



# St. Paul's C of E Primary School Educational Visits Policy

Adopted by the Resources Committee:

**Signed:** \_\_\_\_\_ Chair of Governors  
\_\_\_\_\_ Head Teacher

**Date:** 16<sup>th</sup> June 2017  
**Date of Next Review:** June 2020

## **INTRODUCTION**

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities.

## **AIMS AND OBJECTIVES FOR EDUCATIONAL VISITS**

Our aim at St. Paul's C of E Primary School is to provide the best possible education for all our pupils. It is the aim of the school to place a high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all the children in the school.

Educational Visits are an integral part of the children's education at St. Paul's C of E Primary School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

## **NATURE OF EDUCATIONAL VISITS**

The school runs a wide range of Educational Visits. These may include:

- ✓ local walks around the community, including to the local church
- ✓ half-day visits by coach to places of interest to support the curriculum
- ✓ day visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- ✓ an annual residential visit for children in Years 4, 5 and 6.

## **HEALTH AND SAFETY**

The school follows the Local Authority Offsite/Educational Visits guidance.

**Note:** The LA has an Outdoor Education Adviser, who is able to give support and advice, and who has the responsibility of approving listed Adventure Activities.

## **PERSONNEL**

The school's Educational Visits Co-ordinator (EVC) is Mr Carl Thornton

For each visit, of whatever duration, a Group Leader is identified.

The **Governing Board** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health and safety of pupils on educational visits;
- ensuring that the Head teacher is supported in matters relating to educational visits and that he has the appropriate time and expertise to fulfil his responsibilities;
- ensuring that residential visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Head teacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Head teacher on an annual basis.

The function of the (Educational Visits Co-ordinator) **EVC** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that risk assessments meet requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice.

The **Head teacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Board is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;

- being aware of the need for best value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.

The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do;
- evaluate the visit.

**Adult volunteers** who are not teachers at the school must:

- read the risk assessment;
- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader; provide emergency contact numbers.

## **PROCEDURE FOR RUNNING EDUCATIONAL VISITS**

A set procedure is followed for all educational visits, although the nature of each visit will determine the level of preparation required.

Each Group Leader will, in liaison with the EVC, complete the Educational Visits Checklist (see Appendix 1). A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

For regular nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. For any visit lasting a day or more or involving significant travel or adventurous activity, parents will be asked to sign a letter, which consents to their son/daughter taking part. Parents and carers will be fully informed of the activities and arrangements for the visit.

## **RISK ASSESSMENTS**

Risk assessments are made for all educational visits. This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a risk assessment appropriately. Risk assessments must be simple, manageable, proportional, suitable and sufficient. The assessment must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low.

The risk assessment should consider the site and its environment, the group, the activity and the leaders.

## **RATIOS AND EFFECTIVE SUPERVISION**

You must risk assess the needs of the actual group you are leading with a view to ensuring that the level of supervision meets the legal expectations of “effective supervision”.

Activity and Visit Leaders must ensure that young people are supervised in accordance with the principles of “Effective Supervision” requiring them to take account of:

- ***the nature of the activity (including its duration)***
- ***the location and environment in which the activity is to take place***
- ***the age and gender (including developmental age) of the young people to be supervised***
- ***the ability of the young people (including their behavioural, medical, emotional and educational needs).***
- ***staff competence***

Ratios are a risk management issue and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity.

Some guidance documents do set out ratios, but these should be regarding as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements.

The DfES publication HASPEV (1998) suggested the following 'starting points':

- **School years 1 – 3**            **1:6**
- **School years 4 – 6**            **1:10 / 1:15**

## **FINANCING EDUCATIONAL VISITS**

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions Policy.

## **EMERGENCY PROCEDURES**

It is the responsibility of the EVC / Head teacher to ensure that emergency arrangements are in place for all educational visits. This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA.
- having access to an emergency plan appropriate to the visit;
- ensuring that the contact point – or rota – is effective throughout the visit; ensuring that parental contact information is up to date and accessible.

## **EVALUATION**

The Group Leader with the EVC will evaluate all visits (see Appendix 2). The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

## **POLICY REVIEW**

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis this responsibility is delegated to the Head teacher who will report back to the Governing Board as appropriate.

This policy is a working document, and will be reviewed every three years.

**EDUCATIONAL VISITS CHECKLIST**

This form should be completed by the Group Leader and submitted to the Headteacher for signature at least two weeks before the visit. Please attach a breakdown of the costings, the amount being charged for each child and a risk assessment.

