

# **Educational Visits Policy (Primaries)**

## ***Regis Manor Primary School***

*Swale Academies Trust believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.*

*These often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.*

*Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.*

Swale Academies Trust has formally adopted the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. This has been formally agreed by Trust Directors. Further procedures for each Trust school have been agreed with each school's Local Governing Body to ensure that this policy is adhered to.

They are based on the principals of the Outdoor Education Advisors Panel (OEAP) National Guidance for the management of Outdoor Learning, off-site visits and Learning Outside the Classroom - <http://oeapng.info>

## **AIMS AND PURPOSES OF EDUCATIONAL VISITS WITHIN TRUST SCHOOLS**

An educational visit is any outing where pupils are leaving the school site. This may be for a day trip, a local visit, sports events or residential visits. The Trust has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year schools within the Trust will arrange a number of educational visits and activities that take place off the school site and/or out of school hours. Such visits will afford students with real life and memorable experiences that will lead to improved academic and social outcomes.

The Trust has given its approval to the following types of activities being arranged in support of the educational aims of each school:

- Out of hours clubs
- School teams
- Regular nearby visits ( libraries, shops, parks and woodlands, places of worship, farms)
- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

## **ROLES AND RESPONSIBILITIES**

### Educational Visits Coordinator (EVC)

Every Trust school will appoint an Educational Visits Coordinator (EVC) to oversee trips undertaken by school groups. The EVC will be an experienced teacher, who will either be a member of the leadership team or on the upper pay scale. The EVC will have completed appropriate training and keep updated with any changes to policy and guidance related to educational visit organisation.

The responsibilities of the EVC are to:

- Adhere and implement the Trust's Educational Visits Policy in their school;
- Ensure that systems and procedures in relation to school trips are reviewed regularly.
- Authorise the school visit form (Appendix 1) alongside the Headteacher.
- Read and authorise entries entered on the EVOLVE system. At this point, any amendments/queries will be noted through EVOLVE.
- Read and authorise risk assessments through the EVOLVE system.
- Provide advice and support to the visit leader and other accompanying adults as needed.

### Visit Leader

For each school trip, a designated member of staff will have the role of visit leader. Visit leaders can be any member of staff involved in the trip. The visit leader must be approved to carry out the visit by the EVC and/or appointed signatory.

The responsibilities of the visit leader, will include but are not limited to:

- Complete a School Visit Form (Appendix 1) to be signed by the EVC and Head Teacher.
- Organise details for the trip such as arranging transport, entry fees, letters to parents etc.
- Ensure parental permission has been obtained for the children attending the trip.
- Complete a record of the trip on the EVOLVE system, forwarding it to the EVC and appointed signatory for approval.
- Work with the EVC/assigned signatory to ensure all possible precautions are taken to ensure pupil and staff safety.
- Ensure all adults are aware of possible risks/hazards.
- Brief all adults involved, regarding the nature and the organisation of the trip.
- Debrief adults after the trip to report/address any issues and identify future actions.
- Hold details of adults accompanying the trip and the procedure to be carried out in the event of an emergency.
- Ensure a hard copy of the risk assessment and emergency plan are taken on the trip. Copies of all documentation should be left with the school office and senior leaders before departing.

### School Visit Approval

Before a visit is advertised to parents the Headteacher must approve the initial plan by viewing and signing the School Visit Form (appendix 1)

Visits that include adventurous activities and/ or a residential element might require approval by the Local Authority via the on-line Visit Notification and Approval system. 'EVOLVE' Usernames and Passwords will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling both inside and outside London will be registered (Notification) on the above system (EVOLVE).

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed as soon as is practicably possible if an activity has to be cancelled.

For any visit lasting a day or more, parents will also be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. Each school has a standard model letter, which should be used for this purpose.

The Trust has a separate policy for 'Charging and Remissions' which applies to all educational visits.

