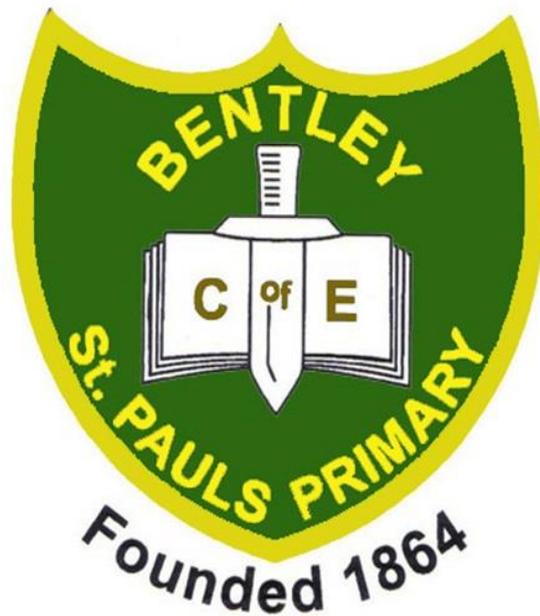


BENTLEY ST PAUL'S C OF E PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY



'Growing together in faith, love and trust, we will succeed.'

Date of Policy: July 2016

Date of Review: July 2018

Date Ratified by FGB:

Educational Visits Policy

Suggested table as below:

Establishment type	Primary School
Name of establishment	Bentley St Paul's C of E Primary School
Who is employer	
Responsibility for offsite visits (possibly EVC, or deputy head)	Mrs Louise Putt - Headteacher
Date Trained	
Policy agreed	
Signed off by	
To be reviewed	
Other Paperwork Attached (appendix)	Visit Leader Checklist Risk Assessment Template School Emergency Plan Emergency Contacts

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1 Introduction

1.1 The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Bentley St Paul's C of E Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom*. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)
see website link : www.oeapng.info/
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Bentley St Paul's C of E Primary school, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;

- RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

- **Gaining approval for a trip**

4.1 Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.

The Governors have adopted a charging and remissions policy:

www.oeapng.info 3.2c-Charges-for-off-site-activity-final

4.2 The Headteacher or EVC:

- 4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010
- 4.2.4 should ensure the suitability of all staff appointed to the visit.
- 4.2.5 should ensure that the visit leader fully understands his/her responsibilities.
- 4.2.6 should implement effective emergency contact arrangements.
- 4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process EVOLVE is used to log, audit, approve the following:

Overseas	formal approval by	EVC	Head	LA
Residential	formal approval by	EVC	Head	LA
Adventurous	formal approval by	EVC	Head	LA

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

www.oeapng.info 4.4h-Preliminary-visits-and-provider-assurances

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

6 Parental Consent :

OEAP National Guidance Document

www.oeapng.info 4.3d-Parental-Consent

This guidance reflects the DfE guidance with particular note we consent is NOT required:

Parental consent to off-site activities Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Please note the DfE form for obtaining consent for Adventuou, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfе%20consent%20form.doc>

As a matter of standard practise at Bentley St Paul's we request consent for all our educational and sporting activities even though this is over and above the National Requirements.

7 Visits and staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist :

www.oeapng.info 3.3e-Visit-Leader-Check-List

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management

8 The visit

8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of escorts and staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.

- Copies of Emergency / Critical Incident cards given to all leaders.

8.2 During the visit

Children must be kept in escort's group at all times.

There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

8.3 On return

8.3.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or carer.

8.3.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

9 Financing the visit

When stating the cost for each individual:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Parents are expected to pay online using Parent pay where they can also tick to show they consent.
- Some visits may incur larger amounts of money, approval from the headteacher is required before booking

10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

Parents will be asked for consent for all educational visits, this includes for residential and more adventurous activities. Parents have the right to withdraw their child if they so wish.

Insurance Provision

Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits: Bentley St Paul's

11 Transport

For the majority of visits further than local visits children will travel in hired coaches from reputable coach companies. Risk assessments will be carried out for coach travel. For local visits the school minibus will be used. See Minibus policy for further details.

