

Woodley Church of England (Controlled) Primary School



EDUCATIONAL VISITS POLICY

Responsibility of:	Leadership and Management Policy
Date of Policy:	June 2017
Date of Review:	June 2019

Overview

Woodley C of E Primary School acknowledges the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

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 the DfES Requirements and LA guidelines.

The Head Teacher has overall responsibility and the school's EVC is **Tracy Eveleigh**.

The role of the EVC is detailed in Section 3.64 of the publication 'Schools Manual for Educational Visits - Wokingham Borough Council' (the booklet), a copy of which is held in a blue folder in the school office.

All Visit Leaders are required to read the booklet in conjunction with this policy. All forms referred to in this policy are available from the EVC, or may be photocopied from the booklet.

Approval for Visits

All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the Head Teacher.

Approval of 'normal' day visits is at the discretion of the Head Teacher. However, visits that are either:

- overseas
- residential or
- involving an adventurous activity (as defined in Section 4 of the booklet)

will require the additional approval of the LA (online through EVOLVE using EV1).

Reasons for Visits

It is essential that the Head Teacher is satisfied that all visits have sound and clearly stated educational aims. Trips that do not link to the aims below will not be authorised.

In order for approval to be given, each visit should.

1. have significant educational value
2. have been given due consideration to financial and safety aspects
3. be suitable for the pupils involved.
4. be inclusive.
5. be linked to work within school by preparation and follow up activity

Roles and responsibilities

The Governing Body

The Governing Body are made aware of any residential trips being carried out in school and should satisfy itself that the appropriate procedures, risk assessments and planning notes are being followed.

The Head Teacher

The Head Teacher has delegated responsibility by the Governing Body to approve all off sites educational visits of a perceived low risk, local, daily or regular nature. In addition, the following responsibilities and duties are undertaken.

1. Ensure that all visits are compliant with all guidelines and regulations set out by the school and the LA regarding Health and Safety.
2. Must ensure a Visit Leader is appointed responsible for the running of an activity. The Visit Leader must be a teacher or other appropriate member of staff (does not include NQTs).
3. Must ensure that the LA and Governing Body have approved the visit where necessary.
4. For residential visits, must ensure that daily contact is made with the Visit Leader to ensure the trip is proceeding to plan and obtaining an update on any incidents.

The Educational Visits Co-Ordinator (EVC)

The EVC has the following responsibilities.

1. Ensures that all off site activities follow the correct procedures and the school trips checklist is used by teaching staff when organising trips.
2. Advise the group leader about staff to pupil ratios applicable to their trip.
3. Assist with planning and writing the risk assessment for the trip.
4. Keep records and make reports of accidents or "near accidents".
5. Review and regularly monitor procedures.
6. Ensure that all information on the computer-based system Evolve, is up to date and all trips are approved by the Head Teacher in good time.

The Visit Leader

The group leader has the following responsibilities:-

1. Ensures the visit has the appropriate staff to pupil ratios
2. Ensures the appropriate safeguarding procedures are in place including all volunteers and staff having the appropriate enhanced DBS checks in place.
3. Ensures each visit has a First Aider accompanying the trip.
4. Ensures that all relevant medications are taken on the trip
5. Gives all accompanying staff procedures for emergencies
6. Liaises with the venue to ensure all arrangements are in place for their visit including lunch, toilets and shelter.
7. Provides information letter for the parents to be issued by the office.
8. Considers financial and health and safety implications of the trip.
9. Considers the impact of staffing on the rest of the team/phase and school both in lesson time and lunch times.
10. All arrangements for the trip are shared with other team members to ensure the trip has the ability to proceed in the absence of the visit leader.
11. For residential trips, ensures a call is made to the Head Teacher on a daily basis advising of any incidents and confirming that all is well.
12. If a child is not attending the trip, the group leader must liaise with the Head Teacher to ensure that every effort is made to deliver the curricular aims of the journey or visit by means.

All arrangements should be detailed on the School Trips Check List stored on the shared drive <allstaff> and the Head Teacher, EVC and Office staff should be informed.

Assessment of Risk

'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 (ie. 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 careful completion of the 'Educational Visits Checklist'.
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on Form EV5.
- Ongoing Risk – the monitoring of risks throughout the actual visit as circumstances change.

