



Acre Heads Primary School Educational Visits Policy

Signed Staff:

Date:

Signed Governor:

Date:

Introduction

All offsite visits and activities (apart from work experience or college placements which are dealt with separately) that are organised and undertaken by the school are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school’s Headteacher 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.

Types of visits organised by the school

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

- Visits to the local museums.
- A residential visit by Year 6 pupils to Peak Venture.

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 following:

- Health, Safety policy statement
- Charging policy
- Equal Opportunities/Inclusion/SEN
- First Aid

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 and also via ROVER Online <https://www.eastriding.gov.uk/eforms> (username/password required from the LA Educational Visits Consultant). Hard copies of these documents can be accessed from the School Business Manager.

Roles and responsibilities (for details see LA Educational Visits Code of Practice)

- The Headteacher has overall responsibility for all the school’s educational visits. The School’s Educational Visits Coordinator (EVC) is the Headteacher - Mrs Rachel Robinson.
- If the Headteacher is absent or unavailable, Angela Hare will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.
- 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.
- New EVCs should access training from the LA regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.
- The EVC role has admin support provided by Mrs Lesley Ringrose – this role involves sending out parent letters, obtaining medical details and consent forms.
- The Governing Body representative who is responsible for overseeing educational visits and for assisting with the approval of res/overseas/high risk visits is Mrs Rachel Pearson.
- The Governing Body representative for educational visits is encouraged to take advantage of specific governor training provided by the LA.
- The LA Educational Visits and Outdoor Learning Consultant is Mr. Taff Bowles (tel 01482 392417 email taff.bowles@eastriding.gov.uk).

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC /Headteacher
- the LA Educational Visits and Outdoor Learning Consultant
- other experts with specialist/local knowledge (e.g. National Park ranger)

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is kept in staff personnel folders.

The school ensures the following training opportunities with regard to ed. visits are made available:

- Training for the Headteacher will take place regularly.
- Training for Visit Organisers and Group Leaders will be undertaken in staff meeting as and when appropriate.
- Training for NQTs and new staff is part of the induction process.

Monitoring

To assure quality of standards on educational visits, the school's Headteacher and/or the EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures. Records of these monitoring visits are stored in EVC Office.

Staffing for Trips

In order to ensure the correct ratio of adults to pupils trips should be staffed in the following manner;

- Teaching staff
- Teaching Assistants
- Volunteer helpers who already have a DBS check
- Parent helpers who are not DBS checked. They will not be allowed to supervise a group of children on their own.
- All trips will have a trained first aider and Key Stage 1 and Foundation Stage trips will have a pediatric trained first aider.
- Records of first aider training are kept in the School Business Manager's Office.

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
- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received "Outline Approval" by the relevant authorities;
- 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
- money collected for visits is kept in a school account, and secure systems are in place to ensure that money is accessed and accounted for correctly.
- Where possible all trips will be paid following an invoice.
- If a cheque is required it will be written out on the day and taken by staff who will obtain a receipt.
- Staff are discouraged from paying for things themselves but will be reimbursed if this is unavoidable.

Charging arrangements For further information see the schools Charges and Remissions Policy.

The school may ask parents for contributions towards the cost of these visits. Where it is not permissible to charge parents, any subsidy will come from:

- school funds
 - voluntary fund raising
 - voluntary parental contribution
 - Friends of Acre Heads
 - Pupil Premium in exceptional circumstances
- The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.
 - The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute.

- The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

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 Local Authority's generic risk assessments that give detailed recommendations for all standard forms of transport.

- Generic risk assessments should be consulted and adapted as appropriate for each trip. They should be added electronically to the ROVER.
- All trips off site involving transport should have a trained first aider.
- Where seat belts are fitted they must be used by all personnel on the trip.
- Children will usually be dropped off back at school

The school hires coaches/buses from:

- Companies that have already been checked and approved by the Council's Transport Services team or
- Companies whose safety management systems and operating procedures have been checked using the "Coach/minibus hire company enquiry EV3 form"

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- sit in various locations, spread throughout the coach
- carry a first aid kit and mobile phone

The Headteacher must ensure the safety of pupils travelling by private car or public transport, and should:

- inform parents and obtain their written consent (this may not be possible in emergencies)
- gain assurance on main points of reference – insurance, licence, roadworthy, seatbelts, etc
- carry out suitable Child Protection checks (Council policy requires all drivers carrying young people to be DBS cleared)
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts – individual school policies may require the use only of full 3-point seatbelts)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance – inc business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the Headteacher (using the Driver validation form)
- Parent's cars will not be used on any school trips.
- If children are going to sports events after school they must make their own arrangements to get to and from events.

Parent information and consent

The Overall Group Leader and EVC must ensure that parents/guardians 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, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity.
- There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by Mrs Steph Kelsey and supervising staff are briefed and trained accordingly.

Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary.

- Medical information and consent forms can be obtained from the school office.
- Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit.
- The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.

For local visits off-site the parents will be informed that the visit is taking place. Parents will be informed of all visits involving transport and permission will be sort.

- For residential visits a formal meeting will be arrange to discuss arrangements with the parents.

- Parental consent for local visits will be obtained through the admissions procedure where a permission for is issued to parents.
- Parents will be informed through the initial letter if the trip will return late to school. For any unintended return to school after school hours a text will be sent informing parents of the anticipated arrival time.

13. Staff briefing and emergency procedures

- It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit.
- Staff should be aware of their expected roles and responsibilities before, during and after a visit.
- Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required.
- Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit.
- The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit.

A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the school Medical Room.

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

- All staff involved on a school trip will read the risk assessments before the trip.
- Please see the Emergency Procedures Policy.

14. Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

- Pupils should be briefed about safety arrangements and what clothing/equipment should be brought.
- Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.
- “Buddy systems” are an effective means of promoting safety and welfare within the group.
- During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group.
- Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group.
- It is good practice to teach pupils how to recognize dangers and manage risks sensibly.
- All children will be briefed by staff on expectations before any visit. Children will line up in pairs when walking between venues on trips. School uniform should be worn on all trips unless activities require alternative clothing. In which appropriate clothing (jeans may be permitted depending on the activity) and footwear for the activity should be worn with the school sweatshirt. The only time a sweatshirt is not required is on residential visits. In the case of staff if the children are in full school uniform then the clothing expectations in school still apply otherwise clothing appropriate for the activities will apply.
- Teachers need to take care when sharing information.

15. Documentation (and visit records)

- The ROVER database will store key elements of Category 3, 4 and “A” visit details securely and indefinitely. Hard copies of other supporting documentation (e.g. risk assessments) are stored and retained in the school’s central “Educational Visits” file in the secure store. This information is stored until such time that the Headteacher decides that all issues/ incidents arising from the visit have been dealt with fully.
- If no significant incidents occurred during the visit, the school disposes of the paperwork after a period of 6 years. 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 in the secure store. All records of visits are kept in the secure store. The decision for disposal of records rests with the Headteacher.

19. 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.
- Visit Organisers should record any accidents or incidents upon return to school in line with the school’s reporting of accident policy and guidelines.

- Post visit reviews and accident/near misses records are reviewed after each visit by the EVC. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.
- 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.
- Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Consultant.