

# Charlestown Community Primary School



## **Educational Visits Policy**

<b>Date:</b>	<b>November 2023</b>
<b>Next review date:</b>	<b>November 2025</b>
<b>Reviewed by:</b>	<b>Sharon Peters Deputy Head (Inclusion)</b>

# 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 also includes 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 area to places including (but not limited to) the local churches, shops and Boggart Hole Clough Park
- Half-day visits by coach to places of interest to support the curriculum
- Short visits by coach to the local swimming pool for swimming lessons (Year 4)
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas
- **Residential visits** for children in Year 5 and 6

### **Health & Safety:**

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

## **Personnel:**

The school has 2 Educational Visits Co-ordinators (EVC) they are the Deputy Head (Mrs Peters) and a member of the office team (Mrs Gauld).

The school has an identified emergency contact in school – Mrs Peters (in her absence Miss Boocker)

For each visit, of whatever duration, a Group Leader is identified.

For each offsite visit, a First Aider will attend.

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 Deputy Head is supported in matters relating to educational visits and that 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 Deputy Head 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 Deputy Head on an annual basis.
- The nominated governor for signing off risk assessments is Kerry Capstick.

### **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 Head teacher 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. The procedure is set out in Appendix 1 of this policy and should be the first point of reference for any Group Leader of a trip. 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 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

Any child requiring 1:1 support whilst on a trip due to SEND will have a separate risk assessment carried out collaboratively by the Group Leader and the SENDCO. To support with staffing ratios and to support our commitment to being an inclusive school, where appropriate, the parents of a child who requires 1:1 will be invited onto trips to support their child. This may not always be appropriate due to a number of factors but the ultimate decision will be made by the EVC who will consider all risks.

**Financing Educational Visits**

The school complies with the most recent Education Act and procedure is outlined in the school's Charging Policy. All staff who are planning an Educational Visit which requires funding must submit their bidding form **prior** to booking a trip. They must await approval from the EVC.

**Emergency Procedures:**

It is the responsibility of the EVC/Head teacher 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 Head teacher 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: Charlestown Community Primary School Educational Visits Procedures

- Before booking a trip, a bidding form should be completed and returned electronically to the EVC. This should include the cost breakdown for the trip and travel. Costs for travel can be requested by Mrs Gauld.
- Group Leader for the trip identified.
- Once bidding form has been completed and authorised. Trip and travel to be booked.
- Letter to go out to parents. Letters should be sent out using the following guidance:
  - Residential trips – at least 6 months prior to the trip
  - Trips costing over £10 per student – at least 8 weeks before
  - Trips costing under £10 per student – at least 6 weeks before
  - Free events – at least 2 weeks before
- Where necessary, lunch arrangements to be organised with Mrs Gauld who will liaise with kitchen staff.
- Staff and any adult/parent helpers attending trip to be identified including at least one First Aider.
- Risk assessment to be carried out by Group Leader and submitted to EVC at least 10 days prior to trip. Any individual Risk Assessments to be carried out and submitted to the EVC 10 days prior to the trip.
- Group leader to draw up an itinerary and timetable for the trip.
- Meeting for all trip attendees to be held the day before the trip with all information shared including groups, lists, itinerary and timings. Roles to be identified to ensure that someone is responsible for medication/First Aid/lunches and drinks etc.
- On the day of the trip, leader to ensure that each adult has a register, any medical and emergency contact information for the children in their group.
- The group leader should take a mobile phone with them.
- The group leader should liaise with the school throughout the course of the trip and give any updates regarding issues or traffic.

## Appendix 2: Bidding form

### Trip details:

Group Leader	
Date of trip	
Place	
Time	
Coach information	
Breakdown of cost/quotations	
Brief description of trip	
Curriculum link	
Authorisation gained by EVC	

### Once authorised by EVC:

Letters sent to parents	
Lunch requirements organised	
Group risk assessment	
Individual risk assessments (if required)	
Trip meeting with all attending staff	
Registers provided to all staff including medical/contact info	