

St Hilda's CE Primary School

Educational Visits Policy



Rationale

At St Hilda's we are committed to providing effective teaching and learning which enables all pupils to have access to a relevant and engaging curriculum. We believe that this should include a broad range of first hand experiences to enhance our curriculum, some of which will take place away from the school environment.

Aims

- To provide our pupils with opportunities to participate in a range of experiences
- To enrich our curriculum provision
- To nurture our children's curiosity about the world in which they live
- To develop key life skills, including experiencing and managing risk, social and communication skills
- To enable our pupils to develop their confidence in new situations and unfamiliar environments
- To develop an awareness and appreciation of the environment and the importance of positive citizenship

Procedures for Educational Visits

St Hilda's has adopted Oldham Council's procedures for planning and managing educational visits.

All school staff have access to the 'EVOLVE' system for planning and managing off site visits. The Governing Body has adopted Oldham Council's 'Guidance for Off Site Visits and Adventure Activities' (GOVAA). This document, together with St Hilda's Educational Visits Policy, details local arrangements and any variations where necessary. These should be read in conjunction with documentation from the 'National Guidance for the Management of Outdoor Learning, Off-Site Visits and Learning Outside the Classroom' documentation, available via the OEAP website. Together these documents summarise the arrangements for educational visits at St Hilda's and are available to staff via the EVOLVE website.

All educational visits should be planned via EVOLVE with sufficient time being allowed for internal and external vetting and approval as required. This should be a **minimum** of 4 weeks for residential visits, as these are subject to LA approval, and a **minimum** of 2 weeks for day visits. If for any reason these timescales cannot be met, clarification and approval should be sought from the EVC.

Educational Visit Co-ordinator (EVC)

The Educational Visit Co-ordinator is Miss Josie Cooke. She has completed the Local Authority EVC training programme and has delegated responsibility for overseeing the arrangements for educational visits. All visits are vetted by the EVC prior to approval by the Headteacher. In the event of absence of the Headteacher the Deputy Headteacher, who is identified as Acting Head, will have temporary delegated responsibility for approving all visits.

Evaluation of external providers and venues

Visit Leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the group of pupils identified to attend and (where appropriate) they offer reasonable value for money. 'Provider Forms' should be completed by external providers where required (see GOVAA for guidance). These should be checked as part of the planning and safety checks for the visit.

Guidelines & Procedures

The Visit Leader takes responsibility for planning, overseeing and evaluating the visit in line with LA guidelines. See 'Oldham Guidance for Offsite Visits and Adventure Activities' (GOVAA) (2011) in the Resources/Guidance section on EVOLVE.

Planning a visit

- Visits should have a clear rationale and be linked to areas of curriculum study where appropriate.
- The phase leader and headteacher must be notified of any potential visit dates and approximate costings **prior to** a firm booking being made.
- The visit leader should undertake a pre-visit to the venue or gain detailed information the venue in order to plan the visit and complete the necessary risk assessments.
- The Visit Leader must undertake a full risk assessment of the whole visit which includes:
 1. A risk assessment of the journey to & from the venue
 2. A site specific risk assessment
 3. A specific event/activity risk assessment

If the visit is a multi-site visit, risk assessments for moving between the different venues must also be completed.

Risk assessments for 'down time' must also be completed for residential visits.

If an External Provider is being used the Visit Leader should check that they hold a 'Learning Outside the Classroom' (LOtC) Quality Badge. If they do not have this the Visit Leader should request the completion of a 'Provider Form' (see Resources section on EVOLVE.)

Transport should be requested via the school office by completing a coach booking form.

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head of Establishment, and a 'Private Car Form' must be completed and retained by the establishment on an annual basis. Employees may be requested to provide any relevant documentation such as insurance and licence details. Seatbelts must be worn and legal requirements relating to child restraints and booster seats must be complied with.

Visit Leaders must ensure that pupils 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

At St Hilda's we use the guidance published by OEAP (Outdoor Education Advisers' Panel) in May 2017 in which the following 'starting points' are suggested:

Years 1 - 3, 1:6, years 4 - 6, 1:10/15.

The early years foundation stage (EYFS) statutory framework (DfE 2017) no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing.

The details of **intended** attendees and **intended** staffing should be included at the submission stage; this can always be amended if necessary at a later date.

The Visit Leader must ensure that there is a member of staff qualified in First Aid accompanying each group on the visit. Should the visit involve groups being supervised remotely, a member of staff accompanying each group should hold a First Aid qualification.

The Visit Leader must ensure that all staff and volunteers who will have sole responsibility for a group of children has a DBS check in place.

All day and residential visits must be planned and approved via the EVOLVE system and all necessary documents must be attached.

Kitchen staff should be informed of requirements for catering as soon as practically possible, but a minimum of 2 weeks prior to the visit date.

