

Community Visits Policy 2019 - 2020



Philosophy and Purpose

This policy aims to create a framework, which will apply to all community visits throughout school. Because community visits are very varied in their intent, implementation, venues and duration, this policy can only reflect guidelines for good practice. The 'LCC Educational Off Sites Visits Policy and Guidelines' should be read and followed in conjunction with this policy. The merits and impact of each visit will have to be considered by the staff involved and the intended group who will benefit.

Rationale

Community visits make a vital contribution to the education of our pupils they can:

- **reinforce the wider curriculum;**
- **extend and apply particular skills within society;**
- **help pupils to improve their resilience;**
- **enable social inclusion to take place;**
- **reward consistent work;**
- **give first hand experience of places, people sights and sounds;**
- **extend the sensory curriculum**

We need also to be mindful that while we are in the community we are potentially in a more challenging situation - it can also highlight how vulnerable even our most able pupils are. **These challenges may come from the environment, for example the weather, the access limitations and traffic. They may also come from the community itself in that the public is not always as predictable and positive as we would wish.**

Some questions that would need to be considered for every community visit

1. Is the venue appropriate for the intended group given the prevailing weather conditions/abilities of the group?
2. Can the educational intent and targets be met most effectively through the visit?
3. Is the focus of the visit keyed into the long term planning and intent of the curriculum area?
4. If the visit is supporting another area of the curriculum (e.g. shop visit to support food technology) is it the most productive use of quality teaching time?
5. If circumstances change as a result of factors beyond your control have you got an alternative venue/strategy? (Plan B)
6. Is the time scale available adequate to meet all the planned outcomes of the visit?

Procedure

- Each community visit will need to be planned in advance and must be risk assessed and in the school diary at least the week before the trip occurs. It must be ascertained whether the trip is a Type A visit or a Type B visit in order to complete the appropriate paperwork and to ensure that the correct authorisation is granted - please see appendix A for more details.
- Type B visits (outdoor and adventurous activities) must be put onto the Lancashire County Council EVOLVE website at least 4 weeks prior to a visit, and must be authorised by the Lancashire Educational Visits Team - please see appendix 1 for further details.
- EVOLVE usernames and passwords are given out by the school's Educational Visits Coordinator, who can also give advice on how to use the system and how to plan and risk assess visits.
- Make relevant inquiries and approximate costs involved. Requests for parental contributions for admission costs can be made on a voluntary basis, if appropriate. However if the visit is to meet educational needs then no pupil can be excluded on financial grounds alone. It can be suggested that if insufficient contributions are met the whole trip may be in jeopardy.
- Discuss with subject leaders, head teacher or deputy head teacher if unsure about any aspect of the visit.
- Requests for additional or alternative staff to assist with the visit, e.g. for driving or if lunchtime arrangements will be affected then the deputy head teacher will need to be informed at the outset.
- Send out letter seeking permission for and confirming details of visit, including a date to return payment if applicable. Regular curriculum trips (e.g. weekly visits to the local shop) can be covered with a single letter/permission slip which is refreshed termly. Reply slips should be scanned and copies stored electronically in the 'Trips' folder in the shared area of the school network. Office staff can be asked to do this.
- Order lunch from kitchen/cancel lunches two weeks in advance.
- The visit leader must complete a copy of the school's community visits form and leave a copy of this in the base contact red box outside the head teacher's office on the day of the visit.
- Pupils will need to be signed out, and then on return, signed back in, on the electronic system by a member of staff. Staff should sign themselves in and out of school. All participants should be marked as being out on a 'school activity'.
- A head count must be done before leaving the venue and when getting on and off transport and at regular points during the visit. Any emergency medication - e.g. rescue medication, inhalers, etc. should be carried in a suitable bag by a designated member of staff. Photographs of pupils and medical details (care plans) should be carried by a member of staff.
- Volunteers should not left in sole charge of any group of pupils.

- On the community visits form a note should be made of the provision for pupils remaining in school.
- If you become delayed for reasons beyond your control contact school (don't forget a mobile phone) and we will organise information to parents if the pupils are likely to be late home, or alternative meal arrangements if lunchtime is affected.
- In the event of an emergency where parents need to be contacted, the party leader must phone the base contact in school who will make the relevant contact. In the event of a critical incident, the Critical Incident Team should be contacted (Sally Richardson, CIST Co-ordinator 01772 531597 - In Out of Hours contact the Emergency Duty Team Email: sally.richardson@lancashire.gov.uk Mobile: 07920 086432) and staff should not speak to the press. Any media requests should be directed to the LCC Corporate Communications Team.
- A note is made on the community visit form of any risk individuals may cause, e.g. behaviour, epilepsy, etc.
- Venues and community visits must be risk assessed using Form 5. This should be shared with all adults on the trip, and explained in child-friendly language to pupils. A copy should be stored electronically in the 'Trips' folder in the shared area of the school network.
- The head teacher/deputy head teacher will inform governors of data for visits out of school

Transport

All pupils use transport with seat belts and all seat belts are worn at all times, unless disallowed for medical, behavioural emotional reasons by a qualified GP. Staff who use their own cars must ensure that their vehicle is roadworthy and they have the appropriate insurance cover. Special permission must be sought from parents/carers for any pupils who are travelling in staff cars. A mileage allowance can be claimed by logging on to Lancashire Oracle for staff who use their own cars for school business.

If the school minibus is used, the driver is responsible for the vehicle during the visit. He/She should have a clean and valid driving licence and the MIDAS qualification, and must not drive when taking medication or undergoing treatment that might affect their judgement or ability. The law on driver licensing no longer allows car drivers who passed their test after January 1997 to drive minibuses without passing a PSV driving test so that they have a D1 on their licence. Mileage and vehicle checks need to be carried out and logged by the driver before setting off, and the mileage recorded on return to school. Any problems or issues should be noted and the EVC/site supervisor should be informed straight away, as appropriate. If the minibus breaks down, a recovery service number is displayed on the visor of each bus. Base contact at school should also be informed if there is an instance of breakdown.

