

EDUCATIONAL VISITS POLICY

Committee: Full Governing Body

Approved on: March 2022

Staff: Mrs Kelly Day

Notes: Non-Statutory

Next Review Date: March 2025

Headteacher: Mrs Amanda Pedder

LOSELEY FIELDS PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

Loseley Fields Primary School follows the current Surrey County Council 'Guidelines for Educational Visits and Outdoor Education Activities' in planning and organising school visits and trips.

Rationale

The purpose of this policy is to clarify the roles, responsibilities and procedures for all concerned in organising visits at Loseley Fields Primary School.

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned educational visits. This is part of the schools required role to 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.

A planned and progressive programme of trips and visits is made through the school. These encompass residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities.

Aims and Objectives of Educational Visits and Outdoor activities:

Through providing a range of educational visits and outdoor activities we aim to enable children to:

- have fun
- develop self-esteem
- learn the skills for decision-making
- build relationships with children and adults
- understand risk
- take a risk
- experience new cultures
- raise their aspirations
- take responsibility
- be motivated by their learning
- be independent
- experience 'real' learning
- take part in team building
- allow success
- learn to cope with failure
- bring the curriculum alive
- have magic moments – memories for life

Strategies for using Educational Visits and Outdoor Education

Parental Consent

On admission to school, parents/carers sign a permission form which gives their consent for children to participate in trips and visits. Parents are notified of all trips and must opt out if they don't want their child to participate. The act of paying is consent in itself.

In the school grounds

Throughout the whole school, teachers use the school grounds as part of the classroom on a daily basis. When visiting the school pond or when groups are working beyond the view of the teacher, groups must be supervised by an adult. During curriculum experience days, where activities are deemed, not part of everyday learning e.g. cooking on a fire pit, a risk assessments is required.

Day Visits

Day visits are arranged to support learning in the classroom. They are related to the pupil's current learning and linked to the curriculum by introductory or follow-up activities. To ensure equal opportunities, it is intended that all children go on the visits organised for them.

All visits must have a risk assessment that is signed off by the EVC and Headteacher at least 6 weeks prior to the visit taking place. When arranging trips, parents must be notified at least 4 weeks in advance or the trip will not be authorised.

Residential Visits

Children are offered a residential visit from years 4 (onsite sleepover), 5 and 6. These visits not only benefit the children personally and socially, but also ensure the children have the opportunity to take part in outside and adventurous activities, thus meeting the National Curriculum PE subject requirements. We choose organisations that have been awarded the Learning Outside the Classroom Quality Badge (LOtC). This ensures the organisation has appropriate safety standards and liability insurance.

Roles and Responsibilities

The Governing Body

The value of off-site educational visits is well recognised by the Local Governing Body and fully supported throughout the school. The Governing Body recognises that a culture of safety must prevail, that there is a need for careful planning and that there is an adherence to statutory procedures. The Governing Body must satisfy itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance is followed.

Local Education Authority

All residential visits need to be approved by the Local Education Authority through the EVOLVE website. This will be updated by the EVC where appropriate.

The Headteacher

Authority is delegated by the Local Governing Body to the Headteacher to approve all off-site educational visits of a perceived low risk, local, daily or regular nature.

The Educational Visits Co-coordinator (EVC) Leader

Ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the written planning documents and risk assessments to ensure good practice.

In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
- Ensure that DBS disclosures are in place where necessary.
- Arrange Emergency Contact for Duty Officer, Headteacher, and draw up proper procedures to be followed in such an event (Operation Duke).
- Keep records and make reports of accidents and "near accidents".
- Review and regularly monitor procedures.

- Liaise with the LEA Outdoor Education Adviser to ensure the proposed visit complies with the LEA regulations.

The trip leader

Is responsible for identifying the purpose of the visit and following the checklist published in the LA guidance paperwork. A risk assessment is necessary for all off-site visits. The risk assessment is signed by the party leader prior to the trip/visit departure. All participating adults must read the risk assessment and understand the risks and procedures outlined therein.

