

Educational Visits (including Residential Visits) Policy Statement

**LEYBOURNE Ss PETER & PAUL CE (VA)
PRIMARY SCHOOL**



**November 2015
Review date: November 2017**

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance and can promote a lifetime interest. Educational visits are to be encouraged.

Leybourne Ss Peter and Paul C.E. Primary School recognises its duty of care and statutory responsibilities for health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

Key principles

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the DCC 'Policy of Safety and Guidance - Outdoor Education' 2003
- The governing body will include in its role the support of school Policy and procedures for educational visits, including the reporting of visits
- The Headteacher, Tina Holditch, is the named Educational Visits Co-ordinator (EVC) and has received the appropriate training to support the governing body in approving all school visits.
- There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits. This group leader will be specifically competent for the role as detailed in the 'Policy of safety and Guidance-Outdoor Education' 2003.
- Working with the EVC as necessary, the Group Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Group Leader will assume full responsibility during the visit, including ongoing risk assessment
- The Group Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for endorsement well in advance of the departure date

Parents and carers

- Informed parental consent is required for all educational visits by young people up to the age of eighteen years unless a specific recorded decision to the contrary has been made by the Educational Visits Co-ordinator.

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details
- Whenever appropriate for high risk, residential and foreign visits a briefing meeting with parents/carers will be arranged
- Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Residential Visits

At Leybourne Ss. Peter and Paul C.E. Primary School, the staff and Governors believe that every child should have the opportunity to take part in at least one residential visit during their time at the school.

Objectives

The purpose of the residential visit is multi-faceted. Pupils have the opportunity to take part in activities which are not available in the classroom. Some of these are elements of the National Curriculum, e.g. comparative study of U.K. locality for Geography; orienteering for P.E. Additionally, social skills will be developed through working together as a team and independence through being away from home. Finally, opportunities for decision-making and working within a large group will help to prepare pupils for secondary education.

Permission will be sought from the Governing Body each year before booking takes place.

Responsibilities

The governing body, as the employer, needs to ensure:

- that risk assessments have been carried out in respect of all activities to be undertaken during the visit;
- that the headteacher/group leader shows how their plans comply with regulations and guidelines, including those provided by the LA and the school's own health and safety policy;

The headteacher must ensure that:

- the duty of care provided by the party leader is at least equal to that which would be exercised by a prudent parent in terms of supervisory responsibility for the pupils in his or her charge;
- visits comply with regulations and guidelines provided by the LA, the governing body and the school's overall health and safety policy;
- adequate safeguarding procedures are in place;
- the group leader has experience in supervising the age groups going on the visit
- non-teacher adults on the visit are appropriate people, who have undergone a police check;
- the ratio of adults to pupils is appropriate¹;
- parents have signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the pupils;
- the pupils will be adequately safeguarded at all times;
- there is adequate first aid provision;
- a school contact has been nominated and the group leader has details;
- there is a contingency plan for any delays including a late return home;
- travel arrangements are appropriate², ensuring that only coaches fitted with seatbelts will be used;
- there is adequate and relevant insurance cover;
- initial information is sent out to parents in the Autumn Term preceding a Summer Term visit. This will include a suggestion that parents might wish to take out personal accident insurance for their child. A detailed written statement and itinerary covering all aspects of the visit will be given at the parents' evening prior to the visit.

No personal accident insurance is provided for pupils at any time.

If all KCC³ guidelines are followed all teachers, classroom assistants and volunteer helpers are covered by KCC's insurance arrangements.

Charges for off-site visits

Charges will be in line with the school's Charging and Remissions policy. The cost of additional staffing can be considered when inviting voluntary contributions from parents.

Equal Opportunities

No child will be excluded on grounds of cost. The school may be able to access a small amount of money from the Holme Foundation to assist families of limited means.

In the case of a pupil receiving Pupil Premium funding, this may also be used to support the cost of the trip.

Specific arrangements may need to be made to support pupils with medical needs or special educational needs. At least one member of the party should have a good knowledge of first aid.

Other Requirements

If the residential visit is activity-based, only appropriately accredited centres will be used. The qualifications of centre staff should be checked by the party leader.

No less than half the adults accompanying the party should be staff from the school.

The party leader must always be a teacher who is familiar with the venue.

IF A SUITABLE QUALIFIED TEACHER LEADER CANNOT BE FOUND, THE TRIP MUST BE CANCELLED.

All leaders and helpers should be aware of the centre's emergency procedures.

A meeting for all parents will take place approximately one month before departure. There will be a final briefing for staff helpers and pupils shortly before departure.

Pupils may be engaged in background preparatory work prior to the trip and will complete follow-up work on their return. Pupils may also be involved in some elements of planning the trip.

All consent forms will remain with the group leader at all times. The group leader will also have an emergency action folder containing address lists, emergency contact numbers, medical and dietary information relating to pupils etc.⁴

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as Equality of Opportunity, Charges and Remissions and the SEN Information Report.

¹ Health and Safety of Pupils on Educational Visits (DfEE) page 13. (1 adult; 10-15 pupils DfEE; 1 teacher: 20 pupils KCC) [minimum requirements]

² Management and Leadership of Offsite Work (KCC – February 1994), pages 21-22

³ Management and Leadership of Offsite Work (KCC February 1994); Supplementary Guidelines Regarding Levels of Supervision (KCC - November 1999)

⁴ Management and Leadership of Offsite Work (KCC 1994), page 27, 3.11