Where there is a requirement for children to be transported in private cars or staff cars see Private car policy.

12 Emergency / Critical Incident Procedures

See OEAP National Guidance document :

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's 'Critical Incident form' (z Cards)– With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.

Reviewed:	Spring 2016
Next revision due:	Spring 2018

Generic and Site/Person specific risk assessment

Generic Risk Assessment for Off-site Visit

This generic risk assessment is designed to prompt the Specific Risk Assessment carried out by the school/establishment.

ACTIVITY AND ENVIRONMENT:

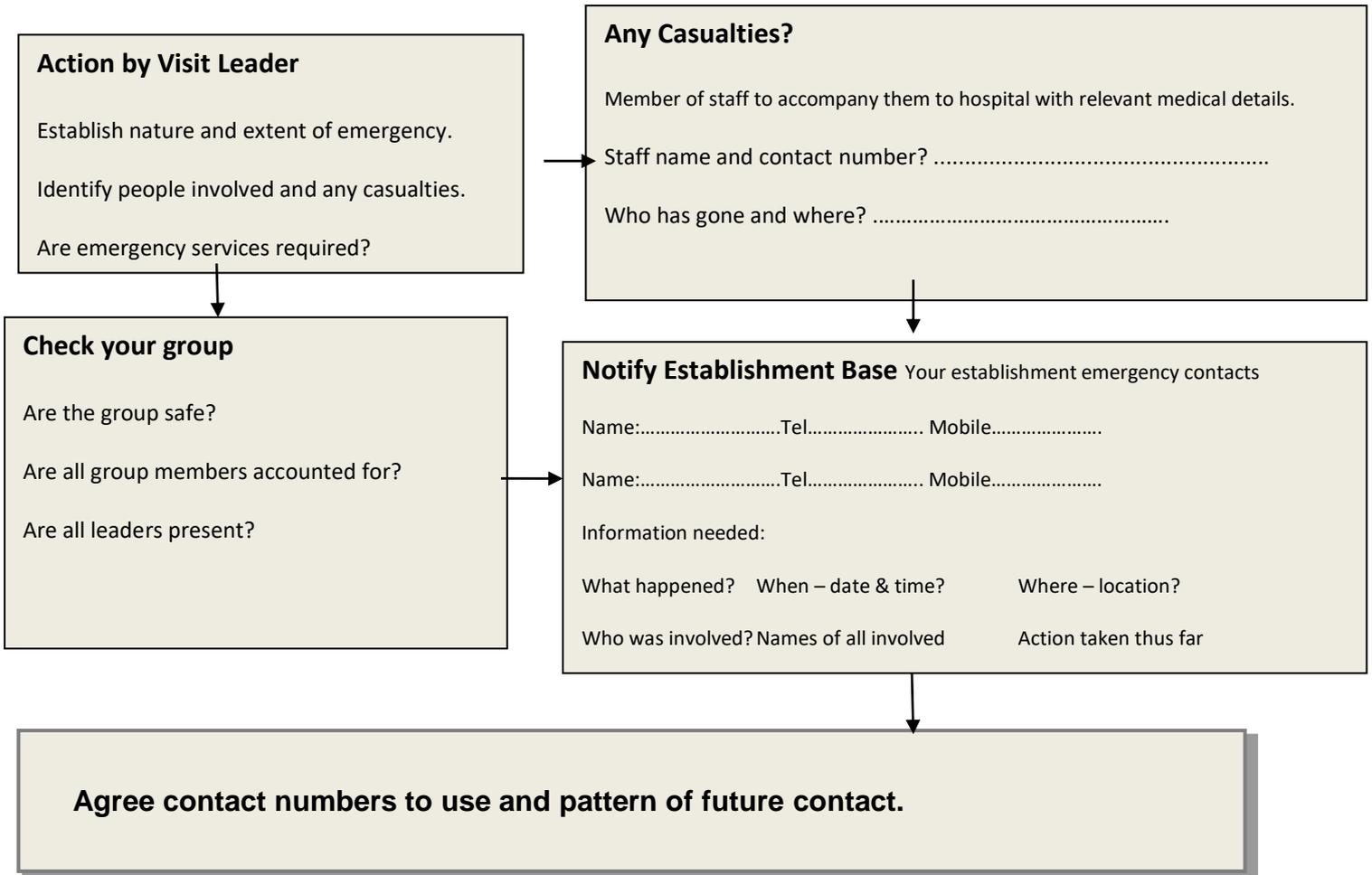
1. Significant Hazards and Identification of Risks: <i>Those hazards and risks that may result in serious harm or affect several people</i>	2. Control Measures: <i>Controls, including relevant sources of guidance</i>