Pupils Excluded from Visits

Pupils could be excluded from a visit for a number of specific reasons, for example, the venue may be unsuitable, there is not adequate wheelchair access, or the visit is designed to meet very specific individual learning outcomes. The individual pupil may be too fragile because of their current health situation. We must be consistent in our approach to the exclusion of pupils from a visit. If the answers to points 1-4 above are all positive then which particular circumstances exclude the pupil?

Monitoring and Reviewing

- All learning outcomes from the educational visit must be recorded on the community visits form to show the intended intent.
- A Plan B must be included on the community visits form, and if an alternative venue/activity for the visit is used or the circumstances altered, this plan must be backed-up by a risk assessment.
- If a pupil was excluded from a visit on short-term health grounds this should be recorded on the community visits form with the alternative provision.
- If a venue is found to be not as advertised or access is not as adequate as you have been led to believe through brochures etc., let head teacher/deputy head teacher/EVC know so that appropriate steps can be taken.
- For Type A visits, on return to school, the lead member of staff should revisit the community visits form to record if there have been any incidents, accidents or near-misses, or not.
- For Type B visits, on return to school, the lead member of staff should revisit the community visits form AND the EVOLVE website to record if there have been any incidents, accidents or near-misses, or not.
- If there have been any incidents, accidents or near-misses, the head teacher, deputy head teacher and/or EVC should be informed immediately, and any necessary action must be taken, for example, phone calls and recording of details.
- Any paperwork with staff and pupils' details should be returned to the trip leader to be shredded, in line with GDPR regulations. Copies of reply slips, risk assessments and other trip paperwork should be stored electronically in the 'Trips' folder in the shared area of the school's network.

Residential Visits

The following section of the policy needs to be applied for residential trips, **in addition to** the protocols from the non-residential policy.

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When planning residential visits that will involve pupils staying overnight at a particular venue the head teacher must inform the governing body at a full governing body meeting. These occur on a termly basis, therefore to deliver a residential visit for example in the Autumn term the initial request to the governors must be made by the preceding Spring meeting.

The following information (if appropriate) will be needed by the governing body before the final permission will be granted:

- The dates and duration of the residential;
- An outline of the reasons and aims (intent) of the residential and the pupils to be invited to attend;
- All adults involved with the residential should be listed on the initial request to the governing body, and if required a request for DBS clearance with substantial access to children may be sought;
- The total cost of the residential and how the money will be raised with an indication of percentage contribution from families. Dates of when the deposits or interim payments are to be made and the amounts required;
- A note of all applications for funding from charities;
- The details of the venue in the form of H&S issues e.g. fire detection wheelchair access and staffing;
- Completion of a risk assessment for all activities, the residential venue, transport and pupils.

Any residential visits must gain authorisation from the Lancashire County Council Education Visits team, with the details of the visit having been submitted on the EVOLVE website as a Type B visit (outdoor and adventurous) at least four weeks prior to the visit taking place. Permission should be sought from parents/carers must be informed of key information relating to the trip, including activities taking place, details of accommodation, emergency contact numbers, etc. A trip planning checklist, available on EVOLVE, should be used to ensure that all bases have been covered.

NB:

- If using an independent travel company what protection associations are they affiliated to e.g. Abta etc.
- Insurance cover for the residential indicating that the policy is appropriate for the intended group.
- If specific activities are being planned the qualifications of staff that will be leading those activities should be established.
- Major changes in venue, cost of staff, etc. should be notified to the Head teacher or Deputy Head Teacher as soon as possible

Reviewed in September 2019 by DC Worsley EVC

To be reviewed by the EVC in September each academic year.

Plan B (must be risk-assessed): _____

Arrangements for pupils left in school: _____

Initials of staff completing this form: _____

Were there any accidents, incidents or near misses? Yes / No

Paperwork returned to trip leader? Yes / No

If YES - please inform the EVC (Head teacher/C Worsley/N Knowles) and record details.

School number: 01772 792 681 G Beaton: 07833 086 895 C Worsley: 07841 518 227

Types of Visit (Taken from LCC Educational Off Site Visits Policy and Guidelines 2019 - 2022)

Type 'A' Visits (approval by the school/service)

Educational low risk off-site visits, up to one-day duration, for example:

- Theatre visits
- Most field study visits
- Museum visits.

Type 'B' Visits (require approval by the County Council) Educational/Off Site Visits:

- Involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment*. Travel on a ferry is regarded as a form of public transport and is therefore not necessarily a hazard
- Involving adventurous activities**
- To farms
- To theme parks
- To trampoline parks and non-curriculum one off sessions
- Involving overnight stay or residential accommodation or overseas visits including foreign exchange visits
- London day visits and other multi venue city visits

* If the visit involves swimming as a planned activity, please refer to Appendix 9

** The following are examples (not an exhaustive list of such activities) • Paddle sports; canoeing, kayaking, stand up paddle boarding

- Mountain sports; climbing, hillwalking, scrambling, gorge walks, 'river' walks
- Caving; including show caves/ tourist mines
- Motorsports; karting, MX riding, quad biking, BMX riding
- Artificial climbing structures; walls, high/ low ropes • Snow sports; skiing, boarding
- Water sports; sailing, power boating, SCUBA diving, kite surfing, wild swimming
- Horse riding
- Ice skating
- Archery
- Activities with armed forces

Type B visits **MUST** be put on EVOLVE at least 4 weeks before the date of the trip.

Further clarification and advice should be sought from the Educational Visits Team if there is any doubt about the classification of an activity