

EDUCATIONAL VISITS POLICY

Last reviewed: March 2016
Date for next review: March 2019



Ashton Hayes Primary School

Church Road, Ashton Hayes, Chester, Cheshire CH3 8AB



1. Introduction

All forms are available on (EVOLVE), from the Educational Visits co-ordinator (EVC) or on the school server.

There is convincing research that suggests good quality learning outside the classroom adds significant value to young people's learning. Effective learning outside the classroom relies on problem solving skills, cooperation and interpersonal communication: all essential skills for today's young people.

2. Aims and Purposes

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

As part of the planning process, teachers are expected to plan enhancement and enrichment opportunities for each of their topics. Each year the school arranges a number of educational activities and visits that take place off the school site and/ or out of school hours, which support the aims of the school. These include:

- Out of hours clubs
- Inter school team sports, such as football and netball
- Regular nearby visits (libraries, parks, shops, places of worship)
- Day visits for particular year groups (theatres, museums, art galleries, environmental activities)
- Residential visits and activities, which might be classed as adventurous.

3. Responsibilities

We all have a common law duty of care to do what is reasonable to prevent harm occurring to another person.

Under the 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 the DfES requirements and LA guidelines. This school's EVC is the Deputy Headteacher – Linda Corker.

Specific responsibilities include:

- Local Authority – to approve overseas, residential and adventurous activities
- Headteacher – to approve visits and assesses competence of visit leaders
- EVC – to approve visits, maintain records, provide advice and documentation, assess competence, produce and monitor a school policy, ensure DBS checks done, liaise with LA, and ensure emergency contacts in place.
- Visit leader – to plan visits in line with procedures in this policy, ensure visit is suitable place, be approved by the Head, including liaising with the office and EVC, completing risk assessments and relevant forms and continually assess risks
- Supervising teachers and other adults – to supervise children, continually assess risks, manage risks in line with risk assessment
- Pupils – to follow instructions and procedures in line with the risk assessment and have a voice in drawing up the risk assessment itself.

As long as the school and local authority guidance is adhered to, any problem resulting in injury will normally be considered an accident.

4. Approval Procedure

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the head teacher and EVC. The Governing Body receives notification of trips off site and link Governor for health and safety goes through paper work and policy to ensure that it is being followed.

In addition, visits that are either:

- Overseas
- Residential or
- Involving adventurous activity

Residential visits will require the additional approval of the LA. Further approval will also be required from the governing body for visits of these types.

If an external provider or tour operator is being used, they must complete the detailed Form EV4 at the time of the provisional booking.

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

5. Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgment of Risk').

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and ensure that the detail of other incidental activities is included, together with "Plan B" if appropriate. The letter should also state the cost of the visit per child. (Please see charging policy for further details)

Where a visit is taking place within the school day and is confined within the village, consent is not actually sought as the Form C that the schools files at the start of term is sufficient.

6. Staffing

a) Competence

Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. For the majority of visits this will be assessed by the Head teacher and/or EVC. In the case of the leading (i.e. instructing) of adventurous activities, the assessment is undertaken by the LA by means of Form EV3.

b) Ratio

As a general guide and in normal circumstances, the adult /child ratio may be

Age	4 – 1:4
	5- 6 - 1:6
	7-10 –1:10
	11+ - 1:15

However, a professional judgement must be made for **each visit**, by the Visit leader, EVC and Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Type, duration and level of activity
- Needs of individuals within the group – medical, SEN, behaviour
- Experience and competence of staff and accompanying adults
- Nature of venue
- Weather conditions at that time of year
- Nature of transport involved

The competence of supervisors and the supervision arrangements are more important than ratios.

c) Supervision

Pupils must be supervised throughout all visits. However, there are circumstances when they might be unaccompanied by an adult (remote supervision). The decision to allow remote supervision should be based on risk assessment and must take into account factors such as:

- Prior experience of pupils
- Age of pupils
- Responsibility of pupils
- Competence/ experience of staff
- Environment/ venue

Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care.

During longer residential visits it is essential that staff work closely with external staff (when appropriate) to maintain supervision of the children. An off duty rota could be arranged with the visit leader so that a minimum of 2 adults are on duty at all times.

7. Pre-trip planning

Before going on the trip, the Leader and other teachers must carry out the following checks.

- Make clear the aims and objectives of the trip.
- Seek Headteacher's and EVC approval.
- LA notification or approval (if necessary).
- Informing parents of details and trip.
- Parental consent, including information such as medical, SEN or allergies.
- Liaise with other members of staff going on trip so aware of any additional needs of pupils.
- Ensure those going on the trip meet the required ratio levels and training (e.g paediatric first aid)
- Devise itinerary and programme for the day.
- Liaise with the Office to set financial contributions from parents.