No ECT should take sole charge of an Educational Visit.

This risk assessment must take account of:

- Generic risks as published in this document and the LA Regulations and Notes of Guidance for Off-site Activities.
- Event Specific Risks as identified from a pre-visit or thorough knowledge/experience of the environment, accommodation, the leader's competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures.

Participants

Are encouraged, in accordance with age and ability, to consider risks involved in an offsite educational activity and to assist in the design of appropriate risk management strategies that support their learning.

Planning and Preparation

Every aspect of planning for a visit is included in the Department for Education and Skills 'Good practice guide for Health and Safety of Pupils on Education Visits', and should be adhered to. This is found here: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Each visit, be it day or residential, needs rigorous planning including a preliminary visit.

Risk assessments

Onsite visits and trips require additional planning and a risk assessment. Plans are proportionate and sensible, focusing on how to manage genuine risks. All trips need approval of the EVC and the Headteacher. Significant risks and their control measures will need to be recorded and filed in the admin office. The risk assessment template is available on the shared network (Appendix 3).

What to do in an emergency on school trip

Surrey County Council have an emergency response scheme in place called "Operation Duke" for offsite emergencies involving:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury;
- circumstances in which a party member might be at serious risk or subject to serious illness;
- any situation in which the press or media might be involved.

The scheme provides schools with a network of support for a group facing an emergency and will be the means of involving senior officers within Surrey County Council who have been trained to assist a school if an emergency or serious incident occurs.

Operation Duke cards with the necessary details are located in all first aid kits taken on school trips (Appendix 4)

Summary

- Any visit, even a local walk, needs a risk assessment approved by EVC and Headteacher.
- Any visit which includes overnight stays needs approval in principle from the Local Education Authority Visits Co-ordinator. The EVC will liaise with the trip leader for this to be completed.
- All visits will involve consideration of any hazards or difficulties (risks).
- A formal assessment should be made with the aim of preventing/reducing risks.
- All adults accompanying the trip will need to have a DBS which has been seen by the Admin Officer prior to the trip going ahead.

Staff Co-ordination

The appointed trip leader will be fully supported in the tasks required to arrange the visit. This will include making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Ratios

We aim to follow Surrey County Council and the Department for Education and Skills' guidelines for levels of supervision. These are:

- Children under the age of five participating in a visit or journey require very close supervision. There should be at least 1 adult for every 2 children, so that every child can have their hand held. Where there are no significant dangers a ratio of 1:4 might be acceptable.
- Years 1 to 3
There should be 1 adult for every 6 young people, with a minimum of 2 adults. A female member of staff must always be present.
- Years 4 to 6
There should be 1 adult for every 10 to 15 young people, with a minimum of 2 adults. A female member of staff should always be present. On residential visits, this ratio is reduced to 1 adult for every 10 young people.

Permissions Policy

The school may ask for voluntary contributions. In line with the schools Charging and Remissions Policy parents/carers should be made aware that the contribution is not compulsory, and that the children of parents/carers who do not contribute may not be discriminated against. It is permissible to ask parents/carers to contribute more than the minimum amount to subsidise those pupils whose parents/carers have not contributed. The school must liaise with carers of Children in Care to ensure that they are aware of funding available. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

Parents/carers in receipt of:

- Income support
- Family credit
- Income based job seekers allowance
- Disability allowance

may make a written request to the Headteacher for support for up to half of the cost of a residential visit-funding for this will be sought by the group leader from voluntary charitable sources.

Equal Opportunities

Every effort will be made to ensure that school journeys, visits and activities are available and accessible to all (including Children in Care) who wish to participate, irrespective of special or medical needs, ethnic origin, gender, religion etc. The Equality and Enrichment Champion ensures all is done to make any visit accessible. It is vital all staff liaises with the person in this role.

Pupils with Special Educational and Medical Needs

Wherever it is feasible, pupils with special needs are included, whilst maintaining the safety of everyone in the group. Any problems/limitations should be considered at the planning stage and when carrying out the risk assessment. Special attention should be made to supervision ratios.

