



# ***Kennington Primary School***

## ***Policy for Educational Visits***

<b><i>Reviewed by</i></b>	<b><i>Date</i></b>	<b><i>Signed</i></b>
<b><i>Head Teacher</i></b>	<b><i>October 2015</i></b>	<b><i>S. Pritchard</i></b>
<b><i>Head Teacher</i></b>	<b><i>October 2016</i></b>	<b><i>S. Pritchard</i></b>
<b><i>Head Teacher</i></b>	<b><i>October 2017</i></b>	<b><i>S. Pritchard</i></b>

## **Educational Visits Policy**

### *Introduction*

This policy is written in line with Lancashire County Councils Policy and Guidelines 2013.

It is essential that the Head Teacher, Educational Visits Coordinator (EVC) and the visit leaders are familiar with the contents of this policy and LCC policy and guidelines before planning trips.

### *Benefits of Learning Outside the Classroom*

By helping children apply their knowledge across a range of challenges, learning outside the classrooms builds bridges between theory and reality, schools and communities, young people and their futures.

Quality learning experiences in 'real life' situations have the capacity to raise achievement across a range of subjects and to improve personal and social skills.

When these experiences are well planned, safely managed and personalised to meet the needs of every child they can:

- Improve academic achievement.
- Provide a bridge to higher order learning.
- Develop skills and independence in a widening range of environments.
- Make learning more engaging and relevant to young people.
- Nurture creativity.
- Provide opportunities for informal learning through play.
- Reduce behaviour problems and improve attendance.
- Stimulate, inspire and motivate.
- Provide challenge and the opportunity to take acceptable levels of risk.
- Improve children's attitude to learning.

## **Organisation and Responsibilities**

Responsibility for all off site educational visits rests the Governing Body and the Head Teacher.

### ***Governing Body***

The Governing Body will put in place a policy to ensure all visits are planned properly and the necessary approval obtained before a visit takes place.

The Governor named below will oversee and monitor this policy.

(name)

The Head Teacher's report outlining visits planned and the outcomes/benefits of visits undertaken, will be submitted to each full Governing Body meeting.

### ***Head Teacher***

The Head Teacher will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed. The Head Teacher will agree, with the named EVC, the duties delegated to the EVC.

The Head Teacher will authorise all type B visits and inform the Governing Body of any Type B visits that have taken place or due to take place during the next full Governing Body meeting.

The Head teacher will report the outcomes/benefits of visits undertaken to the Governing Body.

The Head Teacher will confirm the qualifications, training records and experience of the Visit Leader who will lead the visit.

### ***Educational Visits Co-ordinator EVC***

The school's EVC is :**Alanna Richardson**

They will undertake duties as per guidance.

The EVC will be fully conversant with LCC's Educational and off sites visits policy and guidelines.

### ***Visit Leader***

The visit leader should be conversant with LCC's Educational and off sites visits policy and guidelines.

The Visit leader must demonstrate the following:-

- Competence to lead a visit.
- Awareness of potential hazards, dangers and competence when completing necessary risk assessments.

The Visit leader will liaise with the EVC throughout the planning and preparation of their trip.

The Visit leader will ensure that all proposed trips are granted by either the Head Teacher or EVC.

The Visit Leader to liaise with PB regarding coach and venue booking.

**The Visit leader will ensure that all risk assessments, parental consent forms and notice to kitchen are submitted at least three weeks prior to the visit taking place, 6 weeks for Type B visits.**

The visit leader named for each visit will have overall responsibility for that visit whilst it is underway.

The visit leader will review their trip and provide details of the review to the EVC.

### **Health and Safety**

Proposals for visits will state:

- The educational purpose
- Aims and objectives
- Class numbers, supervision ratios and staff names.
- Destination dates and times
- Prices (full and per child)
- Coach details

#### ***Types of Visits***

*Type A – approved by school*

Educational low risk off site visits up to one day duration.

*Type B approved by LCC*

Educational/off site visits:

- Involving a planned activity on water, or in the presence of water which is identified as a hazard on the risk assessment.
- Involving adventurous activities
- Farms
- Theme parks
- Over night or residential
- Foreign exchange visits

No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.

Every trip will be subject to a review.

#### ***Risk Assessments***

Risk assessments are an essential part of the planning process.

The Group leader is responsible for producing risk assessments for all aspects of the visit.

Risk assessment Forms (form 5) can be found on Evolve On line Approval for Off Site Visits

### **Arrangements**

#### ***Proposals***

The visit leader will submit a proposal to the EVC/Head teacher within the following timescale for each category of visit.

<b>Category</b>	<b>Latest date for submission to EVC/Head teacher</b>
A	3 weeks prior to visit
B	6 weeks prior to visit

The EVOLVE on line approval for Off sites Visits must be completed for all visits.

**Forms for parental consent must be sent out at least three weeks prior to the visit. Parents must sign the relevant consent forms and provide emergency contact details and all relevant medical details.**

#### ***Notification***

Notification will be made using the EVOLVE on Line Approval for Off Sites Visits form.

Notification to the LA Educational Visits Team will only be allowed after the EVC and the Head Teacher are satisfied that the form has been fully completed and that any additional information is attached.

**The Visit leader is responsible for sending notification to the EVC.**

**Type A visits – three weeks. Type B visits- Six weeks.**

The Head teacher/EVC will ensure that the visit leader carries out this task.

#### ***Undertaking the visit***

Once notification has received approval from LA (Type B) Head Teacher/EVC (type A) the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary must be considered by the visit leader and a risk assessment made prior to the alteration taking place.

A record must be kept of all such instances for evaluation and review purposes.

Any accidents that result in a child or staff member having to go to hospital must be telephoned to school immediately. Upon receipt of any such call the school base contact will immediately inform the LA Educational Visits Team

### **Evaluation and Review**

Every visit will be reviewed by the visit leader.

The results of the evaluation and review process will be provided to the EVC/Head Teacher.

The Head teacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

The evaluation and review report will be maintained in the school's educational visits file for reference.