

# **Charlestown Community Primary School**



## **Educational Visits Policy**

**Reviewed: May 2016**

# Charlestown Community Primary School

## Educational Visits Policy.

### **Introduction:**

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also outdoor and adventurous activities.

### **Aims and Objectives for Educational Visits:**

Our fundamental aim at Charlestown Community Primary School is to provide the best possible education for all our pupils. It is the aim of the school to place a high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all the children in the school.

Educational Visits and outdoor and adventurous activities are an integral part of the children's education at Charlestown Community Primary School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long lasting beneficial effect.

The school runs a wide range of Educational Visits.

These may include:

- Walks around the local, including the local churches , Boggart Hole Clough Park
- Half-day visits by coach to places of interest to support the curriculum
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- Annual residential visits for children in Year 5 and 6

### **Health & Safety:**

The school follows the Local Authority 'Educational Visits' guidance.

### **Personnel:**

The school's Educational Visits Co-ordinator (EVC) is the Headteacher. For each visit, of whatever duration, a Group Leader is identified. The Governing Body also has a specific role to play in all Educational Visits. The roles of these are defined in detail in 'Standards for LEAs in overseeing Educational Visits.

### **In brief:**

#### **The Governing Body is responsible for:**

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health and safety of pupils on educational visits;

- ensuring that the Headteacher is supported in matters relating to educational visits and that he/she has the appropriate time and expertise to fulfil their responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

**The function of the EVC (Educational Visits Co-ordinator) is to:**

- ensure educational visits meet the school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice

**The Headteacher is responsible for:**

- ensuring approval for visits is given;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit. See also the school's Critical Incidents Procedures.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare.

**The Group Leader must:**

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks'
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do

**Adult volunteers** who are not teachers at the school must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with Group Leader

### **Procedure for Running Educational Visits:**

A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. Each Group Leader will, in liaison with the EVC, complete the Educational Visits Checklist (attached). A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

### **Risk Assessment**

Risk assessments are made for all Educational Visits (see attached Risk Assessment form). This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient.

They system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low Risk Assessment considers the site and its environment, the group, the activity and the leaders

### **Financing Educational Visits:**

The school complies with the most recent Education Act and procedure is outlined in the school's Charging Policy.

### **Emergency Procedures:**

It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits.

This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA
- having access to an emergency (Critical Incidents) plan appropriate to the visit;
- ensuring that the contact point – or rota – is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible

### **Policy Review:**

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis this responsibility is delegated to the Headteacher who will report back to the governing body as appropriate.

This policy is a working document, and will be reviewed every two years

Appendix 1:

**DETAILED PLANNING APPROVAL FORM EV2**

**Establishment / Service Name:-**

**Visit Data**

Places to be visited:-
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Date of Departure:-	Time of Departure:-
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Date of Return:-	Time of Return:-
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**Group Information**

<b><u>Young Persons</u></b> Age Range Number of Young Persons Number of Girls Number of Boys	
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<b><u>Adult Staff Supervision</u></b> Number of Staff Number of Male Staff Number of Female Staff		<b>Number of Other Adults</b> <b>Number of Other Male Adults</b> <b>Number of Other Female Adults</b>	
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<b><u>Names, relevant experience, qualifications, specific responsibilities of staff with the group</u></b>  Group Leader:
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<b><u>Names, relevant experience, qualifications, specific responsibilities of other adults within the group</u></b>
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**Names of pupils with special educational or medical needs**

**Travel Insurance Arrangements**

for all members of group, including voluntary helpers  
(attach a copy of quote cover provided)

Insurance Cover

Policy Number

**Transport Arrangements**

**Mode of Transport to be used on each leg of the visit**

Organising Agent Company Name:

Address:

Telephone Number:

**Residential Accommodation**

**For each accommodation to be used during the visit**

Accommodation Name:

Address:

Telephone Number:

Dates Resident (from – to)

**Details of the programme of activities include associated planning, organisation and staffing**

**Existing knowledge or experience of places to be visited and whether an exploratory visit is intended**

**Two Emergency contacts at School / Within the Service:**

Name

Home Telephone Number

Mobile Number

Name

Home Telephone Number

Mobile Number

- Attached are copies of the risk assessments for the planned visit.

- I will obtain adequate travel insurance to cover all members of the Group.
- I will obtain parental consent and medical forms indicating that all parents have received the letter and given their approval for their child to participate.

**Group Leader**

Name	Signature	Date
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**Approval**

**The Planning and Risk Management for this Visit has been Approved in accordance with the School / Service Educational Visits Policy and Guidance.**

**Print Name:**

**EVC**.....

Signature.....Date.....

Headteacher / Head of Service.....

Signature.....Date.....

Nominated Governor.....

Signature.....Date.....



**SUMMARY OF INFORMATION ABOUT CHILDREN PARTICIPATING IN A VISIT**

<b>SURNAME</b>	<b>FORENAME</b>	<b>Date of Birth</b>	<b>Next of Kin</b>	<b>Contact Tel No: 1</b>	<b>Contact Tel No: 2</b>	<b>Relevant Medical Info / Allergies</b>	<b>Control</b>

This policy was reviewed and agreed May 2016

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_