Learning Partners
academy trust

Boxgrove Primary School
& Children's Centre

Boxgrove Lane, Guildford, Surrey GU1 2TD

Co-Headteachers:

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Educational Visits Policy

At Boxgrove we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible.

Boxgrove Primary School believes that school visits are an essential resource for the teaching of a broad and balanced curriculum. Each year group will go on at least one visit each year linked to an aspect of their topic work. Alongside visits off-site, the school will invite in speakers, groups, artists or other adults into Boxgrove to enrich and extend experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of *all pupils and adults* at *all times*. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day. Boxgrove Primary School follows the current Surrey County Council 'Guidelines for Educational Visits and Outdoor Education Activities.'

Boxgrove Primary School uses Surrey County Council's Internet-based system, 'EVOLVE', to facilitate the efficient planning, management, approval, and evaluation of visits. All staff that lead or accompany visits can access their own 'EVOLVE' account, which is set up by the school's Educational Visits Coordinator (EVC).

Arrangements and considerations for all visits will be recorded, either on 'EVOLVE', by means of standard operating procedures using the school's risk assessment proforma or the use of the 'local area form' on EVOLVE **(APPENDIX A and D).**

Staff must ensure the young people are supervised in accordance with the contents of this policy, regardless of whether or not the activities take place within or outside of normal working hours, including weekends and holiday periods.

Definition

For the purpose of this policy, an educational visit means any educational, cultural, or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums
- Galleries and places of educational interest
- Sporting activities
- Residential trips.

Aims

The aims of our off-site educational visits are to:

- Enhance curricular and recreational opportunities for our pupils
- Provide a wider range of experiences for our pupils than could be provided on the school site alone
- Promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with day or half day trips and progress to a residential experience in Key Stage 2.

Roles and Responsibilities

Headteacher

In relation to educational visits the headteacher is delegated by the Governing Body to:

- Approve all off-site educational visits of a perceived low risk, local daily or regular nature

The Educational Visits Co-ordinator (EVC)

In relation to educational visits the coordinator will:

- Ensure that all off-site activities follow the correct procedures
- Approve the Visit Leader for every visit and monitor the written risk assessments to ensure good practice
- Support the Visit Leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers
- Ensure that DBS (Disclosure and Baring) disclosures are in place for every adult involved in a residential trip
- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event
- Keep records and make reports of accidents and "near accidents"
- Review and regularly monitor procedures
- Liaise with the LA (Local Authority) Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations.

The Visit Leader

In relation to educational visits the Visit Leader:

- Is responsible for identifying the purpose of the visit and following the checklist published in the LA guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC.
- Have overall responsibility for the supervision and conduct of the visit
- Have overall responsibility for health, safety and welfare
- Plan and prepare for the visit and assess the risks
- Define roles and responsibilities of other staff.

Visits

The 'Planning an educational visit tick list' should be referred to when planning an offsite visit. **(APPENDIX B)**

Day visits

Day visits are arranged to support learning in the classroom. They are related to the pupil's current learning and linked to the curriculum by introductory or follow-up activities. To ensure equal opportunities, it is intended that all children go on the visits organised for them.

All visits must have a risk assessment that is signed off by the EVC and Headteacher at least 2 weeks prior to the visit taking place on EVOLVE.

If the activity is classed as an adventurous activity, such as a high ropes course, the risk assessment will need to signed off and submitted for approval from the LA using EVOLVE a month before.

Sporting Fixtures and Events

Boxgrove Primary School takes part in a wide range of sporting activities and fixtures as part of our PE curriculum. We follow the guidelines set out by the AFPE when attending a sporting activity. The operating procedures for local area will be implemented for walking to venues as per the local area policy and a local area form on the EVOLVE will be used to document the activity. A generic sport risk assessment is used when taking children to an event**.**

(APPENDIX C)

Residential Visits and Outdoor and Adventurous Activities

Children are offered a residential visit in year 4, 5 and 6. These visits not only benefit the children personally and socially, but also ensure the children have the opportunity to take part in outside and adventurous activities, thus meeting the National Curriculum PE subject requirements. Where possible we choose organisations that have been awarded the Learning Outside the Classroom Quality Badge (LOtC). This ensures the organisation has appropriate safety standards and liability insurance. If the organisers for the adventurous activities does not hold the LOtC badge, a provider statement must be completed and attached to EVOLVE. Residentials need to be approved by the LA through EVOLVE a month before the visit.

