

St Paul's

C of E Primary School



A place to belong

Educational Visits Policy

Chair of Governors Approval: Martyn Long & Tom Keef

Acting Headteacher Approval: Christie Waite

Member of Staff Responsible: Sarah Hann

Reviewing Committee: FGB

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St Paul's C of E Primary School

A Place to Belong

Our Christian Vision

Our school is a family where everyone feels safe, happy and valued, and is supported to achieve their full potential.

We will develop compassionate and caring individuals who depend on one another, are highly motivated, and have a life-long love of learning in preparation for the future.

Our Core Values

All that we do is underpinned by the core Christian values of *Family (Koinonia)*, *Compassion*, *Perseverance* and *Forgiveness*

"Though we are many, we form one body, all joined together as members of the whole. We each have different gifts, according to the grace given to each of us. We must use them wisely."

Romans 12:5-8

Educational Visits Policy

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision. Specific roles and responsibilities are detailed in the employer's educational visits policy.

Governing Body:

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

The Headteacher has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinator is: Sarah Hann

Administrative tasks will be carried out by: Headteacher

Establishment policy and procedures

The City of York Council Policy for Educational Visits, Outdoor Learning and Adventurous Activities (March 2018)

is the employer's policy. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from the Educational Visits Advisor

Consent:

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be included in our pupil registration consent forms. We will always aim to fully inform parents by email or letter of the nature of each visit, activity or series of a similar nature and remind parents that they have acknowledged this. Parents can update the school office with changes to Emergency contact details at anytime. However, the school office will issue parents with a form requesting an update of information and emergency contact details on an annual basis. On occasions a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite but this may not be possible.

Non-routine consent: Written consent will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by letter or email of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents by letter or email of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents have provided the office for most visits and activities. However, the school office will issue parents with a form requesting an update of medical information on an annual basis. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence:

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders should be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training:

The Educational Visits Co-ordinator should attend appropriate training and revalidation as required by the employer.

Visit Leader Training:

Visit leaders will be approved by the Headteacher and should have attended appropriate training as required by the employer. Where appropriate visit leaders will attend visit leader training.

2. Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

Risk management is an integral part of the planning and implementation process of an educational off-site visit. A list of basic risk assessments (BRA) for common activities are located within the resources section in the educational visits software (Evolve) and will be used as appropriate. Any risk assessments outside these resources will be developed by the school. The risk assessments are to be adapted to reflect significant and foreseeable hazards that may occur and implement appropriate control measures to safeguard all visit attendees at all times. Additional details and notes to provide context regarding visit specific risks will be recorded in the visit notes. It is the responsibility of the visit leader to ensure the risk assessments are regularly reviewed.

Risk assessments will be undertaken for pupils with special educational needs and disabilities (SEND) health or specific behavioural issues that may cause safety concerns or need extra considerations/resources for the trip. Consultation will be undertaken with relevant staff, visit leader and authorisation from parents for all visits (see consent). For complex health or SEND external advice or support from a medical practitioner (GP /consultant) may be required. These types of visits will require a pre assessment planning visit to ensure appropriate safety measures are in place, under no circumstances will a dynamic assessment be made on the day of the visit and the specific risk assessment and care plan for each child will be followed. Ad hoc -adaptations to equipment at the visit sites will not be accepted on the day and must be part of the pre planning process so risk assessment can be agreed.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning outside the Classroom Quality Badge or adventurous activities Licensing (ALLA) approval. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy. For none LA run swimming pools or other specialist venues such as trampoline parks, climbing walls etc should only be used following relevant guidance on Evolve or further advice from the Educational Visits Advisor.

3. Visit Planning and Management System

A web-based system is used (EVOLVE for CYC) to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area

- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Refer to local procedures and guidance regarding the establishments' use of these categories.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy. Visits must be submitted in sufficient time to allow review and processing. Any visits requiring approval by the employer requires a minimum of

- 1 week for routine visits
- 2-3 months for all visits abroad or complex adventurous trips (self led)

Headteacher:

All visits including, adventurous activities, residential visits and non-local day visits

Educational Visits Co-ordinator:

All visits including, local walking visits, bike ability training, local sports fixtures and local swimming visits.

4. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

5. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

6. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to St Paul's C of E Charging and Remissions Policy. The follow statement must be included on all letters regarding trips that require payment.

Whilst we offer as much funding as is possible towards our educational visits, we, unfortunately, do not have the available financial resources to fund the full amount of this visit. In order to ensure that this opportunity is available to our pupils, we would like to ask for a voluntary contribution from the parents/carers of the pupils invited on the trip. If you have more than one child invited on the trip and would like this to be reflected in your donation, please speak to a member of staff.

Please be aware that if we do not receive sufficient funding the trip will be unable go ahead.

7. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaption or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to St Paul's C of E SEND and Inclusion Policy.

8. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to St Paul's C of E Child Protection and Safeguarding Policy.

9. Insurance

Young people participating in visits and activities will have appropriate insurance arranged independently by the school. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

10. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer e.g. transport risk assessment on Evolve. Transport is to be sought from a reputable provider from an approved list, or using an external transport provider form if not on the list or following further advice from the Educational Visits Advisor.

For self drive follow the employers guidance e.g. for minibus e.g. MIDAS trng, MOT, daily vehicle checks and insurance. Appropriate checks to be undertaken for volunteer drivers. Guidance contained in Evolve.