



Pikes Lane Primary School Educational Trips and Visits Policy

LEADING SCHOOL | LEARNING SCHOOL | INCLUSIVE SCHOOL | HEALTHY SCHOOL | EXTENDED SCHOOL | REFLECTIVE SCHOOL

Policy Leader: Victoria Wallace

Linked Governor Sub Committee: Health & Well-Being, Community and Safeguarding

Last Updated: September 2018

Review Date: September 2019



1. Rational

Pikes Lane Primary School has a strong belief in the value of learning beyond the school day and out of the school premises. We demonstrate this to our Governors and others by taking part in carefully planned educational visits.

We provide a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

2. Purpose

Educational Visits can provide incentive and support to work being covered as part of the school curriculum. It may be that a visit provides an effective introduction to a unit of work or topic; alternatively teaching staff may decide to use an educational visit at any time during a project to enhance and support learning.

Teaching staff must ensure that the educational benefits to the children are **identified, maximised and recorded (where appropriate on EVOLVE)**.

3. Guidance

The school has formally adopted, through its Governing Body, the Bolton Council Guidance for Educational Visits and Off-site Activities. This School Visits policy supports the Local Authority guidance and sets out how our educational visits will be developed, planned and managed.

4. Approval Procedure and Consent

The Head teacher has nominated Victoria Wallace as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person has attended the LA EVC training course in 2011 and the Updated Course in March 2017. She will be given sufficient time and resources' to carry out the role (see responsibilities' below).

The Head will ensure that the Governing Body is aware of Educational Visits taking place via Head teachers reports.

All prospective trips should be discussed with the EVC and Headteacher prior to development. It may be necessary for the Group Leader to prepare an outline including estimated cost and arrangements. Further work (on the visit) should not take place until approval is given.

Low risk and routine visits will be approved by the Head teacher. These visits must be submitted, at least 2 weeks before the visit takes place. All higher risk activities (adventurous, residential, and overseas) will be submitted to the LA 4 weeks prior to the trip for approval.

There will be a named Group Leader (and where appropriate, deputy) on all visits.

Written parental consent will be sought for all residential or adventurous activities. This will confirm that parents have understood the purpose, estimated cost and arrangements for the visit. In this school it will be the responsibility of the Group Leader / Class Teacher to draft/issue the letter.

5. Responsibilities

5.1. Governor's

The Governing body will satisfy themselves that appropriate safety measures are in place and that staff have been trained to undertake their role. The Chair of Governors has been given access to the educational visits online system to be able to observe and monitor the forthcoming trips.

5.2. Head Teacher

< see Section 2.2, Guidance for Educational Visits & Off-site Activities >

5.3. Educational Visits Co-ordinator

< see Section 2.3, Guidance for Educational Visits & Off-site Activities >

5.4. Group Leader

< see Section 2.4, Guidance for Educational Visits & Off-site Activities >

5.5. Pupils

The Group Leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the Group Leader about it;

Pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils will be fulfilled in other ways.

6. Planning off-site visits

The Group Leader is responsible for planning the off-site visit that they are leading, The Head Teacher/EVC must be satisfied that the person planning the visit is competent to do so and has the necessary experience.

The Group Leader must agree all plans with the Head Teacher.

<Please see Section 6, Guidance for Educational Visits & Off-site Activities >

7. Preliminary Visits

Wherever possible and with agreement from the Head teacher, Group Leaders will undertake a preliminary visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that they are familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, the Group Leader will contact the venue, seeking assurances about the venue's appropriateness for the visiting group. In addition, the Group Leader will seek views from other schools who have recently visited the venue and where appropriate liaise with other bodies i.e. Tourist Boards.

<Please see Section 7, Guidance for Educational Visits & Off-site Activities>

8. Risk Assessment

It is the responsibility of the Group Leader to carry out risk assessments covering all aspects of the proposed trip which must be approved by the EVC or the LA (for more adventurous trips).

On-going 'dynamic' risk assessment will be completed by the Group Leader throughout the trip to ensure that hazards are monitored and appropriate safety measures are put in place.

It is the responsibility of the Group Leader to ensure that all accompanying staff are familiar with the risk assessment and to continue to brief staff throughout the trip. The Group Leader must communicate any medical conditions to all adults on the trip.

