Policy title	EDUCATIONAL VISITS POLICY
Written by	Headteacher
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Status	Finalised
Summary of change	

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Approval authority	Principal
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1 Overview

All educational visits and activities support and enrich the work we do in the school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

At Silverdale Primary School we believe that it is important to ensure that the children receive a rich and varied curriculum. To enrich the curriculum for our children we also offer a range of educational visits and other activities that add to what they learn in school. Educational visits and visitors play an important role in inspiring the children through first-hand experience of a particular part of the curriculum. We believe that educational visits are integral to the curriculum our school offers and enhances the wider educational experiences that the school can provide.

Our aim is to ensure that children enjoy a wide variety of experiences through school trips, by providing the opportunities to experience differing places and differing modes of transport.

Each aim for all year groups to undertake whole day or part day visits during which may be local or require a longer journey. In addition we provide the children with a gradual programme of residential type visits.

We seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes.

1. Authorisation – Legal Responsibilities

2. Types of Visits

3. Risk Assessment

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1. Authorisation – Legal Responsibilities

The Head teacher is the Educational Visits Co-ordinator (EVC) and must formally approve any educational visit or other off-site activity.
The EVC will ensure that educational visits meet the employer's and school's requirements. Assess the competence of prospective leaders and staff. Ensure risk assessments meet requirements. Organise training and induction. Ensure parents are informed and give consent. Organise emergency arrangements. Keep records of visits, accidents or incident reports. Review and monitor practice.

The Visit Leader must: Be approved to carry out visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.

2. Types of Visits

All visits must comply with this Educational Visits Policy
All local visits to be approved by the EVC in advance with at least 48 hours notice. Trips further away from the locality should be approved a week in advance

Adventure activities, all residential trips, and trips abroad; require County authorisation.

Residential Visits

We believe that a residential visit is an important part of the school curriculum, enabling the children to experience a wide range of skills and developing independence and responsibility. In Year 6 we organize a residential in a contrasting locality.

We recognise that for some children a school residential is their first experience of being away from home

3. Risk Assessment

All visits must be Risk Assessed

A risk assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.
Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.
Use of a 'provider', for example accommodation or adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit.
One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.
All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.

4. Parental Consent

Signed parental consent must be obtained.

One parental consent form may cover a programme of similar activities over a maximum of one year. (For example Sporting fixtures)

General

• Parents will always be notified of outside school visits beyond the immediate vicinity that require transport and will be asked to sign a permission slip.

• Failure to return a signed slip will mean that the child does not take part in the visit.

• For residential trips, parents will be fully informed by letter and their written permission will be requested.

• Exposure to the weather should always be a consideration and parents should be advised to provide their children with suitable clothing, sunscreen and water.

• Parents should notify the school if travel sickness medication is necessary and provide it for their own child.

• Parents are responsible to ensure that their emergency contact details are always up to date and lists of emergency contact numbers should be taken on all trips.

Parents must be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

Venue(s) and travel arrangements
Dates and times of departure and return where visits exceed beyond the school day
The nature of activities planned
Kit list where appropriate
Arrangements for supervision
Financial contribution expected from parents
Insurance arrangements
Contact system in case of emergency
Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours

The School's behaviour policy is designed to give a clear Code of conduct or standard of behaviour expected during the visit from children and our Volunteer policy give a clear code of conduct for adults

5. Staffing – competence and training

Visit leaders must be competent to undertake the role. In most cases they should be a qualified teacher, however where support staff are equally confident to undertake this role and with guidance from either the EVC or senior member of staff the role may be delegated if appropriate as long as the member of staff is competent to undertake the role.. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.
All staff should be assessed for competency and training provided for visit leaders.
The staff-pupil ratio must be determined as part of the risk assessment.

Considerations : SEN / behavioural / age / activity / location / transport / Visits lasting longer than one Day / Visits of one Day or less. A professional judgment must be made by the Visit Leader and Head teacher/EVC regarding the ratio for each visit. There must be an appropriate level of supervision at all times.

