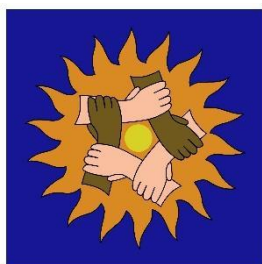


Highfield Primary School



Educational Visits Policy

September 2022

Reviewed 2022

Context

We believe that educational visits are an integral part of the entitlement of every pupil to a broad and enriched curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes *Highfield Primary School* a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, *Highfield Primary School*:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info (as recommended by the DfE).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

- 1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.** These visits/activities do not require a submission to EVOLVE, however, teachers add notes to their planning documents regarding managing risk for these activities.
- 2. Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.**

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval. An email is sent to the visit leader once the information has been approved.

- 3. Visits that are overseas, residential, or involve an adventurous activity.**

These follow 2. above, but the Head then submits the visit to the LA for approval.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements and should seek advice from the EVC where necessary. Visit leaders are also responsible for completing full risk assessments based on the children attending the visit. See Appendix 1 for Risk Assessment Template. The visit leader will also be responsible for briefing parents before a trip, see Appendix 2 for Parent Volunteer Form.

The Educational Visits Coordinator (EVC) is *Miss Panchal*, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE. It is the responsibility of the EVC to ensure that all members of teaching staff are up to date on any changes to EVOLVE. The EVC meets with all new teaching staff to run through the process of how to complete a risk assessment and other documentations that are required when completing an EVOLVE online form.

The Head Teacher has responsibility for authorising all visits and for submitting those that are overseas, residential, or adventurous to the LA for approval.

The Governing Body's role is that of a 'critical friend'. Individual governors may be given 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.
- EVC to provide 1:1 training for ECT teachers.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will consider the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Children whose behaviour could jeopardise the safety of the other pupils will be excluded from any educational visit by the Headteacher. Parents or carers will be fully consulted in these circumstances.

Organising an Educational Visit

Every visit should have a nominated group leader; this may not be the most senior member of staff but the person who is most familiar with the visit venue.

Wherever possible pre-visits should be made by the class teachers to ensure smooth organisation. If this is not possible, teachers should liaise with anyone on the staff who has visited the venue before and take their advice, or speak directly to the venue concerning details such as, lunch provision, toilets, adult supervision needed. It is also advised that visit leaders contact someone who they will meet at the venue of the trip to ensure that all plans are in place for the visit.

No activity defined as 'adventurous' should be booked unless a qualified instructor leads it, such as on school journey. All trips except for Year 6 residential visit should fall into the category 'no significant risk'.

It is the group leader's responsibility to:

- Liaise with the venue and be as informed as possible about the visit.
- Check that the venue has up to date risk assessments for activities.
- Write a letter to parents outlining all the events happening on the visit, lunch arrangements, appropriate clothing requirements, so that they are fully informed.
- Ensure a full risk assessment has been carried out.
- A mobile number for contact of trip members should be recorded on the risk assessment and a copy left at school.
- The risk assessment is photocopied and given to all adults involved in the visit.
- To have a Plan B for alternatives if events do not turn out as planned.
- To carry out on going risk assessment throughout the visit.
- Make decisions on the trip and contact the school if any problems occur.
- Ensure that any appropriate medication is taken on the trip.
- Ensure there is a correct adult / pupil ratio for safety as outlined later in this policy.

- ❑ At all times, be aware of the children's safety.

It is the class teacher's responsibility to:

- ❑ To ensure that all parental consent forms have been returned.
- ❑ To organise the correct adult to pupil ratio for their visit.
- ❑ To check that their helpers have read the relevant risk assessments.
- ❑ To organise children into manageable groups.
- ❑ To brief any parents helping about what they are required to do on the trip.
- ❑ To speak to all the children in their care about expected behaviour, risks and safety.
- ❑ To maintain good discipline during the trip.
- ❑ To carry out on-going risk assessment throughout the visit.
- ❑ At all times, be aware of the children's safety.
- ❑ Ensure that pupils are supervised at all times during the visit.
- ❑ Carry a register of children's names and conduct frequent head counts.

The importance of good behaviour during visits will be emphasised with the children for their own safety and children who misbehave may be excluded from further trips if they let the school down.

There will normally be a minimum of one adult to every 10 children in KS2 and one adult to every 8 children in KS1. However, the nature of the trip and travel should determine how many adults are deemed safe.

Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.

Pupils have been trained and have practiced standard techniques for road crossings in a group.

Where appropriate, pupils are fully briefed on what to do if they become separated from the group.

Pupils' clothing and footwear is checked for appropriateness prior to leaving school.

Staff are aware of any relevant pupil medical information and ensure that any required medication is available. Medical and behavioural points are clearly labelled on the Risk Assessment for the visit.

Staff in the office and SLT should be made aware of trips, timings and staff going.

Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

Emergency procedures

In the event of an emergency occurring during an educational visit the group leader will in the following order:

- ❑ Assess the situation on site immediately.
- ❑ Call the emergency services if necessary and deal with any first aid issues if required.
- ❑ Telephone the school to seek advice from the Headteacher or the deputy.

The school should be kept informed at all times, the mobile numbers of both the Headteacher and deputy will be kept at hand.

If the group leader is unable to contact the school, they should telephone Enfield Civic Centre, Borough Control Centre on 0208 379 4446. This line is open on a 24-hour basis and is available to all staff.

If an accident occurs and a child has to be taken to hospital during a visit, the child must be accompanied by an adult. This adult should be a borough employee, but not the group leader as they are responsible for the safety of the whole group.

A parent helper should not accompany the injured child unless they are the parent of the child. Every effort will be made by the school to contact the child's parents; however, in an emergency situation the school has a duty of care over the child and can make medical decisions. In such a case the safety of the rest of the children must not be compromised through a reduced number of supervising adults. Therefore the group leader, after discussion with the school, needs to make the decision whether to terminate the visit.

If a teacher is injured or ill during a trip, the group leader, with advice from the school, must make the decision whether to terminate the visit because of reduced supervision. If an ambulance is called another adult should accompany them to hospital if necessary.

If for any reason the visit is going to be later than the advised time in returning to school, the group leader should inform the school who will contact parents with up to date information.

Educational Visits Checklist

Highfield Primary School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities and may be downloaded from EVOLVE. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

Parents and those with parental responsibility should be made aware of the likely risks on an educational visit. Therefore, their consent or refusal can be given on a fully informed basis. This is known as acknowledgement of risk. Letters to parents should contain full details of activities to be undertaken, venues, supervision arrangements and any other relevant information. All possible alternatives, including Plan B arrangements must be included in the information given to parents. If parents have not given their consent to an activity, for example, use of an adventure playground, the group leader must not allow pupils to take part in it. Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. The school obtains blanket consent when they join the school for trips in the local area, this can be seen on the pupil's Scholar Pack profile. Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via letters, meetings, etc), so that consent is given on a 'fully informed' basis. This can be through a traditional paper consent form or through ParentPay.

Inclusion

All children should be included in trips and necessary arrangements should be made so that all children are able to attend the trip.

Transport

Use of staff cars to transport pupils – *If you are transporting children in your own vehicle, business insurance should be obtained. If parents are taking children that are not their own, permission from the child's parents must be given.*

Appendix 1 – Risk Assessment Template

Highfield Primary School

ESRA – EVENT SPECIFIC RISK ASSESSMENT

Visit Name	Year group	Carried out by:	Date of visit:	School Mobile Number	School Office Number
				07984431367	020 8360 2149

S.T.A.G.E.D	Who is affected?			What are the risks?	How will you manage the risks?
	Pupils	Staff	Parents		
Staffing Who will be attending? (Specific names of school staff and any parents) Any medical needs for adults. What is the legal ratio?					
Transport How will you be getting to the venue? Confirm timings. Have you completed a pre-visit? Look up the route prior to travel. Have the transport tickets been arranged? (If applicable) Plan B options.					
Activity Who is leading the activity (school staff or venue staff)? What will the pupils be doing? What risks are involved with the activity? If more than one activity, how do pupils move between activities? What are the timings? How long will the activity take? Plan B options.					
Group What group size is attending the trip? List all medical and behavioural needs. Are pupils working in smaller groups?					
Environment Prepare for all weather conditions. Environmental hazards that impact the activity.					
Distance How far is the journey? How far away are you from help? Where can you get help?					

Appendix 2 – Parent Volunteers for One-Day Educational Visits Form



Highfield Primary School

Parent Volunteers for One-Day Educational Visits

Parent/carer Volunteer's Name:	
Child's Name:	
Class:	
Date of trip:	

1. I agree to act as parent/carer volunteer for the purpose of the visit. I have been acquainted with the arrangements for the visit and with the nature of my duties.
2. I understand that the teacher/s in charge will be responsible for the conduct of the visit, and I am willing to undertake any reasonable duties as a voluntary escort which that teacher or any other accompanying teacher/staff may ask me to perform.
3. I accept that the staff are responsible to the authority for the safety of the children, and I agree for that purpose I will be under the supervision of the staff and will obey any instructions they give, including any instruction affecting any child of whom I am a parent volunteer for.
4. I will not use my mobile phone to take photographs, videos or take calls whilst I am on the trip.
5. I also accept that the authority will be under no liability for any injury, illness or loss which I may sustain because of this visit or in the performance of my duties as an adult voluntary escort.
6. I will not consume alcohol.
7. I will not smoke or vape whilst assisting with one day educational visits.
8. I will not give the children something to eat or drink on the journey (bus/train/coach).
9. School staff to take children to the toilets (unless it is my own child).
10. School staff will have first aid kits if needed to use with children- including sick bags.

SIGNED: _____

DATE: _____

*Important: Two copies are to be signed; one copy to be kept by the parent and one copy to be kept by the school. School will dispose of this sheet after the trip.