



Educational Visits Policy	
Date adopted	October 2020
Date reviewed	February 22
Next review date	February 24
Subject lead	Lynne Williamson
Governor/Committee <small>(where applicable)</small>	Adam Thompson

Our Vision:

Jesus said: 'I have come that they may have life and have it to the full.'

Promoting *life-long learning*

Developing *life-giving relationships*

Exploring *life-enhancing faith*

Inspiring *life-enriching aspiration*

Overview

Hanley St Luke's Primary School acknowledges the great value of educational visits in broadening and enhancing both the learning and social experience of pupils. The safety of our pupils whilst undertaking such visits is always our top priority and we therefore fully adopt the Local Authority Policy: Guidance for The Management of Outdoor Learning which can be found here:

<https://hanleystlukes.com/wp-content/uploads/2019/10/EDucational-Visits-Guidance-for-the-Management-of-Outdoor-Learning-May-2019-3.pdf>

This is readily available to all relevant staff on The Evolve system used when planning any offsite learning.

This policy statement does not repeat information readily available in that document but rather sets out specific procedures for adherence to that adopted guidance.

Approval for Visits

All visits must be approved by the Educational Visits Coordinator (EVC) who is currently Lynne Williamson, Head Teacher.

At Hanley St Luke's, we require all categories of trip to be recorded on Evolve including category A trips (*Category A visits: Low-risk, non-residential visits to venues within the Stoke-on-Trent City boundary. Examples include local sports fixtures, swimming lessons, library/museum trips and park visits*). However, where visits are repeated such as termly swimming, then repeated dates may be entered and staffing ratios adhered to at all times but names of staff and numbers of children may alter on a weekly basis but the core measures to keep the risk level to low are maintained at all times.

Including Pupils on Educational Visits

Hanley St Luke's fully supports the availability of education visits to all pupils and recognizes that children with SEN, including those with challenging behaviour, should not be excluded. Reasonable adjustments will be made to accommodate pupils with SEN, such as 1:1 support. However, if the safety of a pupil (or others) cannot be

guaranteed because of his/her inclusion in the visit, after having considered all reasonable adjustments, then this will be discussed with parents as the child could then not be included safely. Documented evidence, including the risk assessment, must be retained. Parents may be expected to collect their child should an incident of unacceptable behaviour occur on a school journey/visit and this is particularly relevant on a residential trip.

Staffing Ratios

A professional judgement must be made by the Visit Leader and Headteacher/EVC regarding the ratio for each visit. There must be an appropriate level of supervision at all times but we use this as a general guide but each visit will be different and may require a higher or lower ratio depending on the specific context:

<i>Foundation Walking and coach</i>	<i>1:5</i>
<i>Years 1, 2 and 3 Walking and coach</i>	<i>1:6</i>
<i>Years 4, 5 and 6 Walking and coach</i>	<i>1:8</i>
<i>Swimming</i>	<i>1:10</i>
<i>Walk to church/Immediate locality</i>	<i>1:15</i>

Role of Supervising Parents/Volunteers

Supervising parents/volunteers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care, and be shown the completed risk assessment form.

First Aid/Medical

The level of first aid provision should be based on risk assessment and it is the aim that a qualified First Aider attends every trip but this may not always be possible and is not always necessary if it can be established that there is qualified first aiders at the venue. The exception to this is any EYFs trip where there should always be a qualified

Pediatric First Aider on every trip. A basic first aid kit should be taken on every trip and if the group is to split off and is not in easy reach

Transport

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. If any pupils are to travel by car, the driver must complete Form EV6. This is also relevant to sports fixtures, and applies to both staff and parents cars. A new form must be completed every academic year.

Water Margin Activities

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 and visit leaders can access it from LA resources on the Evolve website (Login required)

Seeking Parental Consent

For local visits we ask parents to sign for permission on sign up to school and then again at the start of each key stage. Parents are always informed when these visits take place unless it is in the immediate vicinity around the school grounds etc.

For standard visits outside of Stoke on Trent, we inform parents of the trip and the reasons for it and general outline of the activities involved. Consent is deemed to be given when parents pay a contribution for it on the online payment system. Where parents have not consented in this way, alternative methods of consent are sought such as telephone or Dojo as appropriate consent is sought before the child is allowed to attend.

For residential trips and those classed as adventurous, parents are given full details as to the likely programme in advance and written permission must be received before a child is allowed to participate, along with any supplementary medical forms specified.

CHECKLIST FOR PLANNING A VISIT

Preliminary Stage

Before any investigation into a visit takes place, consult the head teacher or EVC for approval in principle, giving proposed dates, duration and activities, and estimate of cost.

Planning Stage

Ensure familiar with this policy and the adopted Guidance on Managing Learning Outdoors.

