



## **Educational Visits Policy**

**September 2018**



**Leamington  
Values**



Friendship



Respect



Honesty



Determination



Courage

Together we make a Difference



## **Leamington CP School** **Educational Visits Policy**



### **1. Introduction:-**

The purpose of this policy is to outline the process of organising educational visits and managing risks to ensure the safety of all participants.

This policy should be read in conjunction with supporting documents, including:

- Liverpool City Council Educational Visits Policy 2014.
- OEAP National Guidance.

All forms are available on EVOLVE, from the Educational Visits Co-ordinator (EVC) or on the school shared drive. Educational visits are covered by the LA insurance policy and the relevant policies are available on EVOLVE.

#### **Aims and Purposes:**

The school has a strong commitment to the added value of learning beyond the statutory school day and premises. Each year, the school arranges a number of educational activities and visits that take place off the school site, which support the aims of the school curriculum. Educational visits are planned to enrich the curriculum and provide children with a wide range of experiences outside of school life. It is essential that all visits have sound and clearly stated educational aims. They will also provide the children with opportunities to identify and manage risks appropriately. These include:

- Regular local visits (libraries, parks, shops, places of worship).
- Day visits (theatres, museums, art galleries, environmental activities).
- Residential visits and activities (which are classed as adventurous) for Year 2 and 6.

### **2. Roles and Responsibilities:-**

Under the statutory guidance which came into effect on 1<sup>st</sup> March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DfES requirements and LA guidelines. The school's EVC is Rachel Mellor. The role of the EVC is detailed in Section 4.4 of the publication 'Liverpool City Council Educational Visits Policy 2014', a copy of which is in on the shared drive or available on EVOLVE.

Specific responsibilities for educational visits include:

- *Local Authority* - to approve overseas, residential and adventurous activities.
- *Governors* - support EVC and AHT and discuss educational visits in Governors meetings, understand the roles and responsibilities of the Governors regarding educational visits (see National Guidance 3.3c and 3.4f).

- *Acting Headteacher* – to understand the reason for educational visits, approve visits, monitor and approve finances for visit, assess competence of visit leaders and staff, complete final EVOLVE approval, liaise with the Governors (see National Guidance 3.3b and 3.4g).
- *EVC* – to approve visits and understand the reason behind the visit, review and submit EVOLVE application, provide advice and documentation, assess competence of visit leader and staff, produce and monitor a school policy, liaise with LA, AHT and Visit Leader (see National Guidance 3.3a and 3.4j).
- *Visit Leader* – to plan visits in line with procedures in this policy, including liaising with the admin office and EVC, complete risk assessments and relevant forms on EVOLVE and continually assess risks (see National Guidance 3.3e and 3.4k).
- *Staff* – to understand the educational visits policy and guidance, understand and reinforce the purpose of the visit, supervise children, continually assess risks, manage risks in line with risk assessment and liaise with visit leader (see National Guidance 3.4m).
- *Volunteers/Student Teachers* – to understand their role in the visit, manage risks and liaise with Visit Leader and staff (see National Guidance 3.4o). Volunteers will also need to act according to their role in the school’s safeguarding policy and will need a current DBS check if it is a residential trip.
- *Pupils* – to follow instructions and procedures in line with the risk assessment, identify and manage own risks and report to a trusted adult on the visit.

### **3. Approval Procedures:-**

#### Approval:

All matters regarding each visit outside of school (feasibility, planning, safety, organisation etc) will require the prior approval of the Acting Headteacher and EVC. The Governing Body are kept informed of all visits.

In addition, visits that are: overseas, residential or involving adventurous activity will require the additional approval of the LA. Further approval will also be required from the Governing Body for visits of this type.

Once a visit is approved by all necessary stakeholders, parents must be informed and consent collected (see below). EVOLVE and necessary documentation must then be completed.

### **4. Organisational Procedures:**

Please inform the following people about proposed visits out-of-school before booking:

- Acting Headteacher
- Educational Visits Co-ordinator (EVC)

The procedures are as follows:

1. Inform the Acting Headteacher of the visit and the reasons behind the visit, check that proposed dates are convenient and put in diary.
2. Carry out pre-visit (if applicable on decision of EVC and Acting Headteacher).
3. Liaise with the Admin office with regards to booking transport and costings.
4. Inform parents and email a copy of the letter to Admin office.
5. Complete EVOLVE and attach necessary documents.

6. Keep a record of contributions made by parents, ensuring money is checked and then sent to the office.
7. Use the educational visits checklist as an aide memoir before and on the day of the visit

If the Acting Headteacher and EVC have not agreed to the visit, and the necessary forms are not completed, then **THE VISIT MUST NOT GO AHEAD.**

### Risk Assessment - EVOLVE:

The Visit Leader is responsible for completing EVOLVE and attaching the necessary documentation. EVOLVE must be completed at least one week in advance of the date of the visit. The EVOLVE submission will be processed by the EVC (Rachel Mellor) then the final approval will be completed by the Acting Headteacher (Paul Vine).

