



PEASEDOWN ST JOHN PRIMARY SCHOOL (Achieving Excellence for Ourselves and Others)

Policy Statement: Educational Visits.

Rationale

Our school believes in enriching pupils' curriculum through real life experiences. Many of these experiences can be created through educational visits.

"It has long been acknowledged that pupils can derive a good deal of educational benefit from taking part in visits with their schools. In particular, they have the opportunity to undergo experiences not available in the classroom."

Health and Safety of Pupils on Educational Visits- DfES 1998

Purpose

This policy aims to set out clear guidelines to support staff in planning, organising and carrying out effective educational visits. This will help to ensure the educational visits undertaken by our school will best benefit learning and maintain health and safety standards.

This document must be read in conjunction with the documents:

Health and Safety of Pupils on Educational Visits (HAPSEV)- DfES 1998 and the three part supplement to this document issued 2002.

Safety In Outdoor Activities- B.A.N.E.S. 2003

Reference should also be made to the website www.lotc.org.uk

Guidelines

General roles and responsibilities

(For detailed roles and responsibilities see BANES 'Safety in Offsite Activities' document, Section 4. Reference should also be made to the website www.lotc.org.uk, and 'The Health and Safety of Pupils on Educational Visits' Dfes 1998)

Role of the Governors

- To ensure that the Head Teacher and the EVL (Educational Visits Leader) have adhered to the guidelines contained within BANES 'Safety in Offsite Activities' document.

- To ensure that visits are approved as necessary by the LA.

- The Chair of Governors must approve all educational visits proposed by staff, in conjunction with the Headteacher. In doing so they will;

 - Ensure all aspects of risk management have been considered and prepared for.

 - Ask questions about a visit's educational objectives and how they will be met, considering value for money, inclusion for all, why a particular venue is used.

 - Ensure parental consent is obtained on a basis of full information in the initial trip letter

- Investigate parental complaints through the school's complaints procedure.

- Review the Educational visits policy annually

Role of the Headteacher

- To ensure there is an EVL appointed and support them in the role.

- Approve procedures for planning and implementing visits and ensure the Governing Body is aware of these.
- Check and approve planned visit documentation via the EVL- trip proposal, letters to parents, risk assessments.
- Inform the Governing Body of visits planned via the Chair.
- To identify any CPD requirement arising from learning outside the classroom implementation.

Role of the Educational Visits leader.

- Be the key point of contact for policy and planning of educational visits.
- Monitor standards of quality and safe practice.
- Develop and lead policy.
- Ensure they are fully trained, and keep up to date.
- Keep other staff up to date with, for example, good practice and any changes in procedures.
- To keep the Governing Body and Headteacher informed of visits and developments in outdoor education
- Attend key planning meetings for activities
- Notify local authority children's services if required
- Maintain accurate records.
- Ensure trip leaders are confident and aware of their responsibilities for each trip (in line with LA guidance).
- Ensure procedures for planning and implementing trips are followed.
- Monitor the frequency of trips undertaken and relay this information to subject leaders to feed into their subject reports.

Role of Class Teachers.

- Be aware of categories for low and high risk activities (for detailed information see 'Safety in Outdoor Activities' **Section 6** and **Appendix F** which gives examples of levels of risk.)
- Plan trips in line with procedures. (see below.)
- Make preliminary visits to trip locations, as needed.
- Carry out a risk assessment.
- Inform the EVL of trips planned.
- Inform parents and carers of trips planned.
- Discuss travel and safety arrangements, timetables and funding for each trip with the EVL and make adjustments as necessary.
- Monitor the progress of the trip, being aware of their 'Duty of Care' (see Safety in Outdoor Activities Section 4, pg 10)

Trip Proposals.

- The preparation checklist and section 2 of Safety in Outdoor Activities (see **Appendix 1 and 2** of this policy), should be followed.
- Each trip should have a group leader and deputy assigned who has experience in supervising the age groups. Group leaders should clearly define each group supervisor's role and ensure all tasks have been assigned in advance of the visit to ensure everyone's understanding
- Trip proposal forms give an outline of the proposed trip and they must be completed for all trips. Proformas for these can be found on the school computer system (**staffshare/change docs/educational visits/trip proposals**) and paper copies are located in the **school office in the Educational Visits and Risk Assessments file**. They should include:
 - An outline timetable for the trip.