Risk / Benefit Assessment

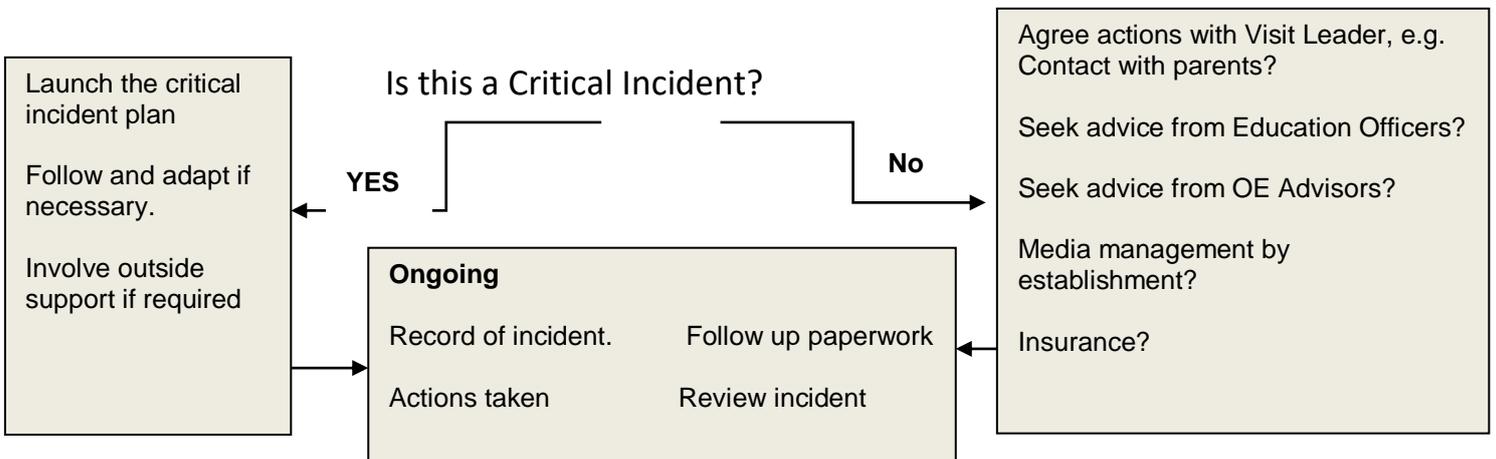
Generic Benefits		Specific Outcomes		
Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments/Actions

EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment





Visit Leader Check List



- I have met all requirements of my employer's and my establishment's policies relevant to the visit.
- I am confident to lead the visit and have the specific competence to do so, and have been judged so by my head / manager in line with my employer's requirements.
- I have planned and prepared for the visit, involving staff and young people in the planning and risk management process to ensure wider understanding.
- I have kept my EVC informed at each stage of the planning process.
- I have undertaken a preliminary visit if appropriate or required by establishment policy.
- I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy.
- I have shared details of 24/7 emergency contacts and emergency arrangements with key staff.
- I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers.
- I have checked whether insurance arrangements are adequate.

- If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management.
- Child protection issues are addressed, including DBS checks and processes where appropriate.
- I have disseminated relevant information to supporting staff.
- There is access to first aid at an appropriate level.
- Relevant information has been provided to parents and young people, and pre-visit information meetings have been arranged where appropriate.
- All aspects of the visit (both during and after the event) are evaluated.
- Staff and other supervisors have been appropriately briefed on
 - the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities.
 - the nature and location of the visit.
- The visit is effectively supervised - staffing ratios meet requirements of good practice.
- Staff and third party providers have access to emergency contact and emergency procedure details.