



## **EDUCATIONAL VISIT POLICY**

**Reviewed February 2018**

**Presented to Governors Meeting 20th March 2018**

The school adopts the guidance and procedures issued in the County Council Education Service document ***Educational Visits*** and, where relevant, the DfES document ***Health and Safety of Pupils on Educational Visits (HASPEV)***. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money. This policy has been reviewed in line with OEAP Guidance which can be found at <http://oaepng.info>

### **Introduction**

Moorhill Primary school will provide outdoor learning, off-site visits, learning outside the classroom and residential visits. All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### **Local Responsibilities**

The Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

To grant/acknowledge permission via email that a staff leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable

To reiterate that ratios for pupils to staff for relevant age ranges are adequate

To liaise with Headteacher and agree outline permission for a visit to go ahead

To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken

To liaise with the County Council on any visit involving residential or foreign travel and additional or high risk activities

To submit final permission for a visit when all organisation and planning are complete and Evolve form is completed for approval by the Headteacher

To maintain adequate record keeping, all induction papers and review visits with visit leaders

**The school's current EVC is Mr. Mick Wood.**

The designated visit leader is in overall charge of the group and remains responsible throughout the visit. It is the visit leader's responsibility to ensure correct ratio and if using parent helper/volunteer the relevant safeguarding procedures are followed and school confidentiality procedures are adhered to in advance of the visit date. All parent helper/volunteers will receive the relevant above advice via Mr Wood (EVC), through the class teachers as directed by Mr Wood and appropriate forms are completed and signed.

Note: Visits to the County Outdoor Education Service and School Swimming Service are now provided by Entrust.

### **Procedural Requirements**

Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the Headteacher and email the educational visits co-ordinator (EVC) for permission to plan the visit within an acceptable time period, not later than within a minimum 30 days of the proposed visit date.

Outline permission will be granted when all the requirements identified (to include staffing arrangements, travel arrangements, availability) have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.

Mrs Forder should be notified of all visits to ensure booking schedules can be accommodated and transport arranged where applicable.

When the visit involves additional or high risk activities, foreign travel or is a residential visit then the details of the visit will also be sent to the County Council Educational Visits Adviser by the Headteacher or EVC for approval that all the procedures have been satisfactorily completed in accordance with Appendix 1 (Staffordshire county Council Educational Visit Policy).

Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of fourteen days before the visit.

Following each visit the leader can be asked to undertake a review by the EVC. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the Headteacher or EVC.

The risk assessment for the visit will be completed by the visit lead prior to the visit and submitted to Evolve along with:-

- Parent letter with details of the visit including consent (including next of kin details)
- Information about local hazards and how these can be controlled (e.g. specified safe road crossing place)
- Transport arrangements
- The selection venue facilities/rest areas/external provision
- Information about participants medical conditions, special needs, behaviour and dietary requirements where applicable

- Arrival and departure times and 'check in' with school where applicable to keep school and consequently parents notified of schedules
- The visit lead is responsible for ensuring that the school mobile phone is taken on visits. This should be returned to KS1 office for charging for the next visit The visit lead will assess proposed volunteers suitability to attend a visit

### **Emergency Procedures and Incident Reporting**

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency. The school mobile phone which has been purchased for visits should be taken. This mobile number 07950 918309. Where a visit is taking place partly or wholly outside the normal school day/week the risk assessment must indicate the name and contact details for the on-call member of the Senior Leadership Team, who will be contacted in the event of a problem or emergency. The visit lead is responsible for ensuring that the school mobile phone is taken on visits. This should be returned to the Moorland Road Site office for charging for the next visit.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide:

If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Headteacher, deputy or the home contact will inform the designated senior officer of the Education Service (Director or Deputy Director) and the school will instigate its critical incident plan (as identified in Coping with a Crisis, produced by Pupil and Student Services).

Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police. A full incident report should be completed where necessary in any such event.

### **Behaviour**

Both pupils and staff will abide by school policies, Behaviour Policy and Staff Code of Conduct when attending school visits. Staff will remind pupils of our school reputation in the community demonstrating our school values.

### **Volunteers and Parent Helpers**

Where the visit lead requires volunteers to attend a visit the visit lead and/or EVC will ensure the volunteer:-

- Will understand the requirements of their role on the visit
- Has completed and signed a copy of staff code of conduct, childcare disqualification, confidentiality agreement and if a volunteer in regular attendance appropriate disclosure is applied for. The EVC will make this decision based on the number of visits by any one volunteer on a regular basis
- Is provided with information of the reporting process for accident, incident reporting and any other concerns relating to the safety of children on the visit
- Is reminded that mobile phones cannot be used

### **Risk Assessment Management**

The visit lead should ensure the relevant RA is in place. Any issues raised on a visit should be reported to the EVC. Where applicable the RA should then be reviewed. Additional support for RA guidance can be found in document 1b 'Foundations' and 4.3c Risk Management, an overview.

### **Inclusion**

All pupils have an entitlement to participate.

### **The Governing Body**

4.1 The governing body wishes to be informed about the following categories of visit prior to them taking place (if any): -

- Foreign Visits
- All visits involving overnight stays
- Outdoor Adventurous or high risk activities other than those run by Staffordshire County Council Outdoor Education Service and Entrust

4.2 The governing body will receive reports from the Headteacher outlining the school visits that have taken place.

### **Due Regard Statement**

We have carefully considered and analysed the impact of this policy on equality and the possible implication for pupils with protected characteristics, as part of our commitment to meet Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Reviewed 14th February 2018

This policy should be read in conjunction with Appendix 1 Staffordshire County Council Education Visit Policy Coping with a crisis policy