### Staffing

The Trust recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The Trust recognises that it is good safeguarding practice to ensure that any volunteer adults assisting on educational activities and visits should be DBS checked.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils

The staff:pupil ratios will not exceed those as follows

Foundation/Nursery: 1:4/5 as minimum

Year 1 – Year 3: 1:6

Year 4 – Year 6: 1:10

SEN pupils should have additional adult support assigned to them to ensure their needs are met. It is recognised as best practice that the visit leader should not be assigned a group. If adult numbers dictate that a group leader must have their own group, adults and groupings should be arranged so that an additional adult is with them.

### Inclusion of children from Specialist Provision

Children from the specialist provision class will accompany their inclusion class on as many trips as possible in order to develop their social skills, but the suitability of the trip and the level of supervision will be considered on an individual basis. This should be discussed by the class teacher, SENCO and the inclusion class teacher before the risk assessment is carried out.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

### Risk assessment

A risk assessment will be completed for all school visits. These will be downloaded onto the EVOLVE system as part of the visit record. For regular visits, i.e to swimming lessons, a standard risk assessment may be used but will be reviewed as necessary. Pupils must learn to recognise and manage risks and understand their responsibilities. Adults will involve children in risk assessment wherever possible.

### The Expectations of Pupils and Parents

Each Trust school expects pupils to conduct themselves in line with the school's 'Behaviour Policy'. This will be part of the conditions of booking by the parents. Guidance will be given to parents to explain that there is the potential of withdrawal prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

### Emergency Procedures

Each school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the school's Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems

### Evaluation

All visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be submitted on the EVOLVE system.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

Policy developed by: Mathew Currie

Approved and adopted by Executive Board:

Proposed date of review:

# James Dixon Primary School

## Educational visit planning and approval form

*Please complete this form and pass to the Educational Visits Co-ordinator/Headteacher for approval, along with the risk assessment.*

Approval is required before planning for any educational visit can proceed.

<u>Class/year group</u>	
<u>Leader(s)/organiser(s)</u>	
<u>Supplier Name / Payments made to</u>  <u>Tel/Email</u> <u>Destination and address</u>	
<u>Date</u> <u>Time Departing from school</u> <u>Time Arriving back at school</u>	
<u>Pre-Visit completed</u>	<u>Yes/No</u> <u>If yes please attach pre-visit appendix 2</u> <u>If no, reason</u> <hr/> <u>Date of last visit by trip leader</u>
<u>Learning Objective</u>  <u>Curriculum area(s)</u>	

<b><u>Number of pupils</u></b>	
<b><u>Number of accompanying adults</u></b>	
<b><u>Transport:</u></b> <b><u>Mode of transport and operator</u></b>	
<b><u>Cost of transport</u></b>	<b><u>Per Adult £</u></b> <b><u>Per Child £</u></b>
<b><u>Cost of Trip / Workshop</u></b>	<b><u>Per Adult £</u></b> <b><u>Per Child £</u></b>
<b><u>TOTAL COST</u></b> <b><u>Cost of travel + cost of trip / workshop</u></b>	<b><u>£0</u></b>
<b><u>Price to be charged to parent</u></b>	<b><u>£0</u></b> <b><u>Signed (Headteacher):</u></b> _____

**Signed (Leader/organiser):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Educational Visits Co-ordinator):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Headteacher):** \_\_\_\_\_ **Date:** \_\_\_\_\_



<b><u>Dates entered on School Calendar</u></b>	<b><u>YES /</u></b> <b><u>NO</u></b>
<b><u>Own clothes allowed?</u></b>	<b><u>YES /</u></b> <b><u>NO</u></b>
<b><u>Parental help required?</u></b>	<b><u>YES /</u></b> <b><u>NO</u></b>
<b><u>Will Packed Lunches be required?</u></b>	<b><u>YES /</u></b> <b><u>NO</u></b>
<b><u>Notified Kitchen of date of Trip (Kitchen requires 2 weeks' notice for numbers)</u></b>	<b><u>YES /</u></b> <b><u>NO</u></b>