




***Rooted in the community – growing for the future***

## **Educational visits Policy**

Written 2014, updated April 2017, reviewed March 2019

Adopted at Governing Body on 15 May 2017, as recorded in minutes and signed by the Chair of Governors, Julia Kelly:

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This policy is due for review by March 2022

# Educational Visits Policy

## 1. General Statement of Policy

Shire Oak C of E Primary School recognises the value of off-site visits to pupils as enrichment to their studies, and to their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers.

- 1.1. Proposals for visits will, as a minimum, state
  - the educational purpose of the visit,
  - its aims and objectives
- 1.2 The LA planning checklist will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3 Approval of visits will be outlined within the arrangements section of this policy however in brief
  - - The Headteacher and the Governing Body will approve visits in category 3 ,as defined in the LA's Educational Visits Handbook. (residential, 'adventurous', activities involving water.)
    - The Headteacher will approve visits in categories 1 and 2. (curriculum based, within school hours, non 'adventurous' day trips)
- 1.4 The LA will be notified where required (Category 3 visits)
- 1.5 Staff competencies required for the nominated Visit Leader and for teaching and support staff will be clearly defined.
- 1.6 Where the school uses external providers, it should check the quality of the provider via the completed E2/E3 (External Provider Forms) forms on Evolve (under Resources tab).
- 1.7 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.8 Staff will use Evolve to find, use and adapt Risk assessments saved in Establishment Documents for repeat visits and resave.
- 1.9 Additional Risk Assessments will be added to Evolve/Establishment documents when necessary, for future reference and use.
- 1.10 The timescales for the proposal, approval and departure of each visit will be included in the relevant section of this policy
- 1.11 Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip
- 1.12 No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian (telephone permissions are not acceptable).
- 1.13 Every trip or visit will be subject to a review.

## 2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within the LEA Handbook for Educational Visits Code of Practice. (available in Resources on Evolve)

## 2.1 Governing Body

2.1.1 Approval of visits in LA categories 3,4 and 5 will be undertaken by

Julia Kelly Chair of Governors or in her absence  
Gill Eastabrook vice Chair of Governors  
Along with the Head Teacher Ms Jane Astrid Devane

2.1.2 The Governor named below will oversee and monitor this policy.

Julia Kelly

2.1.3 Head Teacher reports on visits undertaken will be submitted to the full Governing Body meeting (some of this information is via the school newsletter).

## 2.2 Headteacher

2.2.1 The Headteacher (and/or EVC) will be responsible for ensuring that school trips are carefully planned, organised, undertaken, controlled, monitored and reviewed; supervisors will be competent, physically and mentally fit to accompany trips. The Headteacher will agree, with the named EVC, the duties delegated to the EVC.

2.2.2 The Headteacher will authorise all visits.

## 2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school's Educational Visits Co-ordinator is:

Mrs Carol Hil

2.3.2 EVC will undertake duties as agreed between them and the Headteacher.

2.3.3 The EVC will be fully conversant with the policy and the Handbook for Educational Visits.

## 2.4 Visit Leader

2.4.1 The Visit Leader will comply with the requirements outlined in the LA Educational Visits Code of Practice. As such every Visit Leader must be conversant with the LA's Handbook for Educational Visits.

2.4.2 The Visit Leader will ensure that the planning checklist for the office is completed and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.

2.4.3 The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.

2.4.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.

- 2.4.5 The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip, will be responsible for completing appropriate risk assessments and uploading to Evolve.
- 2.4.6 The Visit Leader will review their trip and provide details of their review to the EVC.

## **2.5 Supervisory staff**

- 2.5.1 All staff assisting with supervision on any trip will be familiar with their responsibilities as stated in the Policy handbook. They should feel confident to challenge any unsafe practice observed.
- 2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- 2.5.3 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Group Leader.
- 2.5.4 Staff will feedback relevant information to the Visit Leader to enable a full review of the trip to be completed.

### **Supervision Ratios**

At Shire Oak C of E Primary School we insist on the following minimum ratios

Reception: 1 adult to 5 children

Years 1&2: 1 adult to 8 pupils

Key stage 2: 1 adult to 10 pupils

## 3. Arrangements

### 3.1 Proposals

3.1.1 The Visit Leader will submit a proposal to the Headteacher within the following timescale for each category of visit

Category	Latest date for submission to Headteacher/EVC
1	One week
2	One week
3	4-6wks
4	4-6wks
5	4-6wks

3.1.2 Proposals and notifications for the LA will be carried out through Evolve. (Category 3 visits)

3.1.3 The means of complying with the requirements outlined in the LA planning checklist must be outlined.

3.1.4 Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.

3.1.5 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.

3.1.6 Where coach or minibus travel is to be used it must be in accordance with LA regulations.

### 3.2 Notification

3.2.1 Notification will be made using Evolve for Category 3 visits.

3.2.2 Notification to the LA will only be allowed after the EVC and Headteacher are satisfied that the form has been fully completed and that any requisite additional information is attached and they have signed all relevant documentation.

3.2.3 The Visit Leader is responsible for completing and submitting notifications through Evolve.

3.2.4 The Headteacher will ensure that the Visit Leader carries out this task.

### 3.3 Undertaking the visit

3.3.1 Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and an appropriate risk assessment made prior to the alteration taking place.

3.3.2 A record must be kept of all such instances for evaluation and review purposes.

3.3.3 Any accidents or near misses that occur during a visit will be reported to the LA using the forms CF/50 and/or CF/50a upon the return of the group to school.

3.3.4 Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in the LA.

### **3.4 Monitoring, Evaluation and Review**

- 3.4.1 Evaluation will be completed verbally by the Visit Leader with EVC after every visit, making notes of any relevant issues for future visits/adapting risk assessments etc.
- 3.4.2 The Visit Leader will add evaluations onto Evolve for all category 3 visits.
- 3.4.3 The Visit leader will report any significant issues with the visit to the Health, Safety and Wellbeing team (usually via EVC)
- 3.4.4 Every visit will be reviewed by the Group Leader verbally with the Head Teacher.