

# Ibstock Junior School



## Educational Visits Policy

Signed \_\_\_\_\_ Head Teacher

Signed \_\_\_\_\_ Chair of Governors

Date \_\_\_\_\_ March 2015

Review Date \_\_\_\_\_ March 2018

## **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 fundamental aim at Ibstock Junior 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 and outdoor and adventurous activities are an integral part of the children's education at Ibstock Junior 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:

- Walks around the village of Ibstock.
- 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 Year 6.

## **Health & Safety**

The school follows the Local Authority 'Management of Outdoor Learning, Off-site Visits and Adventurous Activities' 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.

## **Roles and Responsibilities**

The school's Educational Visits Co-ordinator (EVC) is class teacher, Miss Helen Wilkinson.

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

The Governing Body also has a specific role to play in all Educational Visits.

The roles for these are defined in detail in 'Standards for LEAs in overseeing Educational Visits. In brief:

The function of the **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 assessment meets 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 **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body 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. This emergency procedure must include getting support from the LA's public relations unit. See also the school's Critical Incidents Procedures.

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.

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

- 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.

The **Governing Body** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that he has the appropriate time and expertise to fulfil his responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Headteacher 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 Headteacher on an annual basis.

### **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 (Appendices 2 and 3). A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

### **Risk Assessment**

Risk assessments are made for all educational visits. This necessitates that the Group Leader, where appropriate (see Appendix 1), 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. Risk Assessment considers the site and its environment, the group, the activity and the leaders.

The system 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.

### **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/Headteacher 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 (Critical Incidents) 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.

### **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 Headteacher who will report back to the governing body as appropriate.

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

## Appendix 1

### Type of visits and procedure required

	Category A	Category B	Category C
Location	Local or regular trips e.g. walk to park, swimming, sports fixtures etc.	Once a year to educational centres etc.	Sleep overs and residential trips
Permission slips	Once a year permission slip for all trips.	Once a year permission slip for all trips. Trips to religious buildings needs individual permission slips	Permission needed on each occasion
Risk assessments	One generic risk assessment, route map and a check list	Risk assessment from the place of visit/ teacher to complete risk assessment prior to trip	Risk assessment needed to be put on EVOLVE
Approval	EVC and HT	EVC and HT	EVC, HT, governors and LCC
Pre - visit	If needed	Recommended if teacher has not been before	Essential

## Appendix 2

### Educational Visits Checklist – Category A (Local walking trips or regular visits e.g. swimming or sports fixtures)

#### Before the visit:

- Inform Headteacher of the visit and ensure on E-diary
- Speak to Ruth to book transport (if required)
- Let Ruth and Debs know the date if lunchtimes are affected
- Inform parents/ permission slips (letters to be checked by Phil)
- Check ratios (1:6 = yr 3, 1:15 = yr 4, 5 and 6)
- Organise adult helpers and cars if needed
- Organise a first aider
- If walking, create a route map with road crossings marked red
- Two weeks before** email risk assessment to Helen W for approval (cc Phil L)
- Save copy to the system and hard copy in EV folder in office along with transport booking info
- One week before** give Ruth and Debs numbers for packed lunches
- Check weather if an outdoor trip (need to make contingencies?)
- Lesson plan

#### On the day:

- Collect packed lunches from Infants (if required)
- Organise groups of children
- Take: Risk assessments
- Medication
- Spare clothing
- First aid kit and sick buckets (Bus journey)
- Group lists
- Group leader to share mobile phone number with staff members on trip
- Provide parent helpers with school office number
- Brief TAs and give mobile phone number of the group leader
- Brief parents and give parent helper instructions
- Brief children
- Register and calculate number of children going
- Check children are wearing suitable clothing and shoes

At the venue:

Inform children what to do in the event of a fire, strangers and water hazards

Count regularly throughout the day

**Continually be aware of hazards and mentally assess risks throughout the day, if you think the activity is too dangerous either change or cancel the activity**

**If you are still unsure what to do phone Helen W or Phil for advice**

After the visit:

Report any serious injuries or significant events to EVC

Evaluate the success of the trip – would you go again?

## Appendix 3

### Educational Visits Checklist – Category B

#### Before the visit:

- Visit leader nominated
- Check dates with Phil, the coach company (through Ruth) and the venue
- Put trip date on the calendar
- Let Ruth and Debs know the date if lunchtimes are affected
- Inform parents/ permission slips (Letters to be checked by Phil)
- Check ratios (1:6 = yr 3, 1:15 = yr 4,5 and 6)
- Organise parent helpers
- Organise a first aider
- If walking, create a route map with road crossings marked red
- Pre visit if needed
- Two weeks before** email risk assessment to Helen W for approval (cc Phil L)
- Save copy to the system and hard copy in EV folder in office along with transport booking info
- One week before the visit** give Ruth and Debs numbers for packed lunches
- Check weather if an outdoor trip
- Check money with Ruth and Debs
- Lesson plan

#### On the day:

- Collect packed lunches from Infants
- Organise groups of children
- Take: Risk assessments
- Medication
- Spare clothing
- First aid kit and sick buckets (Bus journey)
- Group lists
- Group leader to share mobile phone number with staff members on trip
- Provide parent helpers with school office number
- Brief TAs and give mobile phone number of the group leader
- Brief parents and give parent helper instructions
- Brief children
- Register and calculate number of children going
- Check children are wearing suitable clothing and shoes

At the venue:

Inform children what to do in the event of getting lost, fire, strangers and water hazards

Count regularly throughout the day

**Continually be aware of hazards and mentally assess risks throughout the day, if you think the activity is too dangerous either change or cancel the activity**

**If you are still unsure what to do phone Helen W or Phil for advice**

After the visit:

Report any serious injuries or significant events to EVC