For information, each leader should hold summary sheets containing details of the child/children's special needs. The group leader should discuss the visit with parents of those children with special needs to ensure sufficient support is in place for each child and the adult supervisors

Guidance Notes for Off-Site Educational Visits

To ensure good practice and compliance with the necessary regulations it is expected that all trip leaders will familiarise themselves with the published advice and guidance. Further information is available from www.education.gov.uk. Training for teachers who can lead trips will be arranged by the EVC to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.

In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as sports matches need to be planned ahead too. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.

Parental/Carer Consent

A consent list must be available for the Emergency Contact and the trip leader to take on the visit.

Planning a trip

Class teachers plan a day trip using the trip planning flowchart and trip planning document (see Appendices 1 & 2). Residential trips are organised and planned at least 6 months in advance. The EVC supports the trip leader in completing all the necessary information on the Evolve website. Permission must be granted from Surrey Education Authority through the Evolve website.

Evaluation Report

On return the trip leader must report to the EVC and, where necessary, a review of the trip written in order to achieve any learning about a 'near miss' or where an incident took place but fortunately did not require the completion of an Accident/Incident report form. A review of the visit informs future visits and may be a useful check on the value of the risk assessments undertaken.

External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity License is legally required (see the LA guidance or www.hse.gov.uk). If this is the case their license number need only be quoted.

Child Protection

- If a child makes a disclosure on a residential visit, the group leader will follow the guidance from the school's Child Protection Policy. The CPLO (Child Protection Liaison Officer) will be contacted by the Group Leader who will inform them of the disclosure. If the group leader cannot contact the CPLO, they will then contact the Deputy CPLO or the Head teacher.

Safeguarding on school visits

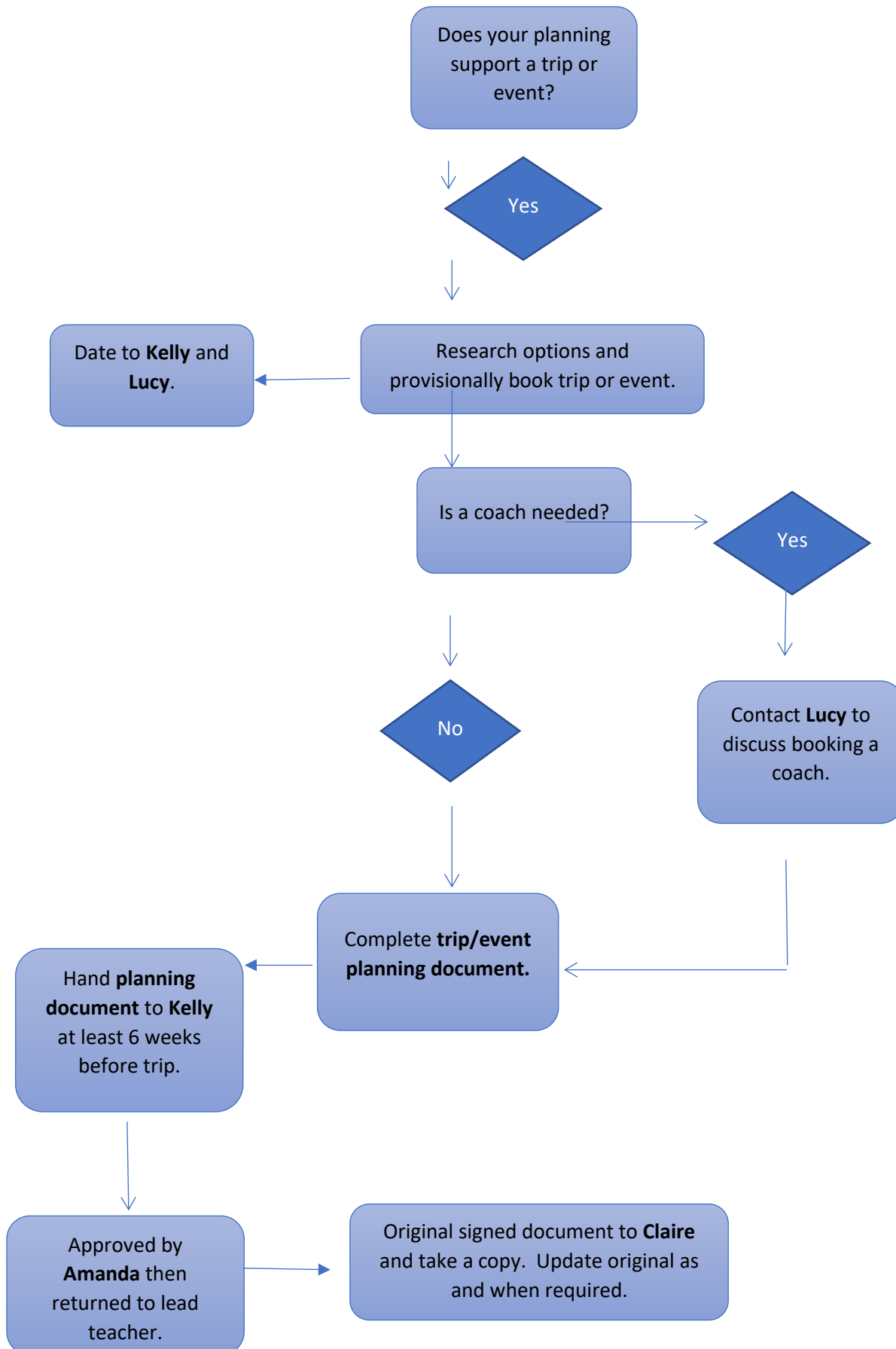
- It is essential that the Group Leader ensures the safety of both the children and adults on school visits.
- Children should not be left unsupervised at any time.

