

## Educational Visits Policy

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### Introduction

At Meole Brace CE Primary and Nursery School we recognise that Educational Visits and Learning Outside of the Classroom is an important part of children's learning. Well planned and implemented learning outside the classroom contributes significantly to raising standards and improving pupils' personal, social and emotional development (Ofsted, Learning Outside the Classroom). Learning outside the classroom is an integral element of curriculum planning. Learning objectives for learning outside the classroom need to be defined and integrated with learning in the classroom.

### Aims

The aims of school 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 short excursions in the Early Years and progress to a residential experience at the end of Key Stage 2.

### Roles and Responsibilities

- The **governors** need to ensure there is an Educational Visits Policy and this is implemented within school and is reviewed every two years
- The **head teacher** has ultimate responsibility for ensuring that educational visits follow the agreed procedures in 'Regulations and Guidelines For Educational Visits and Journeys'. The head teacher is responsible for ensuring that there is an Educational Visits Coordinator and this person has received the appropriate training and is competent in this role. The head teacher may delegate the responsibility of approving visits to the Educational Visits Coordinator.
- **Educational Visits Coordinator (EVC)** is responsible for approving any educational visits and assessing if the visit leader is competent to run the intended activity or visit using the guidance in Section 3 of 'Regulations and Guidelines For Educational Visits and Journeys'

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- The **Visit Leader** is the member of staff who is leading the visit. The visit leader is responsible for the completion of any risk assessments prior to the visit. The competence of the visit leader is the single most important contributory factor in the safety of participants; they should be competent to run the intended activity or visit. Other employees (Instructors, Coaches, and Teaching Assistants etc) may function as a Visit Leader, providing they are competent to carry out this role. The party leader and teachers retain ultimate responsibility for pupils at all times during adventurous activities, even when the group is under the instruction by a member of the provider's staff.
- **Accompanying staff** need to follow agreed risk assessments, policies and practice to ensure the safe running of the visit. Prior to the visit, staff must ensure that they understand what is expected of them and have the risk assessment. All adult supervisors accompanying children on visits must have undergone an enhanced CRB or DBS check.
- **Parents** are responsible for completing and returning requested documentation and ensuring they are contactable throughout the visit.
- **Children** need to follow instructions, the school rules, the behaviour policy and any additional 'rules' that will be in place for the visit.

#### Guidance for Off-Site Visits and Related Activities

We follow the guidance in Shropshire Council's Regulations and Guidelines For Educational Visits and Journeys. This document provides concise and supportive guidance for the planning and management of off-site visits and related activities. It contains guidance on;

- Roles and responsibilities and legal framework
- Planning and organisation
- Supervision
- Preparing pupils
- Communicating with parents
- Transport
- Insurance
- Adventurous activities
- Open water
- Swimming
- Farms
- Forest schools
- Visits abroad
- Emergency procedure.

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This guidance is available to all staff on the SLG website and a hard copy is available in The Head Teacher's Office or EVCO's classroom. This guidance also contains the required forms.

#### Approval of Visits

All visits must be submitted for approval by the EVC at least one week before the intended visit.

Approval is delegated to the Head Teacher and Educational Visits Coordinator for all visits, except for the following visit types:

- **overseas**
- **residential**
- involving an **high risk activities**
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The above three categories will require notification to the LA giving at least six weeks notice.

#### Planning of Visits

The extent of planning required is related to the complexity of the visit. When planning visits, staff should refer to; the 'Planning Checklist' and the 'Specific risk assessment for a visit' sheets. All of these documents are contained within Regulations and Guidelines For Educational Visits and Journeys. They are also available on the school server.

Risks are expected to be reduced to a *tolerable* level, and not necessarily eliminated. Planning should achieve a rational balance between potential adverse risks and the intended benefits and outcomes of the activity.

#### Regular Local Visits and Activities

Regular local visits and activities such as; swimming lessons at the Quarry Swimming Pool, sporting fixtures, and coach travel are covered by generic risk assessments which can be found on the server. However, these may need to be accompanied by a 16a form (Staffing, Timings, Activity, Group, Environment, Distance) if any of these aspects are not covered adequately in the generic risk assessment.

#### Ongoing Risk Assessment

Monitoring must be on-going during the visit, and this contributes towards both enjoyment and safety.

It is primarily the responsibility of the visit leader, in consultation with other staff, where appropriate, to modify or curtail the visit or activity to suit changed or changing circumstances - for example: over-busy lunch area, rain etc.

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Following the visit, the visit leader should report any significant issues to the Head Teacher.

### Parental/Carer Consent

Written consent from parents is not always required for pupils to take part in the all off-site activities for example a visit to the local Church. However the majority of visits will require a Parental Consent Form before a child can take part.

### First Aid

First aid provision should be considered when assessing the risks for the visit. There must always be a member of staff present on all trips who holds an up to date first aid certificate. If it is workable a first aider should be placed within each group. First aid kits should be taken on all visits as well as the SMIT bag. SMIT bags should be checked before each visit and replenished if necessary.

### Inclusion

It is our policy that all children should be able to participate in educational visits. However the school reserves the right not to take a pupil away on a residential visit if we feel that his/her behaviour could compromise the safety and welfare of themselves or other pupils. This would happen only in extreme cases and the Chair of Governors would make the final decision.

Where a child with a disability is eligible for a trip, we will make every effort to ensure that he/she is included. We may seek guidance from parents to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustment will be included in the risk assessment.

### Ratio

An activity should normally have sufficient adults taking part to provide the minimum ratios:

- 1 adult to 10 pupils in Years 4 to 6
- 1 adult to 6 pupils in years 1 to 3
- 1 adult to 4 pupils in FS2/ 3 in FS1
- 1 adult to 8 pupils in Primary aged groups on residential visits.

For residential visits additional levels of care and supervision are required. There should be a minimum of one teacher and another adult supervisor per group, with both genders represented in the case of mixed parties regardless of the number of pupils.

### Monitoring and Review

This policy is monitored by the governing body and will be reviewed every two years or before if necessary.