



The Mease Federation

Mary Howard St. Andrew's

Educational Visits Policy

2022

Review 2023

Believe

The Mease Federation is a union of two, small, rural Primary schools in villages that lie on the River Mease. **Mary Howard CE Primary School** and **St. Andrew's CE Primary School** are both church schools that are connected not only by the river, but by the ambition they both hold for all the children within the federation.

MOTTO

The Mease Federation's motto is **Believe** – believing in you, believing in each other and believing in our faith. *'I can do all things through Christ who strengthens me' (Philippians 4:13)*

VISION

At The Mease Federation we are aspirational for the future of all our pupils in that they will learn how to grow and develop into physically and mentally healthy, successful, spiritual and moral citizens. In our inclusive Christian schools, we support each other to thrive together as *'One Family Under God'*.

MISSION

At The Mease Federation we are a community of children, parents/guardians, staff, governors and neighbours who challenge and support each other to flourish. Our mission is to provide a safe space for our pupils to develop:

- A life-long love of learning
- Inquisitive, creative and critical thinking skills that they can use to solve problems
- A willingness and ability to communicate with different audiences
- Confidence and resilience in and out of school and their future workplace

INTENTIONS

At The Mease Federation our intentions are to motivate, appropriately challenge and support all the pupils to experience enjoyment through academic, personal and social achievement. We enable this to happen by providing:

- High quality teaching
- A varied and relevant curriculum
- Collective Worship

VALUES

The Mease Federation has a strong commitment to Christian and Human Values that underpin our decisions and drive the curriculum, teaching, collective worship and wider opportunities we provide.



Believe

The Mease Federation has formally adopted, through its Governing Board, the Staffordshire 'Guidance for Offsite Visits' www.oeapng.info and as outlined on Evolve www.staffordshirevisits.org.uk. This guidance defines the arrangements to be taken into consideration when organising educational visits, provides guidance to ensure best practice in managing off-site activities and is designed to make trips safe.

Aims and purpose of Offsite visits

Purpose

Here at The Mease Federation, we recognise and want to make a strong commitment to the added value of learning outside the classroom and beyond the school premises. In doing so, we will seek to provide a broad and balanced range of Learning Outside the Classroom opportunities for all of our pupils.

It is important that any educational visit, or over night trip, is carried out in a calm, happy and secure environment; that all staff and children feel confident with the safety procedures in place and that they fully understand the parameters of the trip. The learning experience, however, must remain the primary focus. The aims and objectives of educational visits and of learning across and beyond our Health Curriculum are:

Developing Key Skills

Using and applying knowledge, skills and understanding in different, realistic and exciting contents.

- ✓ Developing the ability to work co-operatively
- ✓ Developing the ability to communicate successfully
- ✓ Showing initiative and a positive attitude
- ✓ Showing greater independence, moving towards self-resilience
- ✓ Becoming increasingly risk aware and increasing understanding and independent action

Raising achievement by boosting self-esteem and motivation

- ✓ Raising self-esteem through successful participation and enjoyment
- ✓ Developing a positive attitude to learning
- ✓ Helping demonstrate strengths and understanding of limitations
- ✓ Encouraging responsibility

Developing social education and citizenship

- ✓ The ability to work with others, accept and support them, building relationships
- ✓ Learning to tolerate others and respect their views – understanding equal opportunities
- ✓ Exploring attitudes and values they will carry into adult life

Promoting education for sustainable development

- ✓ An appreciation of the natural world as a source of interest and challenge
- ✓ A concern for living things
- ✓ An understanding of the need for interdependence between people and the environment
- ✓ Recognition of the effect of present action on the future

Promoting health, fitness and well-being

- ✓ Developing a positive attitude to physical activities and a healthy lifestyle
- ✓ Developing and experiencing physical fitness and well-being
- ✓ Achieving success in physical activities
- ✓ Developing a sense of self and self-discipline and the ability to take on challenge and cope with adversity

Each year our schools will arrange a number of activities that take place off the school sites and out of school hours. These visits support the aims of the Federation. The range of activities, which the Governing Board has given its approval, include:

- School Sports Teams
- Regular Local Visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential Visits
- Adventurous Activities
- Musical Events

Equal Opportunities and Inclusion

The Mease Federation will ensure that every effort is made to include all children. We will endeavour to make activities available and accessible in some form to all who wish to participate or are required to take part. This would be irrespective of their special educational or medical need, disability, ethnic origin, gender or religion. It should be noted that this must be done whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venue. These are significant factors to be managed, which may over-ride other considerations. Communication with parents / carers / guardians is key to decisions being made. Individual risk assessments may need to be put in place for some activities for children with SEND.