Risk Assessment

Onsite visits and trips require additional planning and a risk assessment. Plans are proportionate and sensible, focusing on how to manage genuine risks. All trips need approval of the EVC and the Headteacher. Significant risks and their control measures will need to be recorded on EVOLVE.

What to do in an emergency on a school trip

For all journeys the school must identify a duty officer. For residential journeys there should also be a homebased contact. The duty officer is the person who will support the Visit Leader and group in the event of a serious incident, accident or emergency, or on any occasion where there might be media interest. He or she must be an experienced, senior member of staff who has sufficient authority to be able to offer support and guidance in difficult circumstances.

The duty officer must have full and complete details of the journey, including contact details for participants and staff. The duty officer must be available for the Visit Leader until the group has returned safely.

Surrey County Council have an emergency response scheme in place called "Operation Duke" for offsite emergencies involving:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- Circumstances in which a party member might be at serious risk or subject to serious illness
- Any situation in which the press or media might be involved.

The scheme provides schools with a network of support for a group facing an emergency and will be the means of involving senior officers within Surrey County Council who have been trained to assist a school if an emergency or serious incident occurs. Operation Duke cards with the necessary details are located in all first aid kits taken on school trips. **(Appendix D)**

Pre-Visit

Wherever reasonably possible, it is good practice for the Visit Leader to make a preliminary visit to a venue or provider beforehand in order for them to familiarise themselves with the layout and surroundings, and any site-specific procedures or issues which may have an impact on the visit or members of the group.

It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself

Inclusion

Boxgrove Primary School endorses the following principles:

- A presumption of entitlement to participate
- Accessibility through direct or realistic adaptation or modification
- Integration through participation with peers.

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification.

Visit Leaders are required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage.

However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate risk if a health and safety issue arises.

It is also the case that the adjustments made to include a disabled young person should not impinge unduly on the planned purpose of the activity.

Expectations of staff must be reasonable, so that what is required of them (to include a given young person) is within their competence and normal work practices.

Parental Consent

On admission to school, parents/carers sign a permission form which gives their consent for children to participate in trips and visits.

Written consent is always requested for activities that need a higher level of risk management, for example our residential trips, those trips including 'adventurous activities', trips to London, or those that take place outside school hours. Parents are informed of these activities in advance and given the opportunity to withdraw their child from any particular visit or activity covered by the form. The act of paying is consent in itself. The school ensures that changes to parent / carer contact details and child medical details are up-to date.

Staffing and Ratios

During all visits there must be an appropriate level of supervision at all times and that such supervision is 'effective'. This must have been approved by the EVC and Headteacher.

Two members of staff must attend as a minimum for any visit or sporting fixture regards of the size of the group.

Ratios for Early Years are specified and must be adhered to for indoor settings (see Early Years Foundation Stage (EYFS) statutory framework); however there are no specified ratios for EYFS and offsite visits. A useful "rule of thumb" as a starting point is for the average age of the children in years to determine the maximum number of children per supervising adult) e.g. 4 years = 4 children per adult)

For all other visits the visit leader, EVC and Headteacher will make a professional judgement regarding the number and suitability of staffing on an individual visit basis after consideration of the following factors:

- The type, level, and duration of activity

- The nature and requirements of individuals within the group, including those with additional needs
- The experience and competence of staff and other adults
- The venue, time of year and prevailing/predicted conditions
- The contingency or 'Plan B' options.

A visit must not go ahead where either the Visit Leader, EVC, or Headteacher is not satisfied that an appropriate level of supervision exists.