The following documentation should be attached: school risk assessment form (form 2 on EVOLVE or Shared Drive), letter to parents and provider form (if applicable - see below).

If an external provider or tour operator is being used and they do not have the LOtC (Learning Outside the Classroom) badge, they must provide the necessary documents or complete a provider form (can be found on EVOLVE or Shared Drive). The necessary documents are outlined on the provider form.

'Risk assessment' is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- Generic Risks - normal risks attached to any activity out of school. These will be covered by reference to the 'Educational Visits Checklist', and the school's risk assessment (form 2).
- Event Specific Risks - any significant hazard or risk relating to the specific activity that is not covered in the generic policies.
- Ongoing Risk - the monitoring of risks throughout the actual visit as circumstances change.

Where pupils might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in DfES 'Group Safety at Water Margins' is relevant. All staff should be provided with a copy of this guidance prior to the visit.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk-free visits. Pupils should be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks. Through this they will develop risk awareness - an educational issue as well as a safety issue.

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy

streets etc. If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule.

Only members of staff who have received training in accordance with the LA’s policy may drive the school minibus. Before using the vehicle, the driver must complete a checklist and report any defects to the Acting Headteacher or Acting Deputy Headteacher. Additional checks should be made for longer journeys and each half term by the member of staff with responsibility for the minibus. The driver of the minibus cannot be included in the staff to children ratio on educational visits.

If any pupils are to travel by car, the driver must complete Form 6 (on EVOLVE). This is also relevant to sports fixtures, and applies to both staff and parents’ cars. A new form must be completed every academic year.

Parental Consent:

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as ‘Acknowledgment of Risk’).

The letter to parents should therefore give full details of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements, and ensure that the detail of other incidental activities is included. The letter should also state the desired voluntary contribution of the visit per child (please see charging policy for further details).

Staffing:

a) Competence:

Any member of staff leading a visit will need to have their ‘competence to lead’ assessed before approval for the visit is given (see ‘Induction and Training’ section). For the majority of visits this will be assessed by the Head teacher and/or EVC.

b) Ratio:

As outlined in section 5, a general guide and in normal circumstances, the adult /child ratio is:

<b>Type of visit:</b>	<b>Age Range:</b>	<b>Ratio:</b>
Local and day visits <i>(minimum number of staff is 2 regardless of number of pupils).</i>	Reception	Better than 1:6 (or classroom ratios)
	Years 1 - 3	1:6
	Years 4 - 6	1:10-15
Residential Visits <i>(minimum number of staff is 2 regardless of number of pupils).</i>	Reception	Better than 1:6 (or classroom ratios)
	Years 1 - 3	1:6
	Years 4 - 6	1:10

However, a professional judgement must be made for **each visit**, by the Visit Leader, EVC and Acting Headteacher, as a range of characteristics relevant to the particular visit should determine the ratio. These are:

- Staff – experience and competency of staff.
- Activity - type, duration and level of activity.
- Group - needs of individuals within the group (medical, SEN, behaviour).
- Environment - type of venue, weather, environmental conditions.
- Distance – nearby facilities, level of isolation, transport.

The level of first aid provision should be based on risk assessment. On all visits, there should be a responsible adult who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the minimum requirement for residential visits. First aid kits are available from the office. If the visit involves the party splitting up, a kit should be taken for each group.

## **5. The Visit:-**

On the day of the visit, the Visit Leader must ensure:

- They refer to the educational visits checklist.
- Collect first aid kit(s).
- Take medical details and medication.
- Take children's emergency contact details.
- Brief supervising adults, including volunteers.
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit.
- Count number of pupils regularly and always when changing locations.
- Continuously identify and manage risks throughout the visit and liaise with other staff/volunteers regarding this.

## **6. Emergency Procedures:-**

The Visit Leader is responsible for ensuring emergency contacts are correct before leaving school. The Visit Leader will also ensure they take the 'Emergency Procedures' card with them and share it with all staff on the visit.

## **7. Behaviour on Visits:-**

All pupils will be reminded that they should act according to the school's behaviour policy on all educational visits. If pupils have a history of behaviour issues and is deemed a 'risk' on trips, they will not attend (this will be decided by the Acting Headteacher with support of the Governing Body).

If a child's behaviour is a risk on a visit, school will be contacted and the child will be collected by school or parents (depending on circumstances and decided by Acting Headteacher).

## **8. Induction and Training:-**

The EVC will attend EVC training delivered by School Improvement Liverpool. Staff will only lead visits once they have been on a trip with an experienced Visit Leader and have observed effective risk management and visit management. The EVC will support new Visit Leaders with their first trip.

All off-site visits (with the exception of weekly swimming lessons at Ellergreen) will be recorded on EVOLVE and approved by the EVC and Acting Headteacher.

## **9. Evaluation of Educational Visits:-**

Within a week of every visit, the Visit Leader should evaluate the visit with the other supervising adults (on EVOLVE) and inform the EVC of any aspects to be considered in future planning.

## **10. Policy Review:-**

This policy is reviewed annually by the EVC and Acting Headteacher. It is next due for review in September 2019.