



Educational Visits Policy

Person responsible: Head teacher

Ratified by the Local governing body: Summer 2020

Date for review: Summer 2023

A handwritten signature in black ink, which appears to read 'Anne-Marie Renshaw', is positioned below the text.

Reverend Anne-Marie Renshaw.

Chair of Governors

Name of establishment	<i>Messing Primary School</i>
Who is employer	<i>New Hall Multi Academy Trust</i>
Responsibility for offsite visits (possibly Head, EVC, or deputy head)	<i>Jackie Halliday (EVC and Headteacher)</i>
Date Trained	<i>Spring 2020 EVC update</i>
Other Policies Related	Child protection. Health and safety DfE H&S advice on legal duties & powers November 2018

<u>CONTENTS</u>	<u>PAGE</u>
1. Introduction	3
2. Reasons for Visit	3
3. Visits and curriculum links	3
4. Gaining approval for the trip	4
5. Choosing a date/venue/provider/programme/resources for a visit	4
6. Information about the visit to/from pupils and parents	4
7. Visits and staffing	5
8. The Visit	6
9. Financing the visit	7
10. Emergency Procedures	8
Signing-out sheet for ad-hoc activities in the school locality	9
Generic and Site/Person specific risk assessment	10
EMERGENCY PROCEDURES ACTION PLAN	11

1 Introduction

1.1 Local governing body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Messing Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

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 DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018) The 8 key points addressed in this document have been embedded in this policy

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 Messing 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 possible corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: These could include:

English – theatre visits, visits by authors, poets and theatre groups;

Science – use of the school grounds, visits to local woods and the community orchard;

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.

When extra-curricular activities take place there is always an adult, other than the one running the activity on the premises.

4. Gaining approval for a trip

4.1 Governors

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

The Governors will approve any visit involving an Overnight stay or Overseas Visit. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits including Local Area Visits

Governors have adopted a charging and remissions policy available on the school website.

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 will 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 will ensure the suitability of all staff appointed to the visit.

4.2.5 will ensure that the visit leader fully understands his/her responsibilities.

4.2.6 will implement effective emergency contact arrangements.

4.2.7 will ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 will 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	Yes and formal approval by	EVC and Head
Residential	Yes and formal approval by	EVC and Head
Adventurous	Yes and formal approval by	EVC and Head

5 Choosing a provider

After considering the reasons for the visit, the visit leader will check out the provider using the evolve website.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 3)

6 Parental Consent :

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 we choose to inform parents of this at induction and they complete a form giving permission for offsite local visits in advance. Permission is always sought for residential or adventurous activities.

7 Visits and staffing

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 in consultation with the Headteacher/EVC.

Visit Leader Training

Visit leaders are trained by the EVC and may have the opportunity to have further training from Evolve as required.

8 The visit

8.1 On the day

Visit leaders will 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

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

There will be a system in place to safeguard young people at all times which will be included in the risk assessment.

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 neighbour.

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

9 Financing the visit

We will explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit.

We will stipulate the 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. However, if sufficient financial support is not forthcoming the visit may have to be cancelled.

10 Emergency / Critical Incident Procedures

- All leaders must carry the school's critical incident information 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.

DfE guidance : [Health & Safety on Educational Visits](#) (Nov 2018 Section 6)

Leave this completed form in the office or other agreed place when you go out.

Date	
Visit Leader	
Accompanying Staff	
Volunteers	
Group/Class/Form	
Activity	
Destination/Venue details	
First Aid kit / Emergency Card taken?	
Time out	
Time back	
Contact number	
Any other relevant details/issues (eg pupil medical/behavioural needs)	

Generic and Site/Person specific risk assessment

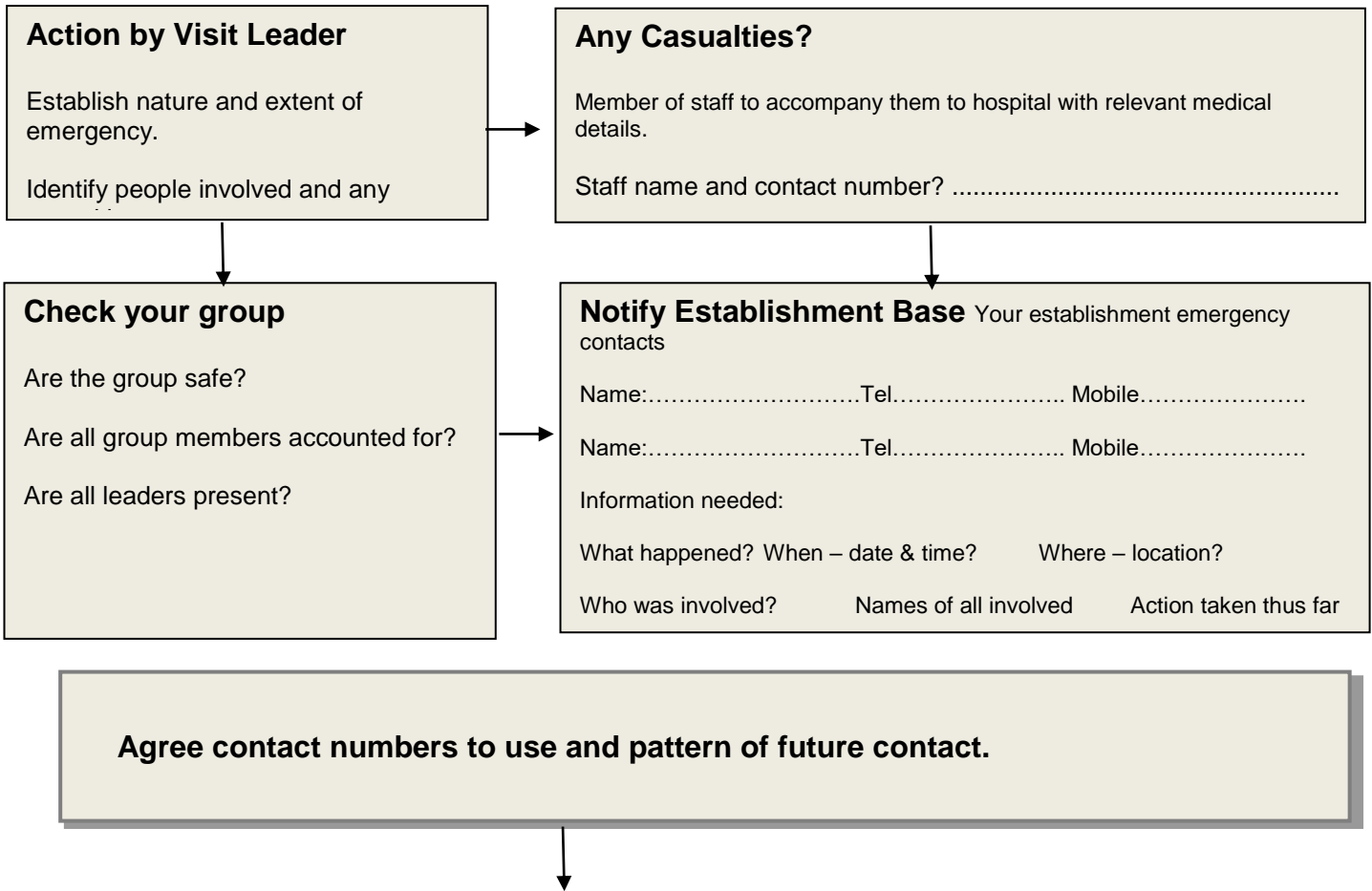
Generic Risk Assessment for Off-site Visit

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

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>

Critical Incident Procedure ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Action by Establishment

