



Educational Visits Policy
November 2018

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Introduction

This policy covers all off-site visits and activities organised through the school and for which the Governing Body and Headteacher are responsible.

The Governing Body endorses the Kirklees policy document 'Guidance for Outdoor Learning, Offsite Visits and Adventure Activities (2013)' as the basis for the school's health and safety policy for the management of visits and off-site activities.

The school uses EVOLVE on-line system for the recording and processing of all visits/visits in Categories B and C (residential and adventurous activities).

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement, the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

The Governing Body aims to enable this school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteacher, the party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

It is a priority of this school that all visits and off-site activities are safe, well-managed and educationally beneficial.

Rationale

Safely managed, educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Linthwaite Ardron as a successful school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

Purpose

1. To ensure that every pupil has the opportunity to benefit from education visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, Heads, staff, helpers, pupils and providers involved in education visits.
4. To comply with LA 'Guidance for Outdoor Learning, Offsite Visits and Adventure Activities (2013)' and keep up to date with further advice.
5. To meet National Guidance (<http://oeapng.info/>).
6. To ensure where appropriate further advice is sought from the LA and other technically competent personnel.

Responsibilities of the Headteacher

The Headteacher will:

- ensure all visits and off-site activities have specific and appropriate educational objectives;
- approve all visits and activities, based on compliance with the county and school health and safety policy, relevant Kirklees' guidance and recognised good practice;
- ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;
- check that the staffing ratio is suitable for each visit;
- ensure party leaders have access to a planning checklist, based on the Kirklees Policy (Page 10 - 12), and adapted as necessary to meet the particular needs of the school;
- check that risks have been assessed, significant risks recorded and any appropriate safety measures are in place.

Responsibilities of the Educational Visits Co-ordinator

In order to carry out the above responsibilities effectively, the Headteacher may delegate specified tasks to a suitably experienced and competent Educational Visits Co-ordinator (EVC). The Headteacher will be considered to be the EVC where tasks are not delegated to a named member of staff. The EVC will be responsible for carrying out agreed tasks and attending relevant training provided by Kirklees.

Approval of Off-Site Activities

The Headteacher will be responsible for approving all off-site activities and will forward those in Categories B and C to the LA Off-Site Visits Adviser (see below). This includes approving the party leader for each visit or off-site activity. This responsibility can be delegated to the EVC.

A summary of the programme for the following categories of programmes, together with a risk assessment, will be sent to the Education Visits Advisor, Kirklees for final approval via Evolve:

- residential visits home and abroad (Category B activities);
- hazardous outdoor and adventurous (Category C activities);
- activities where there is significant concern about health, safety and welfare, e.g. proximity to natural water (Category C activities).

The Governing Body should be informed by the Headteacher about plans which involve:

- a residential element;
- any residential visits and
- any visit where there is significant concern about health, safety and welfare.

The Headteacher will monitor off-site visits and activities and will provide a regular report to the Governing Body about the off-site activities which have taken place from the school.

Responsibilities of the Party Leader

The party leader will:

- have overall responsibility for the supervision and conduct of the visit or activity;
- obtain the Headteacher's approval before any off-site visit or activity takes place;

- follow policy and procedures of the Council and the school;
- assess the risks, taking into account the benefits as well, involved and amend as appropriate any previously recorded risk assessment;
- use the school planning checklist to ensure all procedures have been followed;
- inform parents fully about the visit and gain their consent, where appropriate;
- reassess risks while the visit or activity takes place;
- ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather, etc.

Responsibilities of Additional Members of Staff Taking Part in Visits and Off-Site Activities

Members of staff, volunteers and parent helpers should:

- assist the party leader to ensure the health, safety and welfare of young people on the visit;
- be clear about their roles and responsibilities whilst taking part in a visit or activity.

Responsibilities of Pupils

Whilst taking part in off-site activities, pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- avoid unnecessary risks;
- follow instructions of the party leader and other members of staff;
- behave sensibly, keeping to any agreed code of conduct;
- inform a member of staff of significant hazards.

Responsibilities of Parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- support the application of any agreed code of conduct;
- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide an emergency contact number;
- sign the consent form.

The Provision of Training and Information

A copy of this policy and associated school procedures will be made available to all staff within the school who may be responsible for leading off-site visits and activities and to any parent requesting a copy.

Appropriate training will be made available to leaders and other adults taking part in off-site activities in order to reflect identified school health and safety priorities and educational priorities.

