



# **Educational Visits Policy**

## **St Andrew's CE Primary School**

Adopted by the governing body of St Andrew's CE Primary School  
November 2019

To be reviewed November 2020 or sooner if required

## 1. Introduction

St Andrew's CE Primary School has a strong belief in the value of learning beyond the school day and out of the school premises. We demonstrate this to our Governors and others by taking part in carefully planned educational visits.

We provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

## 2. Purpose

Educational Visits can provide valuable incentives and support to work being covered as part of the school curriculum. It may be that a visit provides an effective introduction to a unit of work or topic; alternatively teaching staff may decide to use an educational visit at any time during a project to enhance and support learning.

Teaching staff must ensure that the educational benefits to the children are **identified, maximised and recorded (where appropriate on EVOLVE)**.

## 3. Guidance

The school has formally adopted, through its Governing Body, Bolton Council's Guidance for Educational Visits and Off-site Activities. Our school visits policy supports the Local Authority guidance and sets out how our educational visits will be developed, planned and managed.

## 4. Approval Procedure and Consent

The Head teacher has nominated Miss Nicola Gresty as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person has attended the LA EVC training course (or updated) on October 2018 and will be given sufficient time and resources' to carry out the role (see responsibilities' below). The Head teacher will ensure that the Governing Body is aware of Educational Visits taking place via Head teachers reports.

All prospective trips must be discussed with the Head teacher prior to planning development. It may be necessary for the Group Leader to prepare an outline including estimated cost and arrangements. Further work (on the visit) must not take place until approval is given. Low risk and routine visits will be approved by the Head teacher. These visits must be submitted, at least 10 days before the visit takes place. All higher risk activities (adventurous, residential, and overseas) must be submitted to the Local Authority 4 weeks prior to the trip for approval.

There must be a named Group Leader (and where appropriate, deputy) on all visits.

Written parental consent must be sought for all residential and/or adventurous activities.

This will confirm that parents have understood the purpose, estimated cost and arrangements for the visit. In this school it will be the responsibility of trip organiser to draft then issue the letter.

*<Please refer to Section 3, Guidance for Educational Visits & Off-site Activities>*

## **5. Responsibilities**

### **5.1. Governor's**

The Governing body will satisfy themselves that appropriate safety measures are in place and that staff have been trained to undertake their role.

### **5.2. Head Teacher**

*< see Section 2.2, Guidance for Educational Visits & Off-site Activities>*

### **5.3. Educational Visits Co-ordinator**

*< see Section 2.3, Guidance for Educational Visits & Off-site Activities>*

### **5.4. Group Leader**

*< see Section 2.4, Guidance for Educational Visits & Off-site Activities>*

### **5.5. Pupils**

The Group Leader must 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.

Pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils will be fulfilled in other ways.

## **6. Planning off-site visits**

The Group Leader is responsible for planning the off-site visit that they are leading. The Head Teacher/EVC must be satisfied that the person planning the visit is competent to do so and has the necessary experience.

The Group Leader must agree all plans with the Head Teacher.

*<Please see Section 6, Guidance for Educational Visits & Off-site Activities>*

## **7. Preliminary Visits**

Wherever possible and with agreement from the Head teacher Group Leaders will undertake a preliminary 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 they are familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, the Group Leader will contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, the Group Leader will seek views from other schools who have recently visited the venue and where appropriate liaise with other bodies e.g. Tourist Boards.

*<Please see Section 7, Guidance for Educational Visits & Off-site Activities>*

## **8. Risk Assessment**

It is the responsibility of the Group Leader to carry out risk assessments covering all aspects of the proposed trip. These must be approved by the EVC, Head teacher or the LA (depending on approval required) as part of the process.

On-going 'dynamic' risk assessments must be undertaken by the Group Leader throughout the trip to ensure that hazards and risks are monitored and appropriate safety measures are put in place. It is the responsibility of the Group Leader to ensure that all accompanying staff are familiar with the risk assessment(s) and to continue to brief staff throughout the trip.

## **9. First Aid**

For adventurous activities, visits which involve overnight stays, or visits abroad it is the policy of this school to have a minimum of 1 qualified paediatric first aider in the group. All adults in the group must know how to contact the emergency services, including provision of mobile phones.

During a local visit/ trip the Group Leader will take with them:

- a suitably stocked first-aid travel bag;
- a person appointed to be in charge of first-aid arrangements.