- For residential trips, only school staff members or governors are picked to go on the visit. All of the adults will have had a DBS check. Adults on these residential trips must ensure that they are never left alone with a child.
- If any adults have a concern about the behaviour of one of the other members of staff on a residential trip, they will be advised to follow the Safeguarding – whistle blowing Policy. The CPLO or Head teacher will be immediately contacted.
- Often on day visits, parents are used as additional adults to ensure there is adequate provision. These parents must be selected carefully and must, ideally, be well known to the school. These parents will have a check against the Children’s Barred List for the purpose of the visit. Group leaders will be advised by the EVC to ensure these parents are not left unsupervised and spend the day guided by a teacher or teaching assistant.

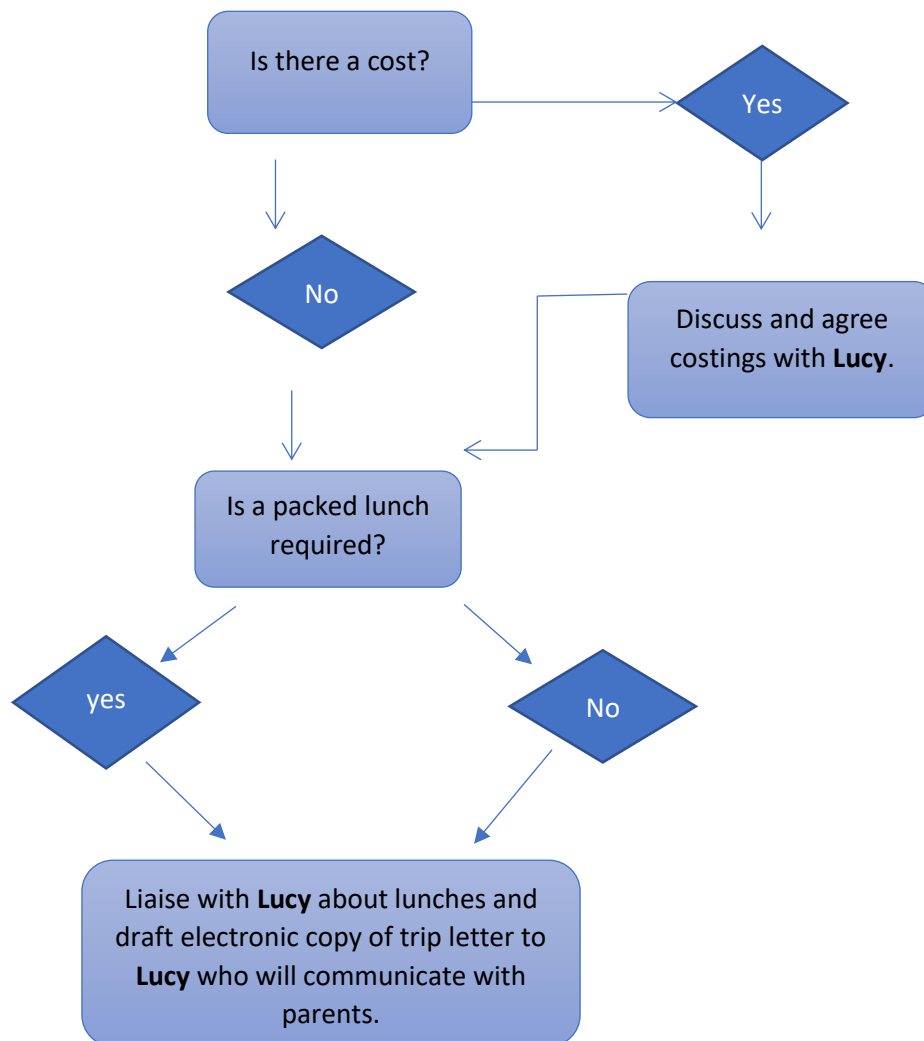
Process for trips and onsite events

(NB. See Kelly for booking residential trips)

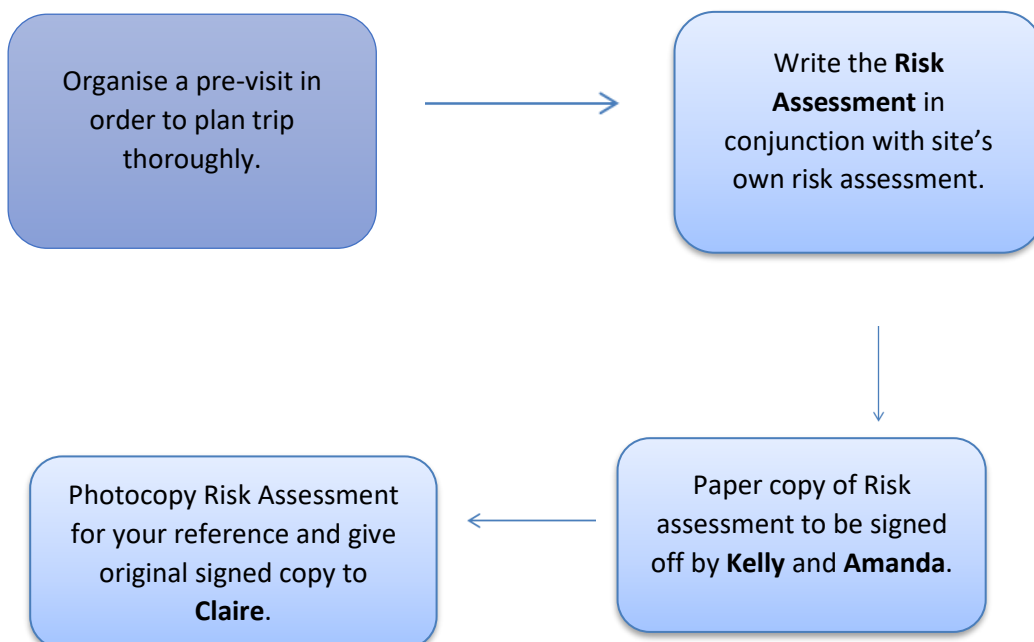
Stage 1: At least 6 weeks before



Stage 2: 4 weeks before



Risk Assessments (REQUIRED FOR ALL TRIPS, ACTIVITIES AND VISITS)