-Educational objectives for the trip, with as much detail as possible, making educational links clear. (this informs the relevant parties of the value of the trip and also supports subject leaders to monitor their subject).

-Costings- these should include the mode and cost of travel, number of adults and children, entry cost per child and adult, any free places and subsidies, the total cost and final cost per child. NB. Trips should be non-profit making, however, they need to be self funding. Therefore, if a child is unable to attend a trip, having previously paid, school will offer up to 50% refund, if it will allow the trip to remain viable. Refunds will be made after the trip and class teachers will inform the office of any non-attending children.

-The school will seek reimbursement for any trip attended by a child who has not paid.

- They should be presented to the EVL in conjunction with the risk assessment and letters to parents to be checked over, 1 month in advance.

-The EVL will pass the pack to the Headteacher, to approve and sign, who will then pass it to the Chair of Governors, to approve and sign.

- For after school events e.g. sports matches, our school asks parents/carers to take their children and meet teachers at the venue (staff and volunteers should not drive children to events. Nor should staff arrange lifts for pupils- see Health and safety policy)

Risk assessments

- Risk assessments must be carried out prior to the visit being undertaken and approved by the educational visits leader, the Headteacher and the Chair of Governors. Proformas for these can be found on the school computer system (**staffshare/change docs/educational visits/risk assessments**) and paper copies are located in the **school office in the Educational Visits and Risk Assessments file.**

- If an external centre is used, **Form SO(i)** in 'Safety in Outdoor Activities' should be used.

- When planning visits teachers should be aware of categories for low and high risk activities. Most outdoor pursuits fit the high risk activity. (For detailed information see Safety in Outdoor Activities **Section 6** and **Appendix F** which gives examples of levels of risk.)

- All visits must follow the health and safety regulations, guidelines and policy (drugs administration policy, health and safety policy, child protection issues, guidelines in Safety in Outdoor Activities)

- Risk assessments may be available from the activity provider. These should be sought and included with the trip proposal form, teacher's risk assessment, and letters to parents and carers.

- When attending an event organised by another provider, that provider is responsible for the risk assessment, however, staff should be aware of their 'Duty of Care' (see Safety in Outdoor Activities Section 4, pg 10). Therefore they need to fill in a risk assessment form, detailing procedures for accidents, lost children, late collection, and any travel arrangements.

- Supervisor/pupil ratios must be appropriate:

For locally based, daytime only, low risk (category A) activities

- 1 adult to **2** pupils in **Nursery**
- 1 adult to **4** pupils in **Reception**
- 1 adult to **6** pupils in **Years 1-3**
- 1 adult to **10-15** pupils in **Years 4-6**

For visits that involve nights away and medium to high risk activities see LA guidance: 'Safety in Off-Site Activities' (**pg9 and Section 6**)

- For sports activities- if the event is organised by our school, a risk assessment is needed to cover late collection of a child, early finishing. Where activities occur/finish after school hours, parents should stay and assume responsibility for their child.

- Group leaders, supervisors and school contact should have a copy of the emergency procedures (Safety in Outdoor Activities **Section 5 pgs 25-28**) the names of everyone on the trip and contact details of next of kin.
- Visit supervisors should have details of pupil's medical or special educational needs for the visit.
- The school mobile (charged) and first aid equipment should be taken on all off-site activities.

Letters to Parents and Carers.

- Parents/Carers sign when their child first joins the school to show their willingness for their child to participate in local visits. This agreement lasts for the duration of each child's time in our school, therefore there is no requirement to collect signatures for these children for local visits. **However, teachers should make themselves aware of anybody unwilling to sign and ensure that they have a signature confirming that parents/carers agree to any unsigned children attending specific local visits.**
- For local visits, which are covered by the initial signature, it is good practice to inform parents and carers by letter, of times when their child will be off the school premises.
- For educational visits further afield, parental consent forms must be signed for each visit, (see below for Sports Activities).
- Teachers should give information relevant to the educational visit in the covering letter:
 - The educational purpose
 - The content of the programme , including details of all available activities
 - Dates and times of departure and return
 - Location where pupils will be collected and returned
 - Destination and location (including telephone number and address- available at school office)
 - Mode of travel, accommodation (including security arrangements)
 - Code of conduct expected of children
 - Staffing details including names experience expertise
 - Special clothing or equipment required
 - Telephone numbers including the school and relevant emergency numbers
 - Money to be taken
 - Charging

An example of such a letter is included with this policy