The Headteacher will maintain a record of the qualifications held by staff and volunteers involved in outdoor activities including first aid, life-saving, mini-bus driving and specific hazardous activities.

Action in the Case of Emergency

The Headteacher will ensure that emergency arrangements are in place, known to staff and in line with Kirklees policy, to cover the range of activities undertaken from the school and the times at which they take place. This will include emergency contact numbers for designated senior members of staff or the governing body out-of hours. First aid provision and training of staff will be in accordance with Kirklees expectations.

Accidents and Emergencies

In order to minimise risk, clear procedures, lines of communication and contact numbers are necessary in case of an accident or emergency. The person in charge will make emergency procedures clear to all children and group leaders. In the case of residential visits, the group leader must have accurate lists of names, addresses and telephone numbers for both children and a day and night contact for the school. There must also be a contact number for the school in case of an emergency. In the event of a delay in returning to school, the party leader will contact the school giving the reason for the delay and expected time of arrival so that waiting parents can be informed.

Staff in possession of mobile phones should be spread between the groups and where more than one coach is used there should be one person with a mobile phone on each coach if at all possible. The cost of necessary calls will be reimbursed by the school.

In the event of serious accident or emergency the party leader will:

- Assess the situation or casualty
- Where injury is sustained, try to diagnose what is wrong
- Phone the Rescue Services stating the need for immediate action. Given the nature of the injury, whether the person is conscious or not, the location,(Grid Reference if possible) and a telephone number

- Give appropriate First Aid necessary to preserve life, prevent the condition deteriorating and promote recovery
- Inform the school, who will inform the head and Chair of Governors
- Remove the rest of the party to secure accommodation and protect them from press/media attention
- Refer all press/media via the Headteacher to the LEA Press Officer

Educational Objectives of Visits

There should be a clear understanding by all concerned about the nature of the visit and its curriculum context. Visits to enhance the curriculum are positively encouraged by the Governing Body and the Headteacher and staff should actively seek to include such visits wherever possible in their planning. Visits should have clear links to ongoing or recent curriculum work. Activities must match the age, needs and experiences of pupils - especially in the case of adventurous activities.

Ratios

There are no statutory ratios for the supervision of school visits and journeys. This policy indicates the minimum requirement. Organisers should aim to increase these whenever possible. Sensible and practical ratios should be the norm based on the nature and type of activity being undertaken. Factors to be taken into account will include:

- The nature and location of the visit
- The experience of the supervisors
- The age and maturity of the children
- Weather conditions
- Availability of prompt outside assistance
- The number of children having special needs and the nature of such needs

At least 1 adult to 15 children will be required in the immediate vicinity of the school.

1:10 for day visits

1:8 for residential visits

There should always be a minimum of 2 adult supervisors and in addition any mixed groups on residential visits should have at least one member of each sex included in the numbers.

Hazardous activities require much better ratios. Such activities are not allowed unless leaders hold the relevant qualifications to lead such activities. It is the responsibility of the Governing Body, the Headteacher and journey leaders to ensure that the quality and level of supervision is appropriate to the activity being undertaken.

Adventurous Activities

Specialist or hazardous activities should always be led by staff with specialist, nationally recognised qualifications and Centres being used must carry LA approval and be registered for the activities which they offer.

Prior familiarity by the teacher in charge is essential for all such visits and pupil-teacher ratios recommended by the Centre must be adhered to. Should there be any doubt about the registration, qualifications of staff or past record of any Centre being considered the Governing Body is unlikely to sanction the visit.

General Supervisory Considerations

Headcounts	Frequent head counts are vital.
Group Lists	Group lists must be carried at all times by group leaders should a party be separated or in case of an accident or emergency.
First Aid	All leaders taking a group off site should have a basic knowledge of First Aid and be able to cope with common problems. A First Aid kit must be available on all but the most local journeys and, where more than one coach is used, there must be a kit on each coach.
Coaches	All coaches used must have seat belts fitted . Teachers in charge on each coach will be responsible for ensuring that all children are wearing seat belts before the coach moves off.

Children must not be allowed on the front seats or the rear central aisle seat on coaches.

Children must remain seated at all times.

Weather

The weather can change very rapidly, particularly in the hills. Where necessary, the party leader will find information concerning local weather conditions and make decisions concerning the suitability of proposed activities. Where conditions are likely to be variable, activities should be cancelled, particularly if work in or near to water is intended. Staff must not work with children in or near streams or rivers if the level is high and running fast as a result of recent rain.