Pre-visit and Planning

- Make a pre-visit or gather information.
- Plan a programme and undertake a risk assessment.
- If you are planning to go to an outdoor education centre, which is not a Local Education Authority institution, the following additional procedures will be necessary:
 1. Ensure that the qualifications are vetted and that if licensable activities are undertaken that the Centre is licensed under the 'Activity Centres (Young Persons Safety) Act 1995'.
 2. Vet health/safety aspects of equipment to be used during the visit.
 3. Carry out further risk assessment of the activities to be undertaken.

Travel Arrangements

- Cost the visit or journey.
- Show method of transport, times of departure and return.
- Show booking, entrance fees etc.
- Follow the authority's guidelines re: method of payment and banking, issuing of receipts.
- Show if trip is subsidised (school fund, educational visits allowance).
- Check arrangements have been made for hardship.
- Check that there are sufficient guarantees in respect of money paid to tour companies.
- Obtain E111 for young people going abroad.

Insurance Arrangements

- Check insurance cover for young people, staff and third parties, particularly personal accident. Particular attention needs to be given to the level of benefits being offered and particular exclusion clauses in operation. Leaders are strongly advised to compare any private insurance scheme against that offered by the City Council. For further details contact the Risk Management and Insurance Group in Audit Services (01782 232693).
- Where applicable, check cover by travel firm.
- If a top-up is required, refer to the Risk Management and Insurance Group in Audit Services (01782 232693).

Approval Stage

1. Seek approval from the EVC, and Head teacher.
 - Work out and agree staffing ratio.
2. Then complete online Educational Visits Form on the EVOLVE system and send to the EVC for approval. The EVC will then forward to the Head teacher for final approval if in agreement. The Head Teacher before approving should satisfy herself of the following:

a) Does the proposal involve time during normal working hours and is it linked to the normal running of the school?

IF YES:

- Is the outline of the visit justifiable in terms of time, cost and staffing? Is it educationally worthwhile?
- Can adequate staff be released from normal teaching to ensure safety of young people and for the aims of the visit to be realised?

b) Is the proposal out of normal working hours? IF YES:

- Is the proposal one with which the school would wish to be associated?
- Are sufficient staff/adults willing to take part to ensure the safety of the young people and for the aims of the visit to be realised?

c) Has the member of staff in charge the right qualifications in terms of experience, personal qualities of leadership and training? Head Teachers are urged to consult at an early stage of planning, whenever hazardous activities are included in the visit. Advice can be obtained from the Head of Outdoor Education, Stanley Head Outdoor Education Centre (01782 503208).

d) Are the activities planned compatible with the age, skills, experience and preparations of the young people? Have written risk assessments been undertaken and checked?

e) Do arrangements for financing the activity comply with DfEE Circular 2/89 'Charging for School Activities'? – NOTE – By approving the submitted form from EVOLVE, the Head Teacher is signifying her approval for the visit, having satisfied herself with regard to the above questions.

FINAL PREPARATION

Once approval from the Head Teacher is obtained the following steps should be taken.

1. Informing the Parents in writing of (*Inform parents at least 5 weeks in advance*)

- Type of activities, dates and times, cost, method of payment and details of insurance.
- Clothing, footwear and food.
- Supervision arrangements.
- The need for the return of consent and medical forms.

2. Prepare the Young People

- Aim and purpose of visit clarified.
- Activities planned, classwork in advance.
- Worksheets, questionnaires and maps prepared.
- Environment and access problems addressed.
- Linguistic and cultural preparation – for visits abroad.

3. Safety

- Young people and staff should be advised of potential hazards, emergency procedures and rules, and that recall signals, if necessary, are rehearsed.
- Inform all party members of special party rules and what behaviour is acceptable.
- Brief staff/adults on specific responsibilities and provide list of young people in subgroups.
- Inform all party members of "free time" arrangements, supervision and responsibilities.
- Ensure that young people are **counted on and off vehicles on every occasion**.
- Ensure that all participants' abilities are equal to the routes and locations chosen.
- Ensure first aid requirements are adequate – (this will vary to some degree on the activities undertaken).
- Give the emergency 'link' person at home – the names, addresses and telephone numbers of all participants.

- (More detailed information on Safety Guidance and action to be taken in the event of a serious accident is given elsewhere in this document)

On the Day of the Visit

Be sure to:

- Collect first aid kit(s)
- Collect buckets/gravel
- Take asthma inhaler wallet
- Take EpiPens or any other essential medication as per health care plan
- Brief supervising parents
- Give supervising parents their lists of pupils
- Ensure that a minimum of one mobile phone is working, and that the office has the number(s)
- Count pupils .During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always double-count. The mobile phone(s) should be switched on during the entire homeward journey.

AFTER THE VISIT

It is important that after each visit a proper debrief takes place. Where all went well there is no need to record this formally but there are any issues affecting safety or would help inform a future visit these should be recorded on the Evolve evaluation section of the visit.

Any accident or incident that needs reporting should be done as soon as possible and a report forwarded to the Health and Safety department of the Local Authority.