



Educational Visits Policy

1. Statement of intent

- This policy applies to all educational off-site visits and all outdoor learning and adventurous activities carried out with young people. In addition it applies to any visit taking place abroad which does not involve young people.
- Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.
- Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.
- It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

2. Aims

The aim of this policy is to give information and guidance for staff, parents and pupils with regard to the planning and execution of all educational visits organised by the school.

3. Employer Policies and Procedures

The Outdoor Education Adviser Panel's (OEAP) guidance is used in planning offsite visits, outdoor learning and learning outside the classroom.

4. Roles and Responsibilities

Educational Visits Co-ordinator

The Educational Visits Co-ordinators are the Headteacher and School Business Manager.

They will ensure that:

- A suitable group leader has been appointed
- All necessary actions have been completed before the visit begins
- The risk assessment forms have been completed and signed
- All supervisors on the visit are appropriate people to supervise children
- Parents have signed consent forms
- Arrangements have been made for all the medical needs and special educational needs of the children
- That they have the address and phone number of the visit's venue
- That they have the names of all adults and pupils in the travelling group, and the contact details of parent's, staff and volunteers. These will be kept in the school office.

Group Leader

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit.

The group Leader will:

- Be able to lead pupils of the relevant age group
- Be suitably qualified if instructing an activity
- Undertake and complete the planning and preparation of the visit
- Undertake and complete relevant risk assessments
- Have regard to the health and safety of the group at all times
- Ensure that pupils understand their responsibilities
- Ensure that all first aid and medical equipment is taken

Other teachers and adults involved in the visit

Teachers on school-led visits, act as employees of the LEA and will therefore be acting in the course of their normal terms and conditions. They will be acting under an agreement with the Headteacher and governors if some of their time on the visit falls outside normal hours.

Teachers and adults on the visit must:

- Follow the instructions of the group leader
- Ensure the health and safety of everyone within their group

Responsibilities of pupils:

The group leader should make it clear to all pupils that they must

- Not take any unnecessary risks
- Follow the instructions of the leader and other adults
- Dress and behave sensibly and responsibly

Any pupil whose behaviour is considered a danger to themselves or to others may be stopped from going on the trip.

Parents

The group leader will ensure that parents are given the information about the purpose and details of the visit. Parents must:

- Sign the consent form
- Provide school with emergency contact details
- Give the group leader relevant information about their child's health and medical needs

5. Behaviour

Appropriate behaviour is essential for the smooth running of learning beyond the classroom activities and ensures that effective memorable learning can take place. Young people, parents and carers will be made aware of the school's behaviour policy, expectations of young people and sanctions which may be invoked should the code be breached.

6. Inclusion.

Thorpe Primary School is an inclusive school and pupils with medical needs and/or special educational needs will not be excluded from school visits. Every effort will be made to accommodate them whilst maintain the safety of everyone on the visit. This will involve considering what reasonable adjustments can be made. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

7. Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. The factors taken into consideration include:

- Age, ability and sex of the group
- Pupils with medical and/or special educational needs
- Nature of activities
- Duration and nature of the journey
- Experience of staff in off-site visits

There should be enough supervisors to cope effectively with an emergency.

Where a high adult: pupil ratio is needed, it is not always feasible to use school staff alone. Parent and Governors with appropriate clearance may be used to supplement the supervision ratio.

8. Finance

All trips and visits depend on voluntary contributions by parents. Children of parents who do not contribute will not be treated any differently. In the event of insufficient contributions being made, an activity or trip will be cancelled.

Parents will be notified as early as possible in the school year of the possible costs and payment dates for residential visits.

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with the school's charging and remission policy.

9. Insurance: Young people participating in visits and activities will have annual travel insurance provided under Bradford's Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

10. Approval of visits

Approval of visits will be made as detailed below.

- **Local Authority:** Visits abroad and all adventurous activities regardless of location.
- **Governing Body:** The governing body has a strategic role to set the vision and direction of the school and to oversee its educational and financial performance. To enable this it will hold the Headteacher to account of Learning beyond the Classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.
Consent from the Chair of Governors on behalf of the Governing Body will be obtained for any residential visits.
- **Headteacher:** All visits and activities

11. Risk Management

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. Generic or event specific risk assessments will be used for all visits.

12. Consent and medical information

Blanket consent: Written consent will be gained on entry to school for routine local visits and activities which are a normal part of our educational provision. This can include visits and activities beyond the normal day such as after-school sports fixtures. We will fully inform parents by of the nature of each visit, activity or series of a similar nature, remind parents that they have already consented, and give opportunity to update information and emergency contact details.

Individual consent: Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities, those which fall outside of normal hours and non-routine activities which are not a normal part of educational provision. We will fully inform parents by of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

13. Notification

The LA will be notified of adventurous and residential visits via their electronic educational visits notification system, EVOLVE through which approval will also be gained. Visits will be notified in order that sufficient time is allowed for the approval process to take place.

14. First Aid

First Aid provision will be considered when assessing the risks of a visit. For adventurous activities and visits which include overnight stays, there will be one trained first aider in the group. The minimum provision is:

- A suitably stocked first aid box
- A person appointed to be in charge of the first aid arrangements

15. Accidents, Incidents and Emergency procedures

For the duration of all off-site visits and activities there will be a nominated suitable person providing 24/7 cover. This emergency contact will have secure access to all details of the visit including medical and next-of-kin information for all young people, accompanying staff and other adults.

16. Monitoring, Evaluation and Review

Governors will monitor the implementation and effectiveness of this policy. This policy will be reviewed every three years

The Educational Visits Co-ordinator will ensure that there are systems in place for appropriate monitoring of visits and activities.

Policy adopted by the Governing Body on _____
Policy to be reviewed in July 2020