



Educational Visits Policy

Person responsible: Head teacher
Ratified by the governing body: Summer 2017
Date for review: Summer 2020

A handwritten signature in black ink, which appears to read 'Anne-Marie Renshaw'. The signature is written in a cursive style.

Reverend Anne-Marie Renshaw.
Chair of Governors

Introduction

A successful school trip, visit or exchange can greatly enhance the curriculum provision and will serve to motivate students and staff. The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the premises by the use of carefully planned educational visits. This is part of the school's role in providing a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

It is crucial that health and safety are paramount on all educational visits and by following the instructions and guidelines set out we believe the majority of problems can be avoided. We use existing legislation and guidance in formulating this policy. We use the services of the Essex Visits Service to have all residential trips (home and abroad) approved, and for models for paperwork. We have a formalised system in place for all visits

Equality of Opportunity

Within all areas of teaching at Messing Primary School, we aim to ensure that all pupils regardless of age, disability, race, religion or belief, sex, attainment and background have full access to the curriculum. Teachers respond to diverse learning needs so that pupils are appropriately supported and challenged to experience success in learning and achieve as high a standard as possible. As an educationally inclusive school the teaching and learning, achievements, attitudes and well-being of every young person matters. We take into account pupils' varied life experiences and needs, providing equal opportunities for all pupils, whatever their age, disability, race, religion or belief, sex, attainment and background, to ensure that every child really does matter.

Transport and costing

We aim to provide memorable experiences for pupils during their time at Messing Primary. This includes organising visitors to school such as authors, charities, local representatives of public bodies. Our partnership working also includes regular visits to local schools for sports and music competitions and festivals. Each year group plans 'Educational Visits' to enrich the curriculum and stimulate pupils; we rely on voluntary contributions by Parents/ Carers to support these visits, however, no child will be penalised through inability to pay. Where insufficient money has been contributed collectively to cover the cost of the visit, the school may cancel the visit and return all the contributions made. (Charging and Remissions Policy.)

Where contributions are made in excess of the requested sums, surplus money will be placed into the school fund. However, it is our aim that all educational visits are non-profit making.

Parents/ Carers will be asked for voluntary contributions for:

- Travel costs;
- Entrance fees to museums, castles, theatres etc.
- Insurance costs;
- Materials, books, instruments and other equipment;
- The cost of engaging a teacher, specifically for the activity.

Residential activities

Children in Year 5/ 6 have the opportunity to take part in a residential visit. These take place on a rolling 2 year cycle. This activity takes place in school time and is linked to the national curriculum. Qualified instructors are provided for all specialist activities.

Authorisation – Legal Responsibilities

- The Headteacher is the EVC (Educational Visits co--ordinator) and will formally approve any educational visit or other off-site activity.
- The governing body will be kept informed and visits must be individually authorised by the governing body where this involves residential stays.
- The competent responsible person must
 - ✓ Ensure educational visits meet the employer’s and school’s requirements.
 - ✓ Support the Head and Governors with approval and other decisions
 - ✓ Assess the competence of prospective leaders and staff.
 - ✓ Ensure risk assessments meet requirements.
 - ✓ Organise training and induction.
 - ✓ Ensure Parents/ Carers are informed and give consent.
 - ✓ Organise emergency arrangements.
 - ✓ Keep records of visits, accidents or incident reports
 - ✓ Review and monitor practice.
- The Visit Leader must:
 - ✓ Be approved to carry out visit and be suitably competent and knowledgeable about the school and LA’s policies and procedures.

Types of Visits

Scheme of sign off	Hard copy support	Use online form	Agreed by teacher	Agreed in school	submit to ECC
Generic/ ie swimming/ CLC	Registration details with responsible person			Essential	
Everyday ad hoc	Ad hoc form with responsible person			Essential	
Residential/ Dangerous		Essential		Essential	Essential (Unless LOTC approved)
Adventurous		Essential(Unless LOTC approved)		Essential	Essential

- All visits to comply with the Messing Educational Visits Policy formed from the employer guidance www.essex.gov.uk/educationalvisits/reference
- All visits require proven competence to agree e.g. especially technical visits such as adventurous.

