

LANDYWOOD PRIMARY SCHOOL



Educational Visits Policy

Nov 2018

1. **Context**

We believe that educational visits are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes Landywood Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improved achievement and attainment across a range of curricular subjects. Pupils are active participant's not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities and to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at Landywood Primary School is to ensure that all visits are safe, educational and enjoyable.

2. **Application**

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Landywood Primary School:

1. Adopts the Local Authority's (LA) document: Staffordshire County Council document 'Learning Beyond the Classroom', **Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

3. **Types of Visit & Approval**

There are three 'types' of visit:

- Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.
- Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc.

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.

- Visits that are overseas, residential or non-residential and involve an adventurous activity. These follow point 2 above; the Head then submits the visit to the LA for approval.

4. **Roles and responsibilities**

- All staff have a duty of care for the welfare and safety of all children taking part in an educational visit.
- Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.
- Every adult accompanying the visit must have a role.
- The Visit Leader should brief all adults as to their roles and responsibilities before and during the educational visit.

By signing the Risk Assessment, the Visit Leader confirms that all adults on the visit have read, understood and adopted the written Risk Assessment.

Visit leaders are responsible for the planning of their visits, and must submit a Landywood Visit Booking Form to the EVC at least **21 days** prior to the visit. They should obtain outline permission for a visit from the Headteacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. All external provider/venue risk assessments must be emailed to the EVC and/or Headteacher three weeks before the visit to check all risks are actioned.

The visit leader is responsible for ensuring a risk assessment is carried out and that a risk assessment signed by the EVC and Head teacher. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. The visit leader will share information with all staff involved in the visit.

The visit leader is responsible for ensuring that registers, mobile phones, first aid kits and pupil medication are taken on the visit.

It is the leader's responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the school must be notified to inform the Headteacher, EVC and parents.

After the visit, leaders must ensure they inform the EVC and Headteacher of how the trip went and fill in an evaluation form.

The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and ELE activities. The EVC is the first point of contact for advice, on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the LA to gain approval.

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed.

The Local Authority – we adhere to the guidance issued by the LA and will use EVOLVE for all visits that are either overseas, residential, and/or involve an adventurous activity.

5. **Emergency procedures**

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from Staffordshire County Council Communications and Critical Incident teams.

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.

These numbers should be carried by leaders at all times during an off-site activity.

Under no circumstances should these numbers be given to young people or to their parents or guardians.

6. Supervision

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group.
- Pupils with special education needs and/or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

The teacher who leads the trip **must not** have his or her own group of children. It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children should be used:

The Early Years Foundation Stage (EYFS) Statutory Framework (updated 3rd April 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 appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (for children aged three and over in early years settings either 1:8 or 1:13 and 1:30 in infant school reception classes in maintained schools).

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

7. Additional support

- At Landywood Primary School, we are aware that many educational visits could not take place without the goodwill of volunteer helpers. Volunteers will normally be people well-known to the school as either parents or governors.
- Volunteers will be told that they have the responsibility to follow the instructions of the visit organiser and that the visit organiser retains overall responsibility.
- The school will appoint volunteer helpers as far in advance of the visit as practical and will provide opportunities for those volunteers to meet the pupils, for whom they will have responsibility, learning their names and getting to know them.
- The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.
- The visit organiser is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role.
- Where children are organised in small groups, a child will not be placed in a group for which his/her parent is responsible. Volunteers' groups should accompany a group led by a member of Landywood staff.
- All volunteers accompanying a residential visit will be required to obtain a DBS check.

8. Mobile phones and social network

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls.
- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'.
- **(Only the Lead Teacher and class teachers will have their phones switched on to communicate with the school or any other visit/school related matter).**

9. First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.

Trips for the Early Years must have at least one qualified Paediatric First Aider.

For adventurous activities, there should be at least one trained first-aider on the visit.

10. Parental Consent

Parents should be given information about the purpose and details of the visit at least two weeks in advance. Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents- via letters, meetings, etc. so that consent is given on a 'fully informed' basis.

11. Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. You are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

At Landywood Primary School we will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. We will work with families to find ways so that all children can attend educational visits.

12. Looked After Children (LAC)

Looked After Children (LAC) should have consent from the local authority (their social worker) for residential trips over 4 nights in length. Trips / residentials 4 nights and under can be signed for by the child's foster carer. The EVC / Head Teacher are responsible for checking permission of this kind is sought (where necessary).

13. Farm/Animal Visits

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions.

Refer to EVOLVE National Library: *'Preventing or controlling ill health from animal contact at visitor attractions- Advice to Teachers'* and associated documents. Refer to: Farming & Countryside Education: www.face-online.org.uk

'Farm Visits' in National Guidance www.oeapng.info

14. Transport

- Parents will always be informed as to the type of transport being provided for an educational visit.
- Visit Leaders must liaise with the School Office to book an operator who holds a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken. Seat belts must be provided on all seats and it is school policy that each child will wear a seatbelt whilst travelling on a coach. The visit organiser is responsible for the conduct and behaviour of the children whilst they are travelling. The school must ensure that there is sufficient supervisory staff to ensure the health, safety and welfare of the children whilst travelling.
- Public transport can also be used including buses for local journeys, either as private hire or public use. An increased adult/pupil ratio must be considered and close supervision of the children must be ensured.
- Private cars – business insurance needed.

Travelling on public transport

When travelling on public transport the leader must try to contact a member of staff at the station to inform them that they are on a school trip and ask to escort them to the correct platform and to inform them of their destination (if a member of staff is available). Leaders must ensure all children and staff are on the public transport and board once it is safe.

Once the children have boarded the transport they must be seated wherever possible, all staff and volunteers to give priority to the children.

If at any point whilst using the transport that a group of children are left behind with an adult- the rest of the staff and children on board must get off at the next station and wait until the leader arrives. The leader must inform the school immediately or whenever possible.

Use of staff cars to transport pupils

Staff must hold business insurance and documents must be shown to EVC and Head teacher for approval.

15. Insurance

The school will hold an insurance policy recommended by the local authority for trips. For adventurous trips or trips abroad or residential, the school will ensure that sufficient insurance is in place.

Signed _____ Date _____
(Chair of Governors)