Approval Procedure

The Governing Board has delegated the final consideration and approval of offsite visits and activities to the **Executive Headteacher, Ms Claire Evans**. The nominated **Educational Visits Coordinators (EVC's)** are **Mrs Jo Bennett** and **Miss Zoe Bolton**; the Governing Board has approved these appointments and the EVC's have received the appropriate training by the Local Authority.

Before a visit is advertised to parents / carers / guardians, the class teacher will decide where they would like to go on a trip, gather all of the information and then book the visit with help from the school office. They will then complete the Educational Visit form and complete and submit risk assessments on Evolve. This will then be sent to the EVC to check and approve and then finally to the Executive Headteacher for a final check and approval. EVC's will give training to all staff on how to use the Evolve system.

The school has agreed a policy for categorising its visits in line with SCC guidance e.g. –

- **Level 3 visits** must be approved via Evolve and the LA's online approval gained
- **Level 2, day visits** are approved at school level on Evolve by the EVC and Executive Headteacher
- **Level 1 Local Regular Day Visits** – this establishment has posted a list of it's level 1 visits in the document library on Evolve and will use in-house systems to record and approve such visits. It confirms that a set of standard operating procedures (SOP) or generic risk assessments exist for these level 1 visits. (SOP guidance is available in the Evolve Document Library).

Definition of Levels

- **Level 3** – Residential or Adventurous Visits
- **Level 2** – Day visits not in our establishment list of level 1
- **Level 1** – Local and regular visits that the school has generic risk assessments and standard operating procedures for.

Staffing

The Mease Federation recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for the proposed activities.

The Mease Federation values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Executive Headteacher and Visit Leader and is entered on the voluntary helpers list kept by the school. They will be carefully briefed on the scope of their responsibility. Where it is appropriate, the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

*Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted. *

Risk Assessments

The Visit Leader will seek to identify any significant risks from any activity that is under their control and will take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible, the school will seek to use holders of the **Learning Outside the Classroom Quality Badge** for which no providers contracts or other assurance checks are required.

Parental Consent

Written consent from parents / carers / guardians will be required for pupils to take part in any offsite activities organised by the school. The school has a standard form, which will be used for this purpose. As part of the parental consent they will be fully informed of all of the activities and arrangements for the visit. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions for Pupil Premium, Behaviour and Inclusion which applies to all visits.

The Expectations of Pupils and Parents / Carers / Guardians

The Mease Federation has a clear code of conduct for school visits based on the school 'Behaviour for Learning and Caring Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents carers / guardians will be expected to cover any costs of the journey home early.

Emergency Procedures

The Mease Federation will appoint the Executive Headteacher or Office Support Manager as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that which might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the Emergency Contact, including the home contact details of parents / carers / guardians and next of kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

In case of a critical incident, the Visit Leader should inform the emergency point of contact in the first instance who will then phone the **Staffordshire Health and Safety Support Team** on **01785 355777**. This line should only be used to inform and request support from the Local Authority when a traumatic or tragic event has occurred.

Review by the Local Authority

The Mease Federation is supported in its arrangements for offsite visits by Staffordshire County Council Local Authority using Entrust Support Services. Where necessary, the school will seek advice from the Educational Visits Adviser for Outdoor Education.

All visits that involve an overnight stay, and any that involve adventurous activities, will be notified to the LA in advance of departure. The LA will provide an independent reassurance check of the plan and precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the LA and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

The Mease Federation may invite, but not require, parents to make a voluntary contribution for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether their parents / carers / guardians have contributed.

The level of contribution will be calculated for each activity. Some activities may not take place if parents / carers / guardians are reluctant to support it. The Mease Federation reserves the right to cancel or withdraw the activity or trip if insufficient contributions are made by an agreed date before the trip is to take place.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential.

Level 1 Visits

This is a list of The Mease Federation's regular day visits the school considers to be Level 1. This list is in the document library of Evolve and the school uses in house systems to record and approve such visits. It confirms that a set of standard operating procedures (SOP) or generic risk assessments exist for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

- Holy Trinity Church, Edingale
- St Andrew's Church, Clifton Campville
- Rawlett High School, Tamworth
- John Taylor High School, Barton Under Needwood
- The Snowdome, Tamworth
- Edingale Village Hall
- Any other walks around the local area

This Policy Is written in conjunction with:

- Charging and Remissions Policy
- SEND and Inclusion Policy
- Behaviour for Learning and Caring Policy
- Health and Safety Policy

The Mease Federation is insured by RPA for all Educational Visits.