

Belleville Primary School

Educational Visits Policy

Our aim is that all children:

1. Are safe
2. Are excellent learners
3. Have excellent social and emotional skills
4. Fulfil their potential

Principle:

Belleville School recognises the value and importance of learning outside the classroom. Well planned educational visits provide safe, rich opportunities to enrich the curriculum, enhance the learning and development of pupils thus contributing to children achieving the school aims.

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 and all staff are required to plan and execute visits in line with school policy (i.e. this document). In addition to this Educational Visits Policy, Belleville Adopts OEAP National Guidance www.oeapng.info. This policy should also be read in conjunction with the following policies:

- Health and Safety policy
- Safeguarding policy
- SEND policy

Aims of this policy:

- To provide children with opportunities and experiences which enhance their education that cannot be achieved within the normal school day and or within the school site.
- To ensure all children and staff are safe.
- To reduce risks to staff and children.

Types of visits and approval:

There are three categories of visits:

1. **Non-residential and non-hazardous visits/activities within the local area (Zones 1 – 4)** e.g. museum, library, swimming pool etc (approved by the school).
2. **Other non-residential visits within the UK that do not involve an adventurous activity** (approved by the school).
3. **Visits that are overseas, residential, or involve an adventurous activity** (authorised by the Head teacher approved by governors).

Roles and responsibilities:

Visit leader is the designated person responsible for the visit and who will have overall responsibility for the safety and conduct of participants and all adults on the visit who share the responsibility for supervision.

The Educational Visits Coordinator (EVC) is a member of staff appointed to authorise local non-hazardous visits and to support and challenge colleagues over visits to ensure national guidance and good practice is followed.

A Head Teacher has responsibility for authorising/delegating authorisation to EVC for all local non-hazardous visits. For all overseas, residential or adventurous activity visits, a Headteacher is responsible for authorising and submitting all approved applications for governor approval.

The Governing Body's role is that of a 'critical friend' and is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

Planning and Approval Procedures:

Careful consideration must be made when selecting external providers and facilities. Wherever possible use known providers or those with national accreditation. When seeking unknown providers with no accreditation, visit leaders must gain as much information as possible before seeking approval.

1. For local non-residential and non-hazardous trips within the local area

- A Trip Approval Form (Appendix 1) must be completed by the Visit Leader and approved by the EVC.
- The visit leader will ensure that parents are informed of the trip.
- A pre-visit should always be completed for all trips to new establishments and for all trips using public transport. Specific permission may be granted by a Headteacher or EVC for a trip to proceed without a pre-visit.
- A written risk assessment (Appendix 2) must be completed for each trip visit, personalised to the needs of the children and approved by the EVC prior to the trip taking place.
- The Visit Leader must provide the SBM or EVC with a copy to be filed.
- The Visit Leader must ensure arrangements are made for taking first aid kits and supplies of any necessary medication on visits. See '*Supporting children with medical needs*' policy for administration of medicines.
- All accidents or injuries that may occur must be recorded in the accident book located in the first aid kit and parents must be informed.
- If it is considered that an accident, injury or incident may, in the future, give rise to an insurance or civil claim for damages, all relevant documents must be retained until the young person reaches the age of 21 or for 3 years following the incident in the case of an adult.
- The Visit Leader must ensure: all adults attending the trip have read and understood the adult briefing (see appendix 3); have a clear understanding of the purpose, location and travel arrangements of the visit; have been briefed about the children in their group (including any relevant health information, capabilities, special needs, safeguarding and behavioral issues).
- The Visit Leader will ensure that all children are briefed on the content of the children's briefing (appendix 4) in an age appropriate way.
- Upon departure all contact details must be left with the office.
- All participating children must return to school to be dismissed unless written permission is granted by a parent/guardian.

2. Other non-residential visits within the UK that do not involve an adventurous activity

Planning and approval procedures are as above except:

- A Trip Approval Form (Appendix 1) must be completed by the Visit Leader and approved by the EVC and a headteacher.
- The Visit Leader will ensure that parents provide consent. Written consent is preferable however where verbal consent is provided over the telephone, the time and date of the phone call/conversation, the person who took the call and who gave consent must be recorded.

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

- Authorisation must be given by a headteacher and the approval form (appendix 5) must be signed by a member of the governing body at least six weeks prior to departure.
- Once approved, the Visit Leader must liaise with the SBM who will ensure that necessary financial arrangements are in place.
- The Visit Leader will ensure that parents are invited to a parents' meeting outlining the aims, expectations, nature and range of activities and accommodation of the trip.
- Parents will also be made aware of arrangements (logistical and financial) that parents/carers may need to make to accommodate early returns of their child due to behavioural reasons or illness.
- Parents must provide written consent with detailed medical and dietary information, accurate emergency contact details for the duration of the visit and agree to support the code of conduct expected on the trip (see appendix 6).
- A pre-visit must be completed for any new venues and risk assessments for each activity/venue must be completed, personalised to the needs of the children and approved by the EVC/headteacher prior to the visit taking place.
- 3 copies of emergency contact details of all participants (including adults) must be kept; one set in the office, one with a headteacher and another delegated member of SLT at all times. These members of staff must be contactable 24/7 during the visit.

