



Educational Visits Policy

Overview

The Governors and staff of Dunstone Primary School acknowledge the great value of educational visits in broadening and enhancing both the learning and social experience of pupils.

Rationale

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience.

Purpose

School visits benefit young people in many ways, including:

- being able to apply a different range of skills than those used in the classroom
- enabling, supporting and complementing the work of the curriculum, experimental (first hand) and memorable learning
- assessing and managing risks (safety)
- developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

The following guidelines and policies support the planning and implementation of educational visits organised at Dunstone Primary School. These guidelines are to be read in conjunction with the regularly updated information provided by the Outdoor Education Advisors' Panel (OEAP) and guidance from Routeways Outdoor Education Advisory Services with the use of Evolve Plymouth City Council's electronic approval system

<http://www.oeap.info/>

<http://www.routeways.org.uk/index.php/outdoor-education-advisory-service>

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=plymouthvisits.org.uk



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Educational Visits Co-ordinator (EVC)

All schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DfES requirements and LEA guidelines.

Our current EVC is **Ellie Howe**

Approval Procedure and Consent

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities, other than those of a residential and adventurous nature to **Ellie Howe**.

Residential and adventurous activities will be approved by **Kate Patrick**.

Additionally, a small number of visits and activities may be subject to further quality assurance by **Mark Collings** Plymouth's Outdoor Education Advisor.

Organising a Trip

Before a visit is advertised to parents the Headteacher must approve the initial plan. The EVC/Headteacher will also approve the completed plan and risk assessments for the visit at a later date.

For day visits/PE events parents will be asked to sign a general reply slip of consent for participation in these activities when their son/daughter enters the school. Parents will be given a letter with details of the activities (see appendix) that pupils are involved in and will be informed by letter or text message an activity has been cancelled.

For any visit lasting more than a day parents will be asked to sign a Parental Consent and medical form (PSOE3 - in appendix), which consents to their son/daughter taking part. For all trip parents will receive an information letter about the trip.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.



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Exploratory visit

Wherever possible the group leader should undertake an exploratory visit to:

- ensure that the venue is suitable to meet the aims and objectives of the school visit;
- assess potential areas and levels of risk;
- ensure that the venue can cater for the needs of the staff and pupils in the group;
- ensure that the group leader is familiar with the area before taking a party of young people.

If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group.

First Aid

First Aid provision should be considered when assessing the risks of the visit. There should be at least one first-aider in the group and all adults in the group should know how to contact emergency services.

The minimum first-aid provision is:

- a suitably stocked first-aid box;
- a person appointed to be in charge of first-aid.

First-aid should be available and accessible at all times. The contents of a first-aid kit will depend on what activities are planned.

The school has a separate policy for the Administering of Medicines.

Supervision

It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit.

The factors to take into consideration include:

- sex, age and ability of group;
- special needs pupils;
- nature of activities;
- experience of adults in off-site supervision;
- duration and nature of the journey;
- type of any accommodation;



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- competence of staff, both general and on specific activities.

There should always be enough supervisors to cope effectively with an emergency. When visits are to remote areas or involved hazardous activities, the risks may be greater and supervision levels should be set accordingly.

The school recognises the key role of accompanying staff in ensuring the highest standard of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit and if required time given with the EVC to work in partnership to undertake planning and risk assessments.

Approval for Visits

All matters regarding each visit outside school - feasibility, planning, safety, organisation etc will be completed on Evolve and will require the prior approval of the EVC/Head teacher.

The trip checklist must be followed see appendix.

Staffing

Any adult joining a Residential trip will be required to have DBS clearance prior to the trip.

Adults joining all other trips will follow the schools Safeguarding Guidance.

Group Leader

One teacher, the group leader, is responsible overall for the supervision and conduct of the visit. The Group Leader should:

- appoint a deputy;
- be able to control and lead pupils of the relevant age range;
- be suitably qualified if instructing an activity and be conversant in the good



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practice for that activity if not;

- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment;
- have regard to the health and safety of the group at all times;
- know all the pupils proposed for the visit to assess their suitability;
- observe the guidance set out for teachers and other adults below;
- ensure that pupils understand their responsibilities (see responsibilities of pupils below).

Other teachers and adults involved in a visit

Teacher and other adults on the visit must:

- do their best to ensure the health and safety of everyone in the group;
- care for each individual pupil as any reasonable parent would;
- follow the instructions of the leader and help with control and discipline. Non teachers should generally not have sole charge of pupils except where risks to health and safety are minimal;
- consider stopping the visit or the activity if they think the risk to the health or safety of the pupils in their charge is unacceptable.

The expectations of Pupils and Parents/ Carers

Pupils should have a clear understanding about what is expected of them and what the visit will entail. The group leader should make it clear to pupils that they must:

- not take unnecessary risks;
- follow the instructions of the leader and other adults;
- dress and behave sensibly and responsibly;
- look out for anything that might hurt or threaten anyone in the group and tell the group leader about it;
- should not undertake any task that they fear or that they think will be dangerous.

The school has a clear code of conduct for school visits based on the schools' Behaviour Policy. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school. In this instance collection/removal of the child from the activity will be at the parents' expense and all monies paid or due for the activity will be forfeit.



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Pupils with special educational and medical needs

The EVC will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Parents/ Carers

The group leader should ensure that parents are given information about the purpose and details of the visit and are invited to any briefing sessions for longer visits. The group leader should also tell parents how they can help prepare their child for the visit by, for example, reinforcing the visit's code of conduct.

Special arrangements may be necessary for parents for whom English is a second language;

Parents must:

- provide the group leader with emergency contact number(s); (residential PSO E3)
- sign the consent form; (residential PSO E3)
- give the group leader relevant information about their child's health which might be relevant to the visit.

Communicating with Parents / Carers

Parents need to be aware that the teachers on the visit will be acting in their place - 'in loco parentis' - and will be exercising the same care that a prudent parent would. The following information on matters that might affect pupils' health and safety is useful to parents, and will be included in letter to parents / guardians prior to a visit:

- dates of the visit;
- times of departure and return;
- mode(s) of travel including the name of any travel company;
- details of accommodation with security and supervisory arrangements on site;
- name of leader;
- visit's objectives;
- details of the activities planned;
- clothing and equipment to be taken;
- money to be taken;



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Emergency Procedures

The Leader will carry the school mobile phone and in an event of an emergency would ring school reception who would inform parents.

For an overnight trip the school will appoint a member of the SMT as the emergency school contact for each visit prior to it commencing. All major incidents should immediately be relayed to this person.

Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including home contact details of parents/guardians and next-of kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back through the school accident systems.

Dissemination of the policy

All staff and Governors will receive a copy of this policy.