9. First Aid

For adventurous activities, visits which involve overnight stays, or visits abroad it is the policy of this school to have a minimum of 1 qualified first aider in the group. All adults in the group will know how to contact emergency services, including provision of mobile phones.

During a local visit/ trip the Group Leader will take with them:

- a suitably stocked first-aid travel bag;
- a person appointed to be in charge of first-aid arrangements.>

<Please see Section 15, Guidance for Educational Visits & Off-site Activities>

10. Staffing

We will ensure that, during any trip/visit there is a sufficient ratio of adult supervisors to pupils. To do this we will consider various factors. Including the age of the group, the nature of the activities, the duration, the type of journey and the medical needs of any pupils within the group.

Where adult volunteers are used the School will ensure that (where appropriate) DBS screening is undertaken e.g. overnight stays.

Accompanying staff and adult helpers will have the appropriate skills to support the Group Leader and understand the needs of the group. **They will be briefed by the Group Leader before the visit/trip.**

<Please see Section 12, Guidance for Educational Visits & Off-site Activities>

11. Competence to Lead

If the school is leading an adventurous activity, such as canoeing, the EVC, Head Teacher and LA will ensure that the Group Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. The member of staff will complete an Activity Leader Form (ALF) and provide an **original**, valid certificate as proof of their competence.

<Please see Section 11 & 28, Guidance for Educational Visits & Off-site Activities>

12. Communication

To ensure that all those involved in the visit understand their roles and responsibilities, **the Group Leader will hold a briefing** to ensure that staff are aware of any pupils who may require closer supervision. Teachers retain responsibility for the group at all times.

13. Information to Pupils

The group leader must decide what information should be provided to pupils and how to present the information, they must be satisfied that the pupils understand key safety information. Pupils should understand:

- the aims and objectives of the visit / activity;
- background information about the place to be visited;
- how to avoid specific dangers and why they should follow rules;
- why safety precautions are in place;
- why special safety precautions are in place for anyone with disabilities;
- what standard of behaviour is expected from pupils;
- who is responsible for the group;
- what to do if approached by a stranger;

- what to do if separated from the group;
- emergency procedures;
- rendezvous procedures

14. Participation

Pupils whose behaviour is such that the group leader is concerned for their, or others' safety, will be withdrawn from the activity. On residential visits the group leader will consider whether such pupils will return home early. This information will be communicated to Parents in writing and during briefing sessions (for longer trips/visits).

15. Pupils with special educational or medical needs

We will work with parents to accommodate the needs of pupil's specific needs. We will give consideration to appropriate supervision ratios and additional safety measures that may need to be addressed at the planning stage. These will be written into our risk assessments.

16. Communicating with Parents/Guardians

The Group Leader will ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions (for longer or more adventurous visits).

The Group Leader will explain to parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

We will ask parents to provide:

- the group leader with emergency contact number(s);
- a signed consent form;
- Relevant information about their child's health which might be relevant to the visit.

16.1. Parental Consent

Pikes Lane Primary School will seek annual consent for Educational visits that take place within the school/establishments normal hours, for example, visits to local amenities, environmental studies, swimming and sporting fixtures. If these visits are likely to extend beyond the school day, adequate advance notice will be given by the school and written permission sought.

For all other visits (i.e. adventurous, residential or overseas) consent will be obtained on an individual basis.

If parents withhold consent the pupil will not be taken on the visit, the aims of the visit will be delivered to the pupil in some other way, wherever possible.

Pupils can only go on the visit if the signed consent form has been received.

If the parents give a conditional consent the Head Teacher will need to consider whether the child may be taken on the visit or not.

17. Emergency Controls

The school has developed emergency procedures for educational visits. These are amended for as necessary for each visit.

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents will be reported to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take a copy of the Emergency Procedure with them.

<Please see Section 20, Guidance for Educational Visits & Off-site Activities>

18. Evaluation

The Group Leader with the EVC will evaluate all visits. Details will be provided to the Chair of Governors annually.

*Policy written in accordance with 'Guidance for educational visits and Off-site Activities' Bolton Council, June 2018.