<b>ASPECT TO CONSIDER</b>	<b>√ or X or N/A</b>	<b>COMMENTS / DETAILS</b>
Have the LA been informed of the proposed plans?		
Have parents been informed of any special requirements?		
Has a meeting been convened for parents?		
Have parents been asked for information concerning relevant diet, health and medical needs?		
Has an emergency system been put in place to cover 24 hours?		
What arrangements are in place if a child is ill during the visit?		
What are the arrangements in the event of a child needing to be returned home prematurely?		
Have you got 24-hour emergency telephone numbers?		
Have parents signed for emergency medical treatment?		

**Signature of Group Leader:** .....

**Signature of EVC:** .....

**Signature of Head teacher:** .....

## EDUCATIONAL VISIT EVALUATION FORM

## Visit Details

School / Group							
Group Leader							
Number in group	Male		Female		Staff		Age range of students
Venue:				Dates:			
Purpose(s) of Visit							
Providers / commercial organisations used							

## Please comment on any relevant areas

Preparation and planning	In hindsight are there any aspects of this you would do differently?
Aims and objectives	Any comments about the aims e.g. did the visit allow you to meet them, were they sufficiently focussed or too narrow?
Staffing	Any comments about staff ratios and levels of competence required
Travel / Transport	Suitability of arrangements, problems encountered. Please rate any commercial provider
Venue	Suitability / appropriateness. Issues encountered or things you might change next time
Supervision	Any thoughts on the way supervision was provided – anything you may do differently next time?
First aid	Suitability of arrangements, first aid administered
Incidents or near accidents	Record here anything you feel was a potential problem for other groups which you would be aware of were we to run the same visit again

## Quality of Provider (where applicable)

How would you rate the provider? Please tick:	Very good, will use again	
	Good but minor issues need addressing	
	Would only use again if significant issues were resolved	
	Will never use again	
Positive comments		

Negative comments		

**Any additional comments**

**Completed by Group Leader:** .....

**(Signed)** .....

**Date:** .....

***PLEASE PASS TO EVC AS SOON AS POSSIBLE AFTER VISIT***

### GUIDELINES FOR HELPING PARENTS DURING OFF SITE EDUCATIONAL VISITS

Thank you for offering to help on this educational visit. Your contribution to the day is very important as taking large numbers of children out of school calls for very careful supervision.

All helpers should attend the briefing before the visit so they fully understand the educational objectives behind the visit and the standards expected from the pupils.

#### **Before the visit:**

Because we value your help and need your assistance in the important role of group supervisor, please don't expect to have your own child in your group. In the unlikely event of an emergency, you will be responsible for the safety of ALL the children in your care. It may be easier for you to do that if your child is with someone else and often children behave better when they are placed in a group other than with their own parent.

- Ensure that you are aware of the purpose and nature of the visit, what will be expected of the pupils and how you can help.
- Become familiar with the school rules for visits so that you can be consistent with the teacher in your control, e.g.
  - Do not allow the pupils to eat or drink on the coach.
  - Ensure the pupils remain seated on the coach and facing forward with their seat belt on.
  - Do not allow pupils to spend more than the stated amount of pocket money for the visit.
  - Do not allow the pupils to buy 'dangerous' presents, ie knives, lighters etc.
- Ensure the pupils are well mannered and courteous at all times.
- Find out who is responsible for the first aid, where the first aid kit is kept and what would be expected of you should an accident occur.
- Find out if any of the children in your group have special medical needs, eg asthma or an epipen.

#### **The Day of the Visit**

- Make sure you are carrying any extra supplies of materials if they have been provided for you. Identify the pupils in your group, paying particular attention to those who may have behaviour problems or learning difficulties. The teacher will advise you on the best strategies for supporting these children.
- Ensure that the pupils you have specific responsibility for do not wander from your group, but work and behave in the expected manner at all times. Keep a constant check on their movements.

- Look ahead to anticipate any unforeseen dangers eg busy roads, dangerous crossings, rivers etc.
- Ensure that pupils are courteous to members of the general public, e.g. allowing people to pass in the street, letting others go first etc.
- Please do not smoke or drink alcohol at any time.
- Please do not use your mobile phone for any purpose except that authorised by the Group Leader during the visit. By all means, leave it switched on for emergencies, but please don't make or accept any calls that are just for a chat!
- Be a careful time-keeper. Strictly adhere to agreed meeting times and places.