A general guide would be:

EYFS: 1:5

Years 1 -3: 1:6

Years 4 – 6: 1:10

Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.

County policy must be followed with regard to CRB checks. At Silverdale Primary Academy any adult helper with responsibility for any groups of children extending beyond their own must be CRB checked
If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.

First Aid/Medical

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the *minimum* requirement for residential visits.

First aid kits are available from the site manager; if the visit involves the party splitting up by any distance, a kit should be taken for each group. The group Leader is required to check the medical care list to ensure that they are aware of any child's particular medical needs and their medical care plan, if appropriate. All necessary medication, such as Epipens, asthma pumps, diabetic emergency kit etc must be taken on the trip and available to the child at all times.

6. Supervision

Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.
The Visit leader must determine when supervision must be 'direct' and when it may be 'remote':

Direct supervision – pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group

Remote supervision - pupils are allowed to operate unaccompanied in groups. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of an emergency.

A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received.
During a coach journey, the staff will ensure that the children are sitting sensibly and that seat belts are fastened. They will also ensure that no child sits in the middle of the back seats. Staff and volunteers will sit at the front, middle and back of coach to aid supervision where possible.
Throughout the visit, the children will be under constant supervision and regular head counts will be made as part of security arrangements. If the visit means the children will be in 'dangerous' areas such busy roads or public areas then staff will wear hi-viz vests and children will wear hi-viz hats as appropriate.
The group leader is responsible overall for the group at all times.
The Visit leader will carry a mobile phone at all times. The school has two mobiles expressly for this purpose.
When appropriate the Visit leader will make a preliminary visit and carry out a risk assessment, which should be approved by the Educational Visits Co-ordinator before the visit. A copy of the assessment should be taken on the visit and given to all helpers.

Role of Supervising Parents/Volunteers

Supervising parents/volunteers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. An oral or when appropriate written briefing including contact information for the overall leader, map and timings will be provided for each group leader, when groups are working separately. They must also be given a written list of the pupils in their immediate care.

Including Pupils on Educational Visits

Silverdale Primary Academy fully supports the availability of education visits to all pupils and recognises that children with additional needs, including those with challenging behaviour, should not be unnecessarily

excluded. Reasonable adjustments will be made to accommodate pupils with additional needs, such as 1:1 support. However, if the safety of a pupil (or others) cannot be guaranteed because of his/her inclusion in the visit, then that pupil will not be included in the visit. Documented evidence, including the risk assessment, must be retained. Parents will be expected to collect their child should an incident of unacceptable behaviour occur on a school journey/visit.

7. Emergency Planning

Group leaders must have a means of making emergency contact with the Visit Leader at all times.
Visit leaders must have a means of making contact with the emergency services if required, plus access to first aid equipment and a nominated person with first aid knowledge.
If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
A list of pupils with parental contact and medical information, must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.

The Visit leader should always carry a mobile phone.

If a serious accident occurs, at least one adult should remain with the child or children concerned, whilst other adults continue to supervise the rest of the children. As soon as the situation is under control, a telephone call should be made to the school to inform the Head teacher of the situation. The school will then inform other relevant parties.

9. Summary Checks

Seek approval in principle from EVC / Line manager.
Plan and prepare for visit.
Complete submission form.
Assess risks.
Define roles and responsibilities of other staff and pupils.
Ensure effective supervision of pupils and what they do.

Related policy areas for the establishment

o Child protection and safeguarding
o Inclusion
o Emergency planning
o Accident
o Health and safety
o Staff development (training, qualification)
o Volunteer policy
o Behaviour policy

Documents required:

 Parental Consent forms

- *Incident / Accident Report forms*
- *Educational visits register – Pupils / Staff lists*
- *School Emergency Plan*
- *Emergency Contacts at East Sussex County Council*
- *Generic Operating procedures used by establishment*