*<Please see Section 15, Guidance for Educational Visits & Off-site Activities>*

## **10. Staffing**

We will ensure that during any trip/visit there is a sufficient ratio of adult supervisors to pupils. To do this we will consider various factors including the age of the group, the nature of the activities, the duration, type of journey and the medical needs of any pupils within the group.

Where adult volunteers are used we will ensure that (where required) DBS screening is undertaken e.g. overnight stays. Accompanying staff and adult helpers will have the appropriate skills to support the Group Leader and understand the needs of the group. They will be briefed by the Group Leader before the visit/trip.

*<Please see Section 12, Guidance for Educational Visits & Off-site Activities>*

## **11. Competence to Lead**

If the school is leading an adventurous activity, such as canoeing, the EVC, Head Teacher and LA will ensure that the Group Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. The member of staff will complete an Activity Leader Form (ALF) and provide an **original**, valid certificate as proof of their competence.

*<Please see Section 11 & 28, Guidance for Educational Visits & Off-site Activities>*

## **12. Communication**

To ensure that all those involved in the visit understand their roles and responsibilities, the Group Leader will hold a briefing/meeting to ensure that staff are aware of any pupils who may require closer supervision. Teachers retain responsibility for the group at all times.

## **13. Information to Pupils**

The group leader must decide what information should be provided to pupils and how to present the information, they must be satisfied that the pupils understand key safety information. Pupils should understand:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;

- who is responsible for the group;
- what to do if approached by a stranger;
- what to do if separated from the group;
- emergency procedures;
- rendezvous procedures/meeting points for remote supervision.

## **14. Participation**

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, will be withdrawn from the activity. On residential visits the group leader will consider whether such pupils will return home early. This information will be communicated to Parents in writing and during briefing sessions (for longer trips/visits).

## **15. Pupils with special educational or medical needs**

We will work with parents to accommodate the needs of pupil's specific needs. We will give consideration to appropriate supervision ratios and additional safety measures that may need to be addressed at the planning stage. These will be written into our risk assessments.

## **16. Communicating with Parents/Guardians**

The Group Leader will ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions (for adventurous, residential and overseas visits). The Group Leader will explain to parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

We will ask parents to provide:

- the group leader with emergency contact number(s);
- a signed consent form;
- relevant information about their child's health which might be relevant to the visit;
- relevant dietary advice/allergies.

### **16.1. Parental Consent**

St Andrew's CE Primary School will seek annual consent for Educational visits (on/offsite) that take place within the school/establishments normal hours e.g. visits to local amenities, environmental studies, swimming and sporting fixtures. If these visits are likely to extend beyond this, adequate advance notice will be given by the school.

For all other visits (e.g. adventurous, residential or overseas) consent will be obtained on an individual basis.

If parents withhold consent the pupil will not be taken on the visit, the curricular aims of the visit will be delivered to the pupil in another way, wherever possible.

Pupils can only go on the visit if the signed consent form has been received.

If the parents give a conditional consent the Head Teacher will need to consider whether the child may be taken on the visit or not.

## **17. Emergency Controls**

The school has developed emergency procedures for educational visits. These are amended for as necessary for each visit. The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents will be reported to this person, especially those involving injury or that might attract media attention.

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

The Group Leader will take a copy of the Emergency Procedure with them.

*<Please see Section 20, Guidance for Educational Visits & Off-site Activities>*

## **18. Local trip arrangements**

Local arrangements applicable to visits, e.g. timescale for submission of local visits, two weeks before date of travel.

## **19. Evaluation**

The Group Leader with the EVC will evaluate all visits. The details will be provided to the Chair of Governors annually.

This information can be used as part of an informed decision for a repeat visit and/or as part of information sharing within cluster groups, e.g. was the venue suitable, the needs of the pupils met.

## **20. Insurance**

The school is covered by the Local Authority insurance and all visits are covered by the Employer's Liability Insurance.

The school will contact the Local Authority Insurance Team for further information on when additional insurance may be required.

## **21. Finance**

When arranging an educational visit, the cost effectiveness and value for money that the activity offers will be part of the planning process. Parents will be asked for contributions towards the cost and school will support with funding, whenever possible.

Visits will only be cancelled if the majority of costs cannot be met or supported by school funds. No pupil will be excluded from visits (except adventurous, residential or overseas) if parents cannot pay.