

South Otterington Church of England V.C. Primary School

Educational Visits Policy

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of South Otterington Church of England Primary School as a successful school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime interest or in some cases professional fulfilment. They are to be encouraged.

PURPOSE

1. To ensure that every pupil has the opportunity to benefit from education visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of pupils taking part.
3. To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for all Governors, Heads, staff, helpers, pupils and providers involved in education visits.
4. To comply with LA 'Handbook for Educational Off-Site Visits and all Adventurous Activities' and keep up to date with further advice.
5. To ensure where appropriate further advice is sought from LA and other technically competent personnel.

BROAD GUIDELINES

Key Point - These guidelines can be captured simply in four words:

PLAN - DO - REVIEW - RECORD

APPROVAL

- All visits are linked to the school aims and where possible planned and approved well in advance in accordance with visits planning procedures.
- The Chair of Governors will be informed of all visits but delegate approval of low risk and routine visits and occasional opportunities to the Headteacher.
- After Headteacher's approval all higher risk visits including adventurous activities, residential experience and foreign travel will be submitted for Governors' approval.
- Where appropriate LA approval and further technical advice will be sought.
- A named Educational Visits Coordinator will be appointed.

- The EVC will identify and record with the minimum paperwork, qualifications, training, development, induction and apprenticeship arrangements for all group leaders.
- The EVC will approve group leadership, planning checklist, risk assessment, management and evaluation of all visits (*See Appendix 1*).
- There will be a named Group Leader (and where appropriate, deputy) on all visits.
- The Group Leader will ensure sufficient staff and helpers of the right experience are checked (CRB if appropriate) and briefed throughout the visit.
- The Group Leader will ensure risk assessment and management including generic, site specific and ongoing are undertaken and recorded.
- The Group Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- Group Leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools if using new venues.
- All details of the visit are logged on Evolve by an administrator and approved by the EVC.

PARENTS

- Within school prospectus parents will be given details about Education Visits practice safety procedures etc.
- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.
- Where appropriate for high risk, residential and foreign visits meetings with parents will be arranged.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

PUPILS

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

CONCLUSION

Although part of health and safety policy, educational visits are an integral part of the curriculum plan and strategies for learning. It should be closely linked to equal opportunities, special needs, policies for inclusion and staff development.

Appendix 1: Educational visit planning proforma

South Otterington Church of England Primary School
Procedure for Organising and Implementing an Educational Visit

Event: _____
Location: _____
Date: _____

1. Ask the Headteacher for initial approval.

Ideally decide on the visit at the start of term and add to the Long Term Plan.

2. If a preliminary visit is necessary, carry it out!

A preliminary visit should be carried out to any venue that is unknown to the member of staff who is organising the visit.

3. Request sent to admin team.

Date and time	Event and venue	Number of children	Staff

4. Before the day of the visit, the Headteacher should be given the following:

- a. Timetable for the visit.
- b. Groupings for the visit, including all children's names along with the names of staff and any parent helpers.

5. Before leaving school, brief the pupils and all adult helpers on:

- a. An outline of the event
- b. Appropriate and expected behaviour

Signed (Group leader) _____

Signed (Headteacher) _____

Signed (Secretary) _____

Appendix 2: Educational Visit Supervision Policy

The following ratios will be used for trips:

Years R-3 1:3-8
Years 4-6 1:10-15

Adult staffing will be organised in priority order as follows:

- 1) Teachers and teaching assistants in school.
- 2) Regular adult helpers in school.
- 3) Governors.
- 4) If additional adult helpers are required, then parents will be approached with a closing date given. Names will then be drawn at random.

Appendix 3: Supervision on residential visits

We highly value the experiences gained by children on residential visits. We recognise that both teaching and non-teaching staff give up their personal time to facilitate these. Therefore, staff are given a day in lieu for each 2.5 continuous days of residential visit undertaken.