Parental consent to visits, information letters and trip admin

All parents will be asked to provide written consent for educational visits on an annual basis. It is the responsibility of the Visit Leader to ensure that all participants have written parental consent in place prior to the visit date. An information letter containing specific details should be sent out to parents/carers prior to the event. **A copy of the information letter should be given to the office staff prior to it being issued to parents.**

Monies relating to educational visits should be paid directly to the office staff. Pupils who go home for lunch can be asked to pay the cost of a school meal on the day of a trip in order to provide all pupils with a school packed lunch. It is the responsibility of the visit leader to check the status of such arrangements prior to the visit; this should not be left until the day of the visit as this does not allow sufficient time to address any queries or issues. See 'Charging and Remissions' Policy for further detail.

Separate parental consent will be sought for sporting events. It is the responsibility of the Visit Leader to provide these and ensure their collection prior to the event.

Trips and visits returning after the end of the school day

This should be clearly communicated and reiterated to parents prior to the visit, along with arrangements for where children are to be collected from upon their return to school. Arrangements should be made with at least one member of staff to remain in school until the group have returned. This staff member should base themselves near the office in order to deal with any telephone queries and act as a point of contact for parents in the event of any delays, etc. If the return time is after the closure of the school building, appropriate arrangements should be made to take this into account.

Medical needs

All staff on a visit should be aware of any pupils with a known medical need. The Visit Leader should ensure they have any necessary medication with them, or it is carried by the pupil if this is their usual practice (for example, older pupils may carry their own asthma inhalers). Parental consent should be given for the administration of any medication. (See 'St Hilda's CE Primary School Management of Medical Conditions in School Policy' for further detail).

Inclusion

We are committed to the inclusion of all our pupils in all aspects of school life. Activities should be available and accessible to all, irrespective of special educational or medical needs or protected characteristics. Therefore, we will include all pupils in educational visits where this is reasonably practicable.

Briefing of staff, volunteers & pupils

Staff and volunteers should be briefed by the Visit Leader about the nature of the visit and their role within it. Each adult should be provided with a list of the pupils they are responsible for, an Emergency Procedures Card and any other relevant notes. If groups are to split upon arrival, the Visit Leader should provide other adults with their mobile phone number.

Pupils should be briefed about the nature of the visit and the expectations for their conduct prior to the visit.

Arrangements for any pupils who arrive at school too late to participate in the visit should be made in advance and clearly communicated to the staff involved and the office staff.

Educational visits and the threat of terrorism

Whilst the current global situation means that the possibility of becoming involved in a threat or act of terrorism is a possibility for us all, this needs to be kept in perspective with risks managed in a proportionate manner. Current Local Authority guidance around this issue has been shared with staff and the current guidance is available via the EVOLVE website. This also contains links to further information where necessary.

Procedures on the day of the visit

- Registers must be completed prior to leaving. Arrangements for any pupils who arrive late should be clarified with staff in the office.
- Visit leaders should ensure that office staff have a minimum of one mobile phone number and details of the anticipated return time before leaving school.
- Emergency contact lists should be obtained from the office staff and taken on the visit.
- Pupil consent forms should also be taken on the visit.
- All staff should carry their Emergency Procedures Card and any other information provided by the Visit Leader.
- All staff should wear high-visibility jackets and clothing appropriate for the event. (See Professional Conduct Guidelines for further detail).
- First Aid kits should be carried by staff who are appropriately qualified.
- Head counts should be carried out once pupils are on the coach/es.
- Staff should position themselves throughout the coach. A member of staff should also be positioned next to any Emergency Exit doors and at the front of the coach.

- Staff should maintain close supervision of all pupils throughout the visit.
- Ongoing risk assessments should be carried out as necessary throughout the visit and any situations addressed as they arise.
- Head counts should be undertaken at regular intervals throughout the visit and again prior to departure from the venue.

Procedures upon return

- Accident slips should be completed where necessary. Current Local Authority guidelines will be followed in the event of serious incident or injury.
- Emergency contact details should be returned to the office.
- First Aid kits should be replenished and returned.
- Attendees and staffing details should be updated on EVOLVE.
- Visit evaluations should be completed on EVOLVE.

Related documents

- Statutory framework for the early years foundation stage, 03/17, DfE
- Outdoor Education Advisers' Panel (OEAP) National Guidance: Ratios and Effective Supervision 4.3b, 05/17
- Outdoor Education Advisers' Panel (OEAP) National Guidance: Visits and the threat from terrorism 6k, 06/17
- Outdoor Education Advisers' Panel (OEAP) National Guidance: Inclusion 3.2e, 12/14
- Oldham Council Guidance for Offsite Visits and Adventure Activities (GOVAA), 2011
- St Hilda's CE Primary School Management of Medical Conditions in School Policy 09/15
- St Hilda's CE Primary School Professional Conduct Guidelines 10/13
- St Hilda's CE Primary School Charging and Remissions Policy 03/17

JC, 07/17