8. Risk Assessment

Accidents do happen, but we must do what we reasonable can to prevent them. Managing risks helps us to achieve our objectives and helps to prevent things going wrong.

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's generic self assessment. There will be certain events such as sporting ones that have "generic" risk assessments.
- Event Specific Risk - any significant hazard or risk relating to the specific activity that is not covered in the generic policies. These should be recorded on the risk assessment form.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits.

Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness – an educational issue as well as a safety issue. It is an essential life skill.

The publication 'Group Safety at Water Margins' must be consulted when assessing risks where the visit involves walking along the seashore, collecting samples in ponds or rivers, or paddling in shallow water.

The visit leader's specific risk assessment needs to address issues not already covered by the school's generic risk assessments. Risk assessments must be simple, manageable, proportional, suitable and sufficient. Staff must consider the following: Staff, Activity, Group, Environment and Distance away (SAGED).

9. Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

Only members of staff who have received training in accordance with the LA's policy may drive a minibus. There are additional requirements where the minibus is borrowed / hired. Before using the vehicle, the driver must complete a checklist and report any defects to the head teacher or SLT. Additional checks should be made for longer journeys and each half term by the member of SLT with responsibility for the minibus.

If any pupils are to travel by car, the driver must complete Form EV6. This is also relevant to sports fixtures, and applies to both staff and parents' cars. A new form must be completed every academic year.

10. First Aid

The level of first aid provision should be based on risk assessment. On all visits there should be a responsible adult who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the minimum requirement for residential visits. Where children are under 6, a paediatric first trained member of staff must be present.

First aid kits are available from the medical room. If the visit involves the party splitting up, a kit should be taken for each group.

Any pupil with an IHC (Individual Health Care Plan) must be considered on the risk assessment.

11. Water 'Margin' Activities

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit.

12. Seeking Parental Consent

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk'). The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child.

13. Emergency Procedure

Visit leaders must take with them a copy of any information that sets out the local authority's procedures to be followed in the case of an emergency.

For visits that take place in school time, the office and EVC hold visit information including itinerary, venue details, names and emergency contact details for all participants including staff. For visits outside school hours, the school contacts must also hold this information or be able to access it quickly.

14. Educational Visits Checklist

The Educational Visits Checklist is an essential part of the risk management process and should be adhered to for all visits.

15. Evaluation

Within a week of a visit, the visit leader should evaluate the visit with the other supervising adults and inform the EVC of any aspects to be considered in future planning.

16. Booking Procedure

Please inform the following people about proposed visits out of school before booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- School Bursar

Procedures

1. Inform the headteacher, check that proposed dates are convenient and put in diary.
2. Complete transport booking form from admin office at least 2 months in advance or as early as possible, and copy to EVC.
3. Complete LA approved form (EV2 & 4) (residential trips and adventurous activities only)
4. Liaise with the Bursar with regards to booking transport, cost, letter to parents and, if necessary, additional insurance
5. Inform parents using standard letter Bursar.
6. Complete details of visit on Evolve
7. Attach Risk Assessment and letter to parents to Evolve
8. Carry out pre-visit if possible and necessary
9. Keep record of contributions made by parents using class list on A4 envelope, ensuring money is checked and then send to office daily for safekeeping
10. Use the educational visits checklist as an aide memoir before and on the day of the visit. If the headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**
11. Evaluate the trip with the EVC and attach to the EVOLVE paper work.

17. During the Trip

During the trip, the designated Leader, along with the other adults, must do the following whilst on the trip.

- Manage on-going risk such as changes in weather etc.
- Carry around emergency contact arrangements.
- Ensure have on their person any medication for any of the pupils.
- Have appropriate first aid kit.
- If residential, ensure there is a duty rota to allow for some down time for staff.
- Arrange meeting points where necessary.
- Regular head counts.
- Information for group leaders and with contact details for emergencies.
- If residential, security details for accommodation.

18. After the Trip

Once the trip has been completed, we ask staff to review the trip wherever possible.

- Were the objectives of the trip met?
- Give feedback to the EVC.
- Carry out evaluation on Evolve.

- Accident incident forms following LA procedures.

19. Farm Visits

When conducting risk assessment for farm visit please follow guidance that can be found on EVOLVE website in resources and then guidance.

20. Review

This policy is reviewed every three years. It is next due for review in March 2019.

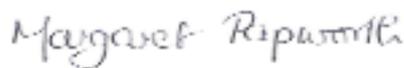
Policy Adopted March 2016

Signed Headteacher:



Date: March 2016

Signed Chair of Governors:



Date: March 2016