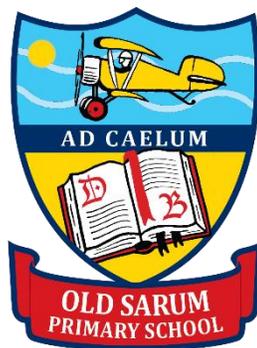


OLD SARUM PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY*

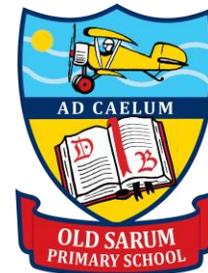


Policy status:	Statutory	Advisory
Approval authority:		R & P Committee
Date of approval:	22 January 2018	
Date of review:	22 January 2019 (as part of the H&S Policy Review)	

Key linked policies / documents	<ul style="list-style-type: none">• Health & Safety Policy• Safeguarding Policy• SEB Policy / documentation• Curriculum Policy / documentation
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***Wiltshire Local Authority Approved Policy**

This policy will apply to both teaching and non-teaching staff and has been agreed with the following recognised unions: NEU, NAHT, NASUWT, ASCL, Unison, GMB and Unite.



Old Sarum Primary School

Educational Visits Policy and Procedures

January 2018

- All visits must have an identifiable educational benefit, with clear objectives linked to the school's vision for outdoor off-site activities.
- All visits must be lead by a competent Group Leader and accompanying adults.
- All those involved in the organisation and running of educational visits will comply with LA and the schools' guidelines on the health and safety of participants on educational visits.
- The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.
- It is the responsibility of all staff to ensure that the risk to health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

Practice/Procedure.

The establishment will:

- i. Appoint a trained Educational Visits Co-ordinator (at Old Sarum Primary School this is the Business Manager), who will ensure that the educational visits follow LA and the school's guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit.
- ii. Develop and implement procedures to monitor all educational visits.
- iii. Use the Evolve Risk Management online system to record and evaluate the risks for each educational visit. These visits must be checked by the EVC and approved by the Headteacher. All residential visits or those taking place in or near water must get further approval from the LA.
- iv. Develop and implement a procedure for dealing with emergency situations, including having a named home-based contact for each visit when it is necessary.
- v. Develop and implement a procedure for the investigation of and reporting on accidents, incidents and near misses.

During the planning of a visit the Group Leader will:

- a) Ensure that the visit is planned and risk assessed using the appropriate forms, including an exploratory visit whenever it is possible.
- b) Ensure that the full risk assessment is completed in good time, and the appropriate consents and approvals are obtained prior to setting off on the trip.
- c) Ensure that the visit complies with Wiltshire Council and the school's guidelines for school visits including ratios of adults to children.
- d) Ensure that a parent/guardian and students are made fully aware of the nature, purpose and detail of the visit and that permission including all relevant information is obtained for any off site activity.
- e) Ensure that DBS checks are either already held or are obtained for any parent helpers.
- f) Ensure that any members of staff/parents who are driving other children have the necessary insurance in place to do so.

- g) Ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities.
- h) Ensure that provision is made for any incident, including First Aid and SEN, and a procedure to follow in the event of an emergency or other serious incident.

The EVC should be given the following, prior to the trip taking place **and at least 2 weeks in advance:**

- 1) Names of all children taking part.
- 2) A copy of the letter sent to parents regarding the visit.
- 3) Names of all staff attending, with contact phone numbers.
- 4) Full details of the venue, transport arrangements, departure and arrival times, with appropriate phone numbers.

The Group Leader of the visit should have the following prior to the trip:-

- 1) Contact numbers of all parents, school office and Headteacher.
- 2) Permission slips for all participants.
- 3) Complete and comprehensive up to date risk assessment for the trip.
- 4) Information regarding any special needs for the visit (e.g. medical).
- 5) Any relevant safeguarding information (e.g. children who may not be photographed).

During a visit the Group Leader will:

- I. Ensure that the visit is as safe as practicable: all dietary and medical factors to be taken into consideration. Lists of all specific dietary requirements should be displayed at the site.
- II. Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- III. Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- IV. Retain ultimate responsibility for participants at all time.

During a visit accompanying adults will:

Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

During a visit all participants will:

- i. Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.
- ii. Develop their knowledge and understanding related to responsible participation in risk reduction.

After the visit the Group Leader will:

- i. Ensure that the visit is reviewed using the Evolve system and an evaluation is made online indicating the extent to which the intended educational benefits were achieved. The evaluation will include the result of all investigations into particular incidents as necessary.
- ii. Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the Educational Visits Co-ordinator and shared with colleagues for consideration in the planning of future educational visits and activities.

Policy reviewed on 16th January 2018