- The visit Leader must ensure that daily contact is made with the school via a headteacher.
- All medicines must be in date, of sufficient quantity and handed by a responsible adult to a designated first aider on the day of departure. Administering of medicines is at the discretion of the visit team and mutual consent must be recorded in writing. (See appendix 7)
- The Visit Leader must ensure: all adults attending the trip have read and understood the risk assessments and additional guidance of the trip (see appendix 8 for an example); have a clear understanding of the purpose, location and travel arrangements of the visit; have been briefed about the children in their group (including any health information, capabilities, special needs, safeguarding and behavioural issues).
- The Visit Leader must ensure: all children attending the trip understand the risk assessments and guidelines of the trip (including behaviour) and have a clear understanding of the purpose, location and travel arrangements of the visit.
- It is good practise for the Visit Leader to discuss the risk assessments and trip arrangements with an external advisor prior to the visit.

Consent:

- Parents/Carers will be asked to provide one-off consent for all local non-residential and non-hazardous trips within the local area for the academic year.
- For such visits, parents/carers will be informed of the relevant details by the Visit Leader.
- Specific consent must be provided by parents/carers for any visit that involves an adventurous activity, is residential or a non-residential visit outside the local area.

Supervision arrangements for all trips

Effective supervision is of utmost importance in maintaining the safety and welfare of children on all educational visits.

- Minimum staffing ratios are detailed below. Visit Leaders should assess the risks and appropriate supervision levels required to meet the groups' specific needs.
- An employed, competent adult should accompany all visits.
- The Visit Leader must ensure that all adults are competent and confident in their role and responsibility and that they have read and understood the adult trip briefing (see appendix 3)
- The Visit Leader should carefully consider assigning parents to a role giving them direct responsibility for their own child, other than where this is a conscious risk-management strategy.

Minimum advised ratios of pupils to adults

Early Years: 6:1
 Key Stage 1: 6:1
 Key Stage 2: 15:1

Emergency Procedures

Many incidents will happen on off site visits and be dealt with by the Visit Leaders. However, some of these incidents may become emergencies. An emergency is:

1) An incident where a group member:

- has suffered a life threatening injury or fatality;
- is at serious risk; or
- has gone missing for a significant and unacceptable period.

2) Any incident that is beyond the normal coping mechanisms of the Visit Leadership Team.

- Should an emergency (including a terrorist/security threat) occur the Visit Leader must follow the emergency procedure (see appendix 9). A headteacher or member of the SLT must be contacted as soon as it is safe to do so.
- A headteacher or a member of SLT (based at school) will act as a link between the group and parents/carers.
- Parents/carers and next of kin must only be contacted by a designated person at school and not by any member of the school visit.
- All media enquiries should be referred to a Headteacher.

Inclusion

Belleville school believes that all children have an entitlement to participate and to develop excellent social emotional skills in out of school settings without discrimination. Where necessary, Belleville will make reasonable and realistic adaptations or modifications to include all pupils. In making decisions, a balance will be sought to provide the best possible educational outcomes for all pupils with the need to meet the particular needs of individuals. This however may not always be possible.

- Where a child's behaviour presents a significant, unmanageable and unacceptable risk to the health, safety and welfare of themselves or other participants it is reasonable for Bellville to exclude a child from attending the educational visit.
- In such circumstances the school will consider identifying the issues at the earliest stage of planning, involve all interested parties and establishing behaviour targets and timescales to be met to allow inclusion or trigger a decision to exclude.

Curriculum visits involving Religious Education

- Parents have the right to withdraw their child from Religious Educational lessons and from collective acts of worship but not from the National Curriculum.
- Parents do not necessarily have the right to withdraw their child from a visit to a place of worship provided it forms part of the school's delivery of the national curriculum.
- In such incidents where parents wish to withdraw their child from a visit, the Visit Leader must be clear about the purpose of the visit, including the wider personal social and cultural benefits and its link to the curriculum.

Insurance

- Insurance cover is vital. The SBM must ensure that adequate insurance arrangements are in place for all educational visits including residential visits.

Voluntary contributions (for day visits):

Parents/carers may be asked to make a voluntary contribution to meet the costs of an educational visit.

No child should be excluded from an activity simply because a parent/carer is unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

Financial support for residential visits

Belleville school believes that all children should be able to participate in a residential visit, regardless of their financial circumstances.

The school recognises that there may be some families in need of financial assistance and will attempt to provide financial support.

Procedure for seeking financial support:

- The school will meet the full cost of a residential trip for a child who is/has been eligible for free school meals at any point during the academic year of the visit.
- In order to apply for financial support, parents/carers must complete a Financial Support Form (see appendix 10) which must be returned to the SBM together with any necessary up-to-date evidence that they are eligible for financial support.
- The application will be assessed and authorisation for payment will be made by the SBM.
- Funds will be paid from the School Budget to the School Journey Account.