Insurance

The school buys an annual comprehensive insurance which covers all persons including voluntary helpers involved in a school activity, whether on or off site. **Please include a 50p charge per child when calculating the costings for your educational visit to cover this.**

Financial Arrangements

- **All educational visits are to be paid for on Parent Pay.**
- **Parents will be informed of the cost of any proposed visit or journey in sufficient time to allow them to budget for the proposed expenditure and, in the case of residential visits in particular, to pay by instalments if they wish. In accordance with the Governors Charging Policy children will not be prevented from taking part, because of financial considerations, in visits during the normal school day. (This does not cover the annual residential visit).**
- **Where a charge is involved, parents will be told that assistance may be available if discussed with the class teacher or head. Staff should be particularly sensitive when a visit involves more than one child in a family at the same time.**
- **Money collected for visits will be paid into a separate, designated account in the school fund.**
- **Normally, a minimum of three weeks' notice will be given for day visits and the opportunity to save towards the cost of the residential visit should be provided as early in the preceding autumn as possible.**

Visit Organisation Check List

It is the responsibility of the person organising a day or residential visit to complete a visit check- list, (Appendix 1). Copies are available in the staff room.

Deviation from Agreed Plans

The organisation and successful completion of a visit, without incident, is a serious matter. Parents have the right to expect the highest standards of preparation and care when children operate off-site. The Governing Body will view very seriously any deviation from agreed visit arrangements by party members and supervisors without the party leader's permission and may lead to disciplinary action against the member of staff concerned.

Appendices

1. Visit Checklist
2. Form EV1

Checklist for Visits

To be completed for all day and residential visits by the visit organiser.

Prior to Visit

1. Identify the party leader and party organiser.
2. Discuss visit with the Headteacher. Enter date into the school diary.
3. Check permission required. Submit EV1 if necessary.
4. Calculate costs involved; include transport, insurance, admission charges and additional adults in cost.
5. Decide limit on spending money.
6. Letter to parents assessing financial viability of the visit and gaining parental consent where necessary. Fix meeting if appropriate.
7. Book a coach, confirm in writing and keep a copy of the letter. State time of arrival at school and return time.
8. Submit EVOLVE form for clearance by the EVC, Headteacher and LA. This must be done at least two weeks before any school visit.
9. Cancel school meals with the kitchen. Give at least two weeks' notice if possible.
10. Cancel milk if appropriate.
11. Identify extra adult helpers - male and female in mixed parties.
12. Make preliminary visit to venue where necessary.
13. Identify special needs/problems for particular children, e.g. travel sickness.
14. Prepare group lists for all helpers.

15. Send out final details to parents, including itinerary and emergency contact at school.

Make clear the anticipated time of arrival back at school.4

16. Notify peripatetic music staff and SEN support staff as appropriate.

17. Ask the office for a weekly update on who has paid/not paid.

Day of Visit

1. Sign out first aid kits.
2. Check availability of mobile phones. Leave contact number in school.
3. Take buckets, bin-liners, paper towels and sawdust. Take inhalers where appropriate, clearly labelled.
4. Money or cheques for expenses. Make sure that cheques are signed.
5. Collect children's spending money.
6. Packed lunches.
7. Establish that the emergency contact in school has not changed.
8. Leave details of the venue, including maps where necessary. Copy of venue details and itinerary to be left in school.
9. Check that all necessary equipment is collected. Make a list of items taken.
10. Check that all children have appropriate clothing.
11. Give a list of all children on the coach to the teacher in charge of the coach.
12. Give group lists to staff and helpers.
13. Remind parents of their role on the day.
14. Leave car keys, with car numbers, in the school office.
15. Check that access to the school field and the kitchen has been left clear.

Before Leaving the Venue

1. Check the face of each name against their name on the coach.
2. Where more than one coach is involved, the leader must satisfy themselves that all children are accounted for before any coach leaves.
3. Check that all equipment is on the coach.
4. Check that all children have bags, clothing, etc.
5. Check that no children occupy front or centre rear seats.
6. Check that all children are wearing seatbelts.

Return to School

1. Leader to make sure that all children have been collected or allowed home according to the parent's wishes. No child is to be left in school on their own.
2. Return first aid kits and other equipment to the correct place.
3. Inform the Headteacher of any incidents immediately, by telephone if necessary.