A preliminary visit to the venue is required if it is the first time the school has visited by at least one member of staff.

The risk assessment will be reviewed before each visit to the venue.

Visual risk assessments will take place during the visit to assess any health and safety risks that present themselves. This will form part of the safety brief given to staff leaders.

Further detail on risk assessment will be found in Section 3.6 of the booklet.

Plan B

Despite the most detailed and diligent pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of **Plan B** and should be included in all planning notes.

Staffing Ratios

Staffing ratios are recommended as per the booklet (P27) and are as follows:-

Local visits		Residential Visits	
Foundation	1:4	Foundation	1:4
Years 1 and 2	1:6	Years 1 and 2	1:6
Years 3 and 4	1:10	Years 3 and 4	1:10
Years 5 and 6	1:15	Years 5 and 6	1:10

These ratios should be adhered to all times and the following considerations should be made by the Head Teacher

1. Sex, age, group, ability and location
2. Experience of adults in off-site supervision
3. Competences and qualifications of staff both general and on specific activities
4. Competence and behaviour of young people

5. Venue and type of accommodation
6. Duration and nature of the duty
7. First aid cover

Consideration should be given to any child with special needs and ensure that staffing is adequate to ensure their safety and to ensure they achieve maximum benefit from the trip.

Volunteers may be used where needed subject to the safeguarding measures included in this policy.

Supervision

Pupils must be supervised throughout all visits and two adults are required when accompanying children to the toilets or changing areas. Staff should consider their own protection as well as that of the child.

The visit leader will assess incidents or injuries of a child and make appropriate arrangements for supervision.

When parent volunteers are included in the supervising party, they should be given the same brief as the staff to ensure they are aware of any relevant information pertinent to their group and they are aware of emergency procedures.

Expectations of Staff

The safety and wellbeing of our pupils is paramount and must not be compromised. Staff remain responsible for all pupils throughout the duration of the trip. Expectations of staff includes the following:-

1. Staff are expected to wear comfortable clothes that are of a smart casual appearance. Staff should abide by the school dress code, however, this can be adapted to the type of visit and activity being carried out.
2. Staff should behave in a way that reflects the school values and code of conduct.
3. Staff should be aware of their own protection and should not accompany lone pupils to toilets or showers unaccompanied.
4. There is no alcohol consumption on any Woodley C of E School Trips.
5. Staff should only smoke with the permission of the Visit Leader, when they are deemed "off Duty" and there is a sufficient number of staff "on Duty" and in a designated smoking area.
5. Children should not be made aware that any staff member has consumed alcohol or has been smoking throughout the trip. If a staff member is affected by alcohol on a school trip, this is a potential disciplinary offence.
6. The behaviour of staff will not bring the school into disrepute.

Refer to the school Code of Conduct policy

Safeguarding

All supervising adults including staff and volunteers should have had an enhanced DBS check carried out by the school and be recorded on the school's single central register (refer to the school's DBS and Safeguarding Policy).

First Aid

There should be a qualified first aider on all off site visits. For residential trips, this may be provided by the centre on arrival but a staff member with a first aid qualification should accompany the children to offer first aid advice during the journey.

First aid kits are available from the First Aid cupboard in the art room. If the visit involves the party splitting up by any distance, a kit should be taken for each group.

Medicines

Parents should complete a school medicine form giving permission for staff to administer medicines following the same guidelines as the school medicine policy. (See First Aid Policy) On a residential trip, all medicines are stored securely by staff and are handed back to parents/carers on arrival back at school. Pupils will not have possession of any medicines and will not hold responsibility for administering their own medicine.

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 an available seat belt where provided. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. Anyone driving a minibus on school business complete an EV4 providing relevant documentation and have the correct license to allow them to drive the vehicle. .

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. A copy of this is in the school office.

After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

Emergency Procedures

The group leader should identify a contact at school. For residential trips, this includes personal mobile phone numbers for staff out of school hours for emergency contacts.

The school contact should have full details of the trip and in most cases will be the EVC.

In the case of a death or accident, the school contact will contact the local authority immediately and will follow advice given in the Rainbow Plan.
(refer to the Rainbow Plan)

Associated Policies

Safeguarding Policy

DBS Policy

First Aid Policy

Rainbow Plan

Code of Conduct

Policy approved

Date

Signed