

Day visits e.g. Museum or Zoos

### **Residential Trips and high risk activities**

High risk activities include:

- Residentials
- Overseas visits
- Anything near open or running water
- Anything adventurous or high risk.

For these types of visits, in addition to approval from the Head of School and the Chair of Governors, form EV1 needs to be sent to BDAT according to the following timescales:

- Residential or overseas visits – at least 28 days in advance.
- High risk activities – at least 14 days in advance.

### **Organising a Trip**

Before a visit is advertised to parents the Head of School/EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school's accounts.

For local visits parents will be asked to sign a general reply slip of consent for participation in these activities when their son/daughter enters the school. Parents will be given a letter with details of the activities that pupils are involved in and will be informed by letter, phone call or message through their son/daughter if an activity has been cancelled.

For any visit lasting more than a day parents will be asked to sign a Parental Consent form/slip, which consents to their son/daughter taking part. For all other visits a consent form will be attached to an information letter about the trip. As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

### **Exploratory visit (rekey)**

Wherever possible the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, it may be worth seeking views from other schools who have recently visited the venue. In some cases, such as when taking walking parties to remote areas, it may be appropriate to obtain local information from the Tourist Boards.

## **First Aid**

First Aid provision should be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays it is sensible to have at least one trained first-aider in the group. The group leader should have a working knowledge of first aid and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- A suitably stocked first-aid bag
- A person appointed to be in charge of first-aid arrangements.
- Any specific medicines e.g inhalers or epipens should be taken

First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Head Teacher should take this into account when assessing what level of first-aid facilities will be needed. The contents of a first-aid kit will depend on what activities are planned.

The school has a separate policy for the Administering of Medicines.

## **Supervision**

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit.

The factors to take into consideration include:

- sex, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;
- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

The EVC will support class teacher in deciding appropriate ratios for visits.

## **Approval for Visits**

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.

Staff organising a day trip must complete Apply for approval for day trip – EV(D) form and submit to the EVC along with completed Risk Assessments and Pupil/Adult list and Emergency Contact Information.

Staff applying for approval of Educational Visits involving Hazardous Activities or Overnight Stays - EV1 form completed and submitted to the EVC along with completed Risk Assessments, a completed list of all children and adults on the trip, Parental Consent Forms completed and Emergency Contact Information.

## **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standard of learning, challenge and safety on a school visit. Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training.

The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments. Any adult joining a Residential trip will be required to have DBS clearance prior to the trip.

### **Adults joining all other trips will follow the schools Safeguarding Guidance**

#### **Group Leader**

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit, and should have been appointed by the EVC.

The Group Leader should:

- appoint a deputy;
- be able to control and lead pupils of the relevant age range;
- be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment;
- have regard to the health and safety of the group at all times;
- know all the pupils proposed for the visit to assess their suitability;
- observe the guidance set out for teachers and other adults below;
- ensure that pupils understand their responsibilities (see responsibilities of pupils below).

#### **Other teachers and adults involved in a visit**

Teacher and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline. Non- teachers should generally not have sole charge of pupils except where risks to health and safety are minimal;
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

#### **The expectations of Pupils and Parents/ Carers**

Pupils should have a clear understanding about what is expected of them and what the visit will entail. The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;

- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- should not undertake any task that they fear or that they think will be dangerous.

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.

The school has a clear code of conduct for school visits based on the schools' Behaviour Policy. This code of conduct will be part of the condition of booking by the parents.

### **Pupils with special educational and medical needs**

The EVC will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **Parents/ Carers**

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct. Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- provide the group leader with emergency contact number(s);
- sign the consent form;
- give the group leader relevant information about their child's health which might be relevant to the visit.

### **Communicating with Parents / Carers**

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.

The following information on matters that might affect pupils' health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

- dates of the visit;
- times of departure and return;
- mode(s) of travel including the name of any travel company;
- details of accommodation with security and supervisory arrangements on site;
- names of leader, or other staff and of other accompanying adults;
- visits objectives;
- details of the activities planned and of how the assessed risks will be managed;
- insurance taken out for the group as a whole in respect of luggage, accident, cancellation and medical cover. Any cover to be arranged by the parents, if appropriate, will be requested;
- clothing and equipment to be taken;
- money to be taken;
- the information to be given by parents and what they will be asked to consent to.

## **Emergency Procedures**

School will appoint a member of the Senior Leadership Team as the emergency school contact for each visit prior to it commencing.