A useful 'starting point for consideration' is 1 adult :10 young people.

Staff who are assigned to support the special needs of an individual cannot be included in the overall staffing ratio. Their responsibility should not include the wider group.

Particular consideration should be given to the additional implications that may arise if staff are to be accompanied by family members (or partners) on visits.

Staff and volunteers who work frequently or intensively with, or have regular access to young people or vulnerable adults, must undergo an enhanced DBS check as part of their recruitment process.

For the purpose of this policy:
- 'Frequently' is defined as 'once a week or more'
- 'Intensively' is defined as 3 times in a 30 day period or overnight (2:00am – 6:00am).

First Aid

For all visits there should be a responsible adult with a good working knowledge of first aid appropriate to the environment (e.g., urban, remote, water, etc.). General life experience, a working knowledge of first aid, or a 3-hour non-assessed basic skills course is suitable for routine urban visits. However, the nature of the visit may indicate that a higher-level qualification is appropriate, especially in circumstances where it is likely that access by the emergency services may be delayed. Based on the nature of the visit, the EVC (or visit leader) should make a professional judgement regarding the level of first aid required.

A first aid kit appropriate to the visit should be carried.

For EYFS outings, there must always be at least one member of staff present who holds a current, in-date Paediatric First Aid certificate.

Transport

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit. We instruct all children, whether travelling by car, minibus or coach, to attach their seat belts.

Private Cars

Where a private (staff) car is to be used to transport pupils 2 staff members must be in the car at all times.

Unexpected Journeys - If the correct child car seat is not available a primary aged child can use an adult seatbelt if the journey is:
- Unexpected
- Necessary

- Over a short distance

It is advised that in these situations children sit in the back seat of the vehicle and if they refuse, their parent is contacted.

Coaches
The Local Authority (LA) / Employer does not 'approve' coach companies. Whilst UK legislation ensures that coach companies are fit for public use, the facilities available on coaches may vary. Liaising with other establishments within the LA/Trust that have used a particular company (via a search on 'EVOLVE') will help to determine the level of service that may be provided.

Minibuses
At times, the school hires a minibus driven by establishment staff. Please refer to the school's minibus policy for guidelines.

Further health and safety considerations

All adults accompanying a party must be made aware, by the Visit Leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a contact telephone number, programme and timetable for the activity.

The safety of the party, and especially the children, is of paramount importance. During the activity the Visit Leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the Visit Leader should discuss with the headteacher the possibility of excluding that child from the activity.

If a child is not regulated or fit to attend a trip on the day, a member of school staff will call the parent to make an alternative plan. The Health and Safety of all parties will be considered.

Mobile Phones

On day visits and residentials, the Visit Leader will use a mobile phone in order to maintain contact with the school or for an emergency situation. Personal phones should not be used for photographs. School iPads must be used to photograph children instead. Children will not be allowed access to their own mobile devices.

At sport events occasionally, a photo may be taken for use for school social media purposes. If a photo is taken of a child for this purpose please ensure SLT see you delete this from your phone and recycle bin.

On school residentials, 3 designated people will take photos for parent updates to email to school. This is due to poor Wi Fi on residentials. An SLT member will ensure all photos are deleted following the email being sent.

Dietary and Allergy

As part of our risk assessments for school visits/residentials, leaders will ensure that all staff are aware of allergies and dietary requirements and will plan how to manage each child's individual needs.

Preparing Pupils

Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed. The lack of control and discipline can be a major contributory factor when accidents occur. Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.

Post Visit Evaluations:

Post trip, Year Group Leaders will take responsibility for consulting staff and then complete a post visit evaluation, which will clearly identify whether intended learning outcomes were achieved, key strengths shared and any amendments necessary for future educational visits to the venue. This will then be reviewed by the EVC and amendments to future provision will be made.

Near accidents must be reported to the Headteacher and a written description kept. Near accidents must also be considered in future risk assessments. In addition, it would be helpful if these reports were supplied to the LA, so that any lessons learned can be shared with all schools and groups. This would be done on an anonymous basis.