- All approval of visits will be made using the Evolve website based system for organising and seeking approval for educational or recreational visits which can be found at : www.essex.gov.uk/educationalvisits
- School approval can be made using submissions forms attached as appendices, or online. County approval will be made using the on-line system where required.

Risk Assessment

All off site activity requires risk management

Risk management

- A risk assessment must be undertaken identifying foreseeable significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
- Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures', provider risk assessments, these must be presented.
- 'Providers', for accommodation or adventurous activities, must be approved by Essex County Council.
- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.
- All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.
- Generic assessments may be used by competent individuals where pupil/ staff names may be the only additions.
- Advice will always be given about an assembly point prior to a trip or on arrival.

Parental Consent

Signed parental consent must be obtained and Parents/ Carers have a right to see any information regarding the risk management of a visit if requested.

General Consent.

- ✓ One parental consent may cover a programme of similar activities over a maximum of one year. It is recommended that you outline in list form the likely sorts of activities so that there is no 'surprise for the Parents/ Carers. Parents/ Carers are then treated as 'partners' as part of the school community. E.g. museum, libraries, local woods / ponds, sporting fixtures

Specific Consent.

It is recommended that schools supply detailed, comprehensive, specific information regarding the visit – particularly for non local, residential, adventurous & overseas including-

- Venue(s) and travel arrangements

- Dates and times of departure and return where visits exceed beyond the school day
- The nature of activities planned (including plan B)
- Kit list
- Arrangements for supervision
- Code of conduct or standard of behaviour expected during the visit
- Financial contribution expected from Parents/ Carers
- Insurance arrangements
- Contact system in case of emergency
- Any expectations placed on Parents/ Carers, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours

Staffing – competence and training

- A competent person must be in charge of a visit. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.
- If the visit has educational outcomes then a qualified teacher QTS needs to be in charge.
- All staff should be assessed for competency and training provided for visit leaders.
- The staff-pupil ratio must be determined as part of the risk assessment. Staffing ratios for visits: Consult with the Headteacher / Responsible person for definitive agreement on ratios.
- Considerations : SEN / behavioural / age / activity / location / transport / Visits lasting longer than one Day / Visits of one Day or less
- Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.
- Staff with pastoral responsibility must satisfy establishment requirements. i.e. suitability / training / experience / common-sense; as well as national policy e.g. enhanced CRB checks.
- If adults other than employees or volunteers engaged by the school take charge of pupils, competency, suitability and details need to be established
- Staff will be trained in their roles and responsibilities.

Supervision

The Visit leader has overall responsibility for the supervision and conduct of the visit. They must:

- ✓ Be approved, suitably competent and knowledgeable.
- ✓ Plan and prepare for the visit and assess the risks.
- ✓ Define the Roles and Responsibilities of other staff and pupils and ensure effective provision of what they do.

Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.

- Direct supervision – pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group

Insurance

All trips are covered by Essex County Council Insurance – this covers all pupils on Education and Off-site visits.

(Refer to Policy for definitive information)

Emergency Planning

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if required, plus access to a competent First Aid provider (This might be the provider e.g. the museum).
- For residential trips or visits extends beyond school opening hours an Emergency pack must be generated with two emergency home contacts for Senior Leaders. The emergency home contacts must have a procedural pack with a means of contacting Council officers in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information must be held by the visit leader and emergency contacts.

Summary Checks

- *Define roles and responsibilities of other staff and pupils.*
- *Plan and prepare for visit.*
- *Ensure effective supervision of pupils and what they do*
- *Complete a visit form.*
- *Competent person assesses foreseeable risks.*
- *Seek approval in principle from Responsible Person / Line manager.*