Stage 3: A week before

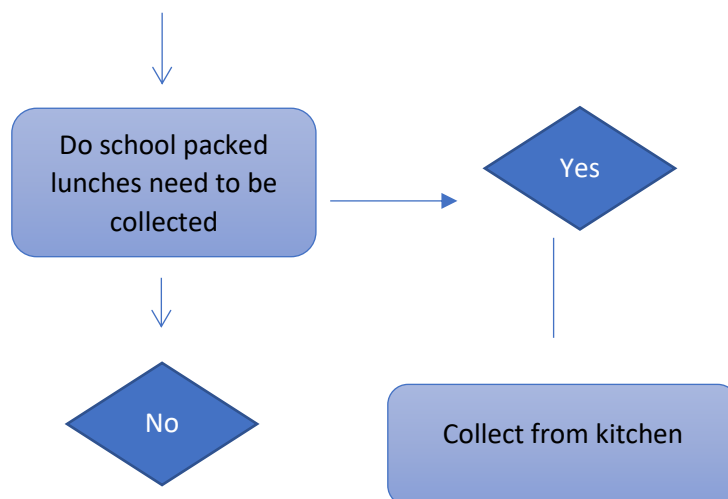
Meet with all accompanying adults to share risk assessments/timetable etc. Review RA and trip planning document and update if necessary.
Notify relevant persons of any changes.

Stage 4: Day before

Collect medication, spare clothes and relevant equipment/resource for the trip or event.
Collect first aid kit and make sure they are fully

Stage 5: On the day

Run through Risk Assessment and trip details
with accompanying adults.



Stage 6: Post Trip

Collect copies of risk assessments from other adults to shred and evaluate/review trip on **original Risk Assessment**.
Original documents to Claire Sutton to file.

Appendix 2 –trips planning document

TRIP PLANNING DOCUMENT

Visit to: _____ Date: _____

This form should be completed by the leader of the proposed visit at the beginning of term or at least 6 weeks beforehand for visits with financial implications or if the visit requires a coach. This form must be authorised by Kelly (EVC) and Amanda. For local visits or visits with no financial implications, the form needs to be completed 4 weeks before the visit.

Please note, the relevant people cannot sign this form unless it is fully completed.

Purpose of visit: (Word this carefully so it can be used on the letter to parents)
Date of pre-visit:
Name of teacher in charge including contact details:
Name of other accompanying staff including contact details:
Details of other accompanying adults: (consider DBS status)
Timings:
Travel arrangements (coach, bus, mini-bus, walking etc):
Name of drivers (if self-drive):

Financial arrangements (to be discussed with admin team)

Size and composition of party:

Age range:

Number of boys:

Number of girls:

Adult/pupil ratio:

Names of persons with SEN/medical needs and arrangements:

Name of adult with responsibility for First Aid:

I have signed this application and am satisfied with all aspects of the arrangements including the organisation, staffing and attention to safety. Full parental consent has to be received for all pupils participating.

Signed: _____
(Educational Visits Co-ordinator: Kelly Day)

Date: _____

Signed: _____
(Headteacher: Amanda Pedder)

Date: _____

Appendix 4 – Operation Duke card

IN CASE OF FATALITY OR EMERGENCY :

- Inform local emergency services
- Inform your Duty Officer (Amanda Pedder) Work tel: **01483 416477**
Home tel: **01420 488680**
Mobile number: **07833 247335**
- If Duty Officer unavailable, call: **SCC Emergency Management Duty Officer** :
07831 473039
- You will be answered by:
 - the SCC Emergency Management Team Duty Officer - quote **OPERATION DUKE**
 - or - an answer phone – quote **OPERATION DUKE**, leave a message and your number
 - or - A messaging service - quote **OPERATION DUKE**, leave a message and your number.
Your call will be returned within 5 minutes
- **DO NOT SPEAK TO PRESS OR MEDIA**, refer to **SCC Duty Press Officer**
Daytime tel: **0208 541 8996/9962** Out of hours: **0208 541 7920**