



Educational Visits Policy

Phoenix Community Primary School

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Introduction

- This policy reflects the values, ethos and philosophy of Phoenix Community Primary School in relation to the carrying out of offsite visits and fieldwork in all curricular areas. It provides a framework within which all governors, staff, parents and pupils work together. It will also provide guidance on the planning, carrying out and evaluation of all Educational Visits using the school's internal policy and procedures. It was developed from agreed school practice and is in line with guidance from the LA and the DfE including Kent Framework for Safe Practice on Educational Visits and Outdoor Learning – <https://www.theeducationpeople.org/media/2400/kent-framework-for-safe-practice-ed-visits-v1.pdf>

Aims

- To assist all pupils in preparation for the opportunities, responsibilities and experiences of adult life;
- To promote positive attitudes and enthusiasm for offsite visits, whilst developing a sense of wonder which can be inspired by a local and wider environment;
- To develop enquiry skills which enable them to find out about places;

- To develop a sense of a place through first-hand investigation of features and characteristics of places, contrasts and relationships between places and how people live in them;
- To develop children's sense of space and place, helping to answer the basic question 'Where am I?';
- To develop first-hand an 'informal concern' about environmental relationships and issues and enhance their sense of responsibility for the care of the earth and its people in practical ways;
- To undertake outdoor and adventure activities
- To develop cross-curricular learning;

Statement of Intent:

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an Educational Visits Coordinator (EVC) will be nominated in each school or establishment to carry out this role and they will attend an EVC training course, and an EVC update course every 3 years. This role can be retained by the Headteacher /Senior Manager or delegated to an appropriate staff member.
- The Governing Body has delegated responsibility to the Learning & Development Committee for oversight and monitoring of Outdoor Learning and Educational Visits and to approve residential trips involving one or more nights away and trips overseas.
- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.
- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support



incident management and potential investigations / court proceedings after serious incidents and accidents.

- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.
- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

Responsibilities of the Educational Visits Coordinator (EVC)

- To approve educational visits as agreed by the Headteacher and Governing Body
- Ensure that this policy and associated health and safety issues are fully addressed when planning an Educational Visit;
- Approve Educational Visits once the risk assessment has been completed.
- To ensure visits have the appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- To ensure that the visit leader obtains the consent or refusal of parents and to provide full details of the visit beforehand so that their consent/refusal is given on an informed basis.
- To keep records of individual visits including reports of accidents and 'near accidents'.
- Complete online 'Educational Visits Notification and Approval System' if the trip includes any overnight stays or includes any hazardous activities.

Responsibilities of Staff

Preparing for the Educational Visit

- Think through the aims, objectives and broad learning outcomes of the fieldwork
- Check that they are familiar with the school's Health and Safety policy and procedures arranging Educational Visits
- Be aware of adult pupil ratios:
 - Year R – at least one adult per six children
 - Years 1 to 3 – one adult per six pupils
 - Years 4 to 6 – one adult per ten to fifteen pupils
- However, if an activity is judged to be more hazardous there may be a need for a higher ratio of adults to pupils
- Ensure that they understand charging legalities and Phoenix Community Primary School's Charging policy

- Obtain costing
- Fill in appropriate permission forms and present to Headteacher for approval
- Arrange dates and times
- Arrange extra adult help
- Book minibuses and arrange drivers
- Obtain parental consent on a standardised form to include:
 - Permission for the child to take part in the activities as described in the details;
 - Identify any special requirements or health concerns;
 - Give permission for emergency medical treatment.
- Make a preliminary visit to the fieldwork site and complete the risk assessment form
- Explain the purpose and expected outcomes to other colleagues or helpers
- Ensure that they know what to do in the event of an accident and who has final responsibility for decisions on the trip
- Ensure that they are aware of the Behaviour for Learning policy in relation to educational visits

Preparing the Parents

- Inform parents in writing of all necessary details and implications of the trip in good time
- For residential trips, arrange a parents' meeting to explain supervision arrangements, clothing and footwear, spending money and expected behaviour standards. Allow parents to express any concerns;
- Provide written checklist for parents at the meeting. Ensure absent parents receive checklist
- Parents will be reminded that pupils who continually behave inappropriately within school and therefore could pose a health and safety risk to themselves and/or others will not be permitted to join the educational visit. The pupil will be expected to attend school in an alternative class

