



Educational Visits Policy

January 2019

Review January 2021

Christopher Reeves Church of England (VA) Primary School
Hinwick Road, Podington

1 Introduction

All offsite visits and activities that are organised and undertaken by the school are regarded as “educational visits”. Whenever pupils leave the school site under the supervision of school staff, they are undertaking an educational visit.

Under statutory guidance which came into effect on 1st March 2004, 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 and LEA guidelines.

Christopher Reeves Primary School EVC – Mrs Juliet Fraser / Miss Louisa Fairey

2 Aims of Educational Visits

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development. The school’s head teacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

2.1 Types of visits organised by the school

The school offers a wide range of educational visits, including:

- Local visits in and around the village- to Church, Garden Centre, Millennium Wood
- Regular and occasional curriculum enhancement- e.g. swimming, locally arranged sports festivals, Sing On and other communal musical events
- Trips related to topic work in school- Rockingham Castle, Imperial War Museum, Duxford, Holdenby House, National Space Centre, Whipsnade Zoo, forest centre visits,
- Cultural opportunities e.g. visits to museums, theatre, pantomime
- A Year 3 and 4 residential, to Frontier Centre, Irthlingborough
- A Year 5 and 6 residential to Caythorpe Court PGL outdoor / adventure education centre
- Occasional whole school trips e.g. Hunstanton

2.2 Visit objectives

All educational visits have a defined purpose, with clearly stated, justifiable educational objectives.

2.3 Equality of Opportunity

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

3 Compliance

The school’s policy is to comply with the LA’s Educational Visit Code of Practice and Safety Guidelines. The school’s Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the Safeguarding and Health & Safety Policy.

3.1 Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed. The LA Educational Code of Practice and Visits Guidelines are accessible via the LA Educational Visits webpage https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain=bedfordboroughvisits.org.uk (Each member of staff has their own log in). Hard copies of these documents can be accessed in the staff room.

3.2 Roles and Responsibilities

The head teacher has overall responsibility for all the school's educational visits and received EVC training in June 2016.

The School's Educational Visits Coordinator (EVC) is Miss Louisa Fairey (Appointed and trained January 2019). The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headteacher, including recommendations regarding the approval of visits.

4 Advice and Guidance

Staff may seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits and Outdoor Learning Consultant, Ian Roberts
- other experts with specialist/local knowledge (e.g. Forest School Manager)

The EVC has full access to a range of advice and guidance documents, and can help all members of staff / Visit Organisers to navigate these.

5 Planning and approval procedures

Visits are recorded, checked, and approved in accordance with the following procedures:

5.1 DAY VISITS (ROUTINE)

- Visits that take place on a regular basis throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swimming/away sports festivals
- Visits are recorded using in-house form
- Visits are checked and approved
- Internally - by the Headteacher (with EVC support)
- Externally – using Evolve Online
- Visits are submitted for approval at least 1 week in advance of the first of a series of visits.

5.2 DAY VISITS (NON ROUTINE)

- One-off or occasional visits
- Visits are recorded using in-house form
- Visits are checked and approved:
- Internally - by the Headteacher (with EVC support)
- Externally – using Evolve Online approval system
- In addition, the Governing Body are informed of visits that will take/have taken place via the termly Head teacher's report
- Visits are submitted for approval at least 2 weeks in advance of the visit

5.3 UK RESIDENTIAL VISITS

(i.e. visits that involve one or more nights away from home in UK)

- Residential visits are recorded using Evolve Online
- Visits are checked and approved:
- Internally - by the Headteacher (with EVC and Governor support), and
- Externally – by the LA Educational Visits and Outdoor Learning Consultant
- Visits are submitted for approval at least 6 weeks in advance of the first of the visit.

- For visits with significant financial commitment, “Outline Approval” will be obtained before firm bookings are made.
- If any of the above involve what may be regarded as “High risk activities or environments” they MUST be given an additional subcategory “A” classification:
- All staff who lead visits are required to input their own information on Evolve Online
- All staff who lead visits have their own Evolve username and password

6 Visit leadership

The Group Leader is assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher. Young people on educational visits have, at all times, ready access to a competent adult who has an appropriate level of first aid training. This means that least one of the group’s leaders has an appropriate and current first aid qualification. Leaders and other supervisors are sufficiently competent to supervise pupils in the activity/environment.

6.1 Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA Educational Visits Guidelines provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Group Leader (and LA Ed Visits Consultant, if necessary), as part of the risk assessment and management process.

6.2 Recommended ratios:

- Foundation Stage = 1:3
- Years 1 to 3 = 1:6/8
- Year 4 to 6 = 1:10 / 15

The group leader will not be counted in the supervision ratios, but will retain overall supervision of the class/group for the duration of the visit.

6.3 Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom “Quality Badge”. However, if necessary, the Independent Providers Contract can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

7 Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels.

The Visit Organiser will undertake appropriate risk assessments for each visit, and these will be shared/discussed/agreed by all visit leaders before the visit takes place.

A set of written generic risk assessments and a blank specific visit form is available on the Bedford Borough Educational Visits website

https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain=bedfordboroughvisits.org.uk

Teachers also have copies of the school's generic risk assessments stored on the Planning server.

7.1 Insurance and finance arrangements (including charging arrangements)

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits.

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute (for more details see school Charging and Remissions policy)

7.2 Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met:

- Leaders should refer to the School's generic risk assessment for transport which includes emergency arrangements, supervision, use of seat belts and pick up/drop off arrangements.
- The school hires coaches/buses from companies that have already been checked and approved by the Council's Transport Services team
- For visits that require the use of staff cars, drivers must have appropriate insurance and will have been assessed as competent and suitable by the head teacher

7.3 Parent information and consent

- The Group Leader and EVC ensure that parents/carers are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.
- Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form.
- Any special/medical needs of pupils are collated by supervising staff.
- Medical information and consent forms can be obtained from https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain=bedfordboroughvisits.org.uk
- The Visit Organiser must obtain emergency parent contact details for all pupils on the visit.

7.4 Staff briefing and emergency procedures

- All staff (including volunteers) involved in the leadership of a visit must be fully briefed about each visit.
- Staff are made aware of their expected roles and responsibilities before, during and after a visit.
- Group leaders are made aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required
- A properly equipped first aid kit is always available to staff during school visits and is checked and taken on all visits.

7.5 Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits. Pupils are briefed about safety arrangements and what clothing/equipment should be brought. Leaders

ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.

8 Documentation

In addition to completion and submission of the Evolve on-line, the Visit Organiser will attach key documentation as directed by the approval process, to the electronic submission.

8.1 Field File

Visit Organisers are required to compile a 'Field File' which they will take with them on the visit. These will be centrally stored on return in the Educational Visits file. The Field File should contain any pre-visit documentation, confirmations and booking details, nominal role for the visit, risk assessments, emergency contact details and any other documentation associated with the visit.

If appropriate, the records for the visit will also be held centrally on Evolve.

If no significant incidents occurred during the visit, the school retains all paperwork according to Local Authority guidelines.

(NB If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the young person becomes 21)

8.2 Post visit Review and Evaluation

It is good practice for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits. In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't). It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.

8.3 Serious incidents must be notified to RIDDOR (HSE's "Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), and to the Local Authority using the procedures and standard forms (available in the office)

After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools.

Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body.

This policy has been reviewed and revised by:

Name _____ Position _____ Date _____

This policy has been agreed by:

Name _____ Position _____ Date _____