

# **Educational Visits Policy Statement**

**LEYBOURNE Ss PETER & PAUL CEP ACADEMY**



**February 2018**  
**Review date: February 2019**

## **Introduction**

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities.

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 Academy 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.

## **Nature of Educational Visits**

The school runs a wide range of Educational Visits. These may include:

- Walks around the village of Leybourne, including to the local church.
- Day visits by coach or public transport to places of historical, environmental, religious or other interest to support the curriculum.
- Sleepover at the school for children in Year 3.
- Residential visits for children in Year 4, 5 and 6.

## **Health and Safety**

The school follows the Local Authority 'Educational Visits' guidance. The LA has an Outdoor Education Adviser, who is able to give support and advice, and who has the responsibility of approving listed Adventure Activities and Residential Visits.

## **Personnel**

The school's Educational Visits Co-ordinators (EVCs) are the Headteacher, Mrs Tina Holditch and the Office Manager, Mrs Julie Hardy. Both EVCs received training from the Local Authority on 20<sup>th</sup> January 2016.

The function of the **EVCs** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice.

The **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Local Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations team
- ensuring 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;
- non-teacher adults on the visit are appropriate people, who have undergone a DBS check;
- the ratio of adults to pupils is appropriate;
- arrangements have been made for the medical needs and special educational needs of all the pupils;
- 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 appropriate, ensuring that only coaches fitted with seatbelts will be used;
- there is adequate and relevant insurance cover

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks in conjunction with the EVCs;
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

**Adult volunteers** who are not teachers at the school must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader.

### **Local Governing Body**

The Local Governing Body approves all Residential Visits, ensuring that risk assessments have been carried out in respect of all activities to be undertaken during the visit and 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.

### **Parents and carers**

- Informed parental consent is required for all educational visits.
- 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**

- 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.

If all KCC guidelines are followed all pupils, teachers, teaching assistants and volunteer helpers are covered by the RPA for Academy Trusts membership rules:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645716/RPA\\_membership\\_rules\\_update\\_September\\_2017\\_V3.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/645716/RPA_membership_rules_update_September_2017_V3.pdf)

## **Risk Assessment**

Risk assessments are made for all Educational Visits. This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low.

Risk Assessment considers the site and its environment, the group, the activity and the leaders.

## **Supervision**

The minimum overall adult to child ratio for low risk activities are as follows:

Reception- 1:5

Years 1 to 3- 1:6

Years 4 to 6 – 1:10

For trips which require the use of public transport, or which involve adventurous activities, these ratios will be smaller. Ideally this will be 1:6 for all year groups.

## **Cars**

- If children are to be driven in private cars by parents, the driver must have completed a form indicating that their vehicle is adequately insured and has an up to date MOT certificate before children can use the car.
- All teachers who drive children within their own cars must also ensure that their insurance companies will cover their transporting of children for work purposes and their vehicle has an up to date MOT certificate.
- Those children who are below the designated height must use a booster seat, except in an emergency situation, where if the correct child seat isn't available, a child over 3 years of age can use an adult seat belt, if the journey is unexpected, necessary and over a short distance. (Government Guidance, 23<sup>rd</sup> September 2015).
- Staff should refer to the Tenax Schools Trust Travel Policy for further information.

## **Charges for off-site visits**

Charges will be in line with the school's Charging and Remissions policy. In the case of a pupil receiving Pupil Premium funding, this may also be used to support the cost of the trip. 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 and the Rock UK and PGL Bursary schemes to assist families of limited means.

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 or EVC who is familiar with the venue.

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

Pupils may be engaged in background preparatory work prior to the trip and will complete follow-up work on their return.

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

## **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 Charges and Remissions and the SEN Information Report.