All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including home contact details of parents/guardians and next-of kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency

## **Evaluation**

All visits will be evaluated by the Group Leader.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

**Policy written – November 2016 – Alice Jones**

**Policy reviewed – June 2019**

**Next review due – June 2020**

### VISITS OUT OF SCHOOL

The group leader should complete this form as soon as possible once the preparations are complete. The group leader should have already received approval of the proposed visit in principle and should have regularly updated the head teacher on the progress of the preparations. The group leader should obtain parental consent. When approval is given, one copy should be retained by the head teacher and another by the group leader. The head teacher should be informed of any subsequent changes in planning, organisation staffing. If required, the head should seek approval from the school governors or trust.

#### APPLICATION FOR THE HEAD'S APPROVAL OF AN EDUCATIONAL VISIT

##### A. Outline Approval

1. Brief description of the activity:
2. Date(s) and times (if know):
3. Staff (if known):
4. Cost (if known):

Outline approval granted by Head \_\_\_\_\_

##### B. Final Approval

1. Purpose of visit and specific educational objectives:
2. Places to be visited:
3. Dates and times:  
Departure: \_\_\_\_\_ Return: \_\_\_\_\_
4. Names of staff accompanying visit:
5. Number of pupils on visit (and year groups):
6. Travel arrangements:
7. I have given the office names of pupils/staff & dates \_\_\_\_\_ (Tick)
8. I have issued appropriate information to parents \_\_\_\_\_ (Tick)
9. I will collect all consent form duly completed and signed \_\_\_\_\_ (Tick)
10. Risk assessment form attached \_\_\_\_\_ (Tick)

#### (P.T.O for residential or high risk visits)

\_\_\_\_\_ (Teacher's signature)

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

\_\_\_\_\_ (Head) Date \_\_\_\_\_

**To be completed for Residential and High Risk visits only**

1. Organising company/agency (if any: include licence reference No. if the body is registered with the Adventure Activities Licensing Authority):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Licence no. if registered: \_\_\_\_\_ Tel. No: \_\_\_\_\_

2. Proposed cost and financial arrangements:
3. Insurance arrangements for all members of the proposed party, including voluntary helpers. Include the name of the insurance company.

4. Accommodation to be used:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Tel. No: \_\_\_\_\_

5. Details of the programme of activities:

6. I have provided the office with named and **telephone numbers** of all pupils and staff on the visit. \_\_\_\_\_ (Tick)

**(Note:** reference has to be made to all hazardous activities on the risk assessment form to be attached to this application).



## EV2 Form - Educational Visits at Oxenhope - Planning Procedure

Action for planning and organising a visit	Tick when done
<b>Note: For residential and high risk activities, see EV1. These trips need advance Governor approval and BDAT needs to be notified in advance on EV1.</b>	
1. Check with Headteacher that the date you wish to book your visit if available in the school diary.	
2. Make contact with the venue if applicable to book the date.	
3. Book transport if applicable – Office has a list of contacts and will do this for you. If you book it yourself tell the office.	
4. Office will inform the nominated governor about the trip.	
5. Complete the 'Planning procedure' form as your own checklist found in staffboard/Educational Visits/EV guidance.	
6. Arrange adult supervision according to school approved ratios.	
7. Letter home to parents to ask for consent, to inform about the trip and to ask for any voluntary contributions if required. Include – venue, time of departure and return, method of transport, purpose of trip, number of supervisory adults and the name of the visit leader, whether or not uniform must be worn and if a packed lunch is needed. Please ensure the reply slip has a space to include a daytime contact number for parent/carer.	
8. Check that all consent forms are returned.	
9. Make a site visit and complete a risk assessment prior to the visit. One copy to Headteacher/EVC and if possible put onto network in <b>Staffboard/Educational Visits/Risk assessments masters</b> but 'Save As' in <b>Past Risk Assessment</b> folder so that we can build up a bank which can be altered quickly when the trip is repeated.	
10. Add your visit to the master list in <b>Staffboard/Educational Visits/Educational visits at Oxenhope</b> so that it included a contact number so that in the future any new colleagues have an instant contact number to use.	
11. Let the kitchen know as soon as you know your dates are confirmed about your trip as food is ordered a month in advance.	
12. Swap your duty if applicable.	
13. Confirm with your venue and transport at least the day before.	
14. Share the risk assessment with the group and the adults.	
15. Collect first aid kits and sick buckets.	
16. Ensure you have a list of emergency contacts.	
17. Leave contact number with the office.	
18. Collect the emergency telephone numbers for the LEA and the Trust from the office.	