Preparing the Pupils

- Carry out the work you have planned to do in the classroom before you go
- Practise any necessary skills before you go. Ensure that the pupils understand why they are going and the learning focus
- Ensure that the pupils know what their tasks are to be. Inform parents and pupils of expected behaviour standards
- Ensure that pupils are aware of any hazards and that they know what to do if a problem arises
- Remind pupils to bring suitable clothing, food and equipment

Preparing The Accompanying Adults

- Ensure all adults are aware of who the group leader is
- All adults to have read the risk assessment carried out before the visit and signed to confirm understanding;
- Each adult is given all necessary equipment and a list of the pupils' names and any special needs

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- All adults know of a central meeting point and the times of activities throughout the day
 - All adults are aware of and have read the Emergency Action Plan (Appendix A)

Managing The Visit Successfully on the Day

- Be aware of the weather forecast
- Check names and numbers of pupils; see that all staff have a list of pupils' names
- Check that everyone is aware of the chain of command and who the group leader is
- Ensure that you have the school telephone number (01233 622510). Ensure that the school office has mobile phone numbers and any other useful contact numbers on the day – all accompanying adults to have phone numbers listed on the Risk Assessment form.
- Take a file with:
 - Emergency contact numbers;
 - Consent forms;
 - Special (inc. medical) requirements of group members;
 - Group lists showing responsible adults;
 - A copy of the emergency procedure (See Appendix A)
 - Folders for residential visit to also include:
 - Address lists and telephone numbers for all members of party;
 - Any letters of authority;
 - Insurance details;
 - Accident reporting and insurance reporting forms;
- Check that pupils needing travel sickness pills have taken them themselves and given all medication to the group leader. Take a bucket, plastic bags and kitchen roll.
- Take a first aid kit
- Make sure you are aware of paying procedures at the location. Have some cash for emergencies
- Remind the pupils of hazards and code of behaviour
- Check that the pupils have equipment as organised
- Upon arrival, assess the site. Things may have changed since the pre-visit. Take contingency action if necessary
- Ensure that on all visits within walking distance, only pupils' with green permission slips, signed complete the visit

On Return

- Carry out follow up work
- Evaluate the visit (evaluation form attached)
- Keep any useful materials
- Display the work done

Child Safety in Vehicles

Any organisation or individual who carries other people's children in vehicles has a legal duty to ensure they carry them safely, with adequate insurance in place. To ensure that this duty



of care is addressed and risk assessed any EVC or Teacher arranging such transport must check that:

- The driver is fit and competent;
- The vehicle is safe and suitable;
- The pupils are carried safely;
- The journey is properly planned.

Charging

Education Visits

We believe that learning and the curriculum are enriched by educational visits. Any visit taking place wholly or mainly during school hours should be considered as an educational visit rather than a vacation. There is a cost to the school for visits. Parents will be asked for a contribution toward the full cost of the visit including travel, board and lodging and visit/entrance/instruction costs. On no occasion will a pupil be charged for more than the actual cost of provision. The school encourages all parents to pay for educational visits although if parents express difficulty meeting this cost a payment plan can usually be accommodated. In some cases, at the discretion of the headteacher, contributions will be waived entirely.

Non-Educational Visits

Visits taking place wholly outside of school hours i.e. weekends, and involving overnight accommodation are normally classified as 'vacational'. The cost for these visits is paid fully by the parents and will include a payment for the school arranging normal travel insurance. Deposit refunds cannot be made once the booking has been confirmed. Any further refund of monies will be dependent on what the school can reclaim via the travel insurance policy operating at the time.

If the school decides to disallow a child from undertaking a trip after payments have been made, these payments will be refunded with the exception of the deposit
It may be necessary to cancel any trip if insufficient numbers or contributions are received.

Pupil Absence

If the EVC and Group Leader believe that the pupil's behaviour may be a danger to themselves or the group, the pupil may be stopped from undertaking the visit. For educational visits the pupil will be expected to attend school in an alternative class.

Residential Visits

These visits will include an overnight stay. The process for these visits will be the same as above with these additional requirements. After the initial pre-checks and risk assessments the visit needs to be approved by governors. Approval will be sought through the Educational Visits Notification and Approval System. When approval has been granted by both parties the visit will be opened to the pupils