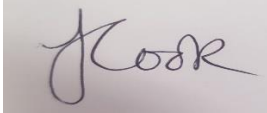




Educational Visits Policy 2022 - 2024

For Bidbury Infant School

Name of Unit School	Bidbury Infant School
Date Policy Reviewed	September 2022
Name of Headteacher	Julie Cook
Signature of Headteacher	

Introduction

Educational visits are activities arranged by or on behalf of Bidbury Infant School which take place outside the school grounds. The governors and teaching staff believe that educational visits supplement and enrich the curriculum of the school by providing the children with experiences and opportunities which would otherwise be inaccessible. All educational visits must serve either an educational purpose or a promotion of cultural capital/personal development to enhance and enrich our children's understanding of where and how they can learn

Bidbury Infant School seeks to establish a clear and coherent structure for the planning and evaluation of our educational visits, and to ensure that any risks are managed and kept to a minimum for the safety and health of children, staff and volunteer helpers at all times. Within these limits we aim to make our educational visits available to all children, and to make them accessible to those with disabilities. The educational visits usually take place within the school day.

Aims

The aims of our educational visits are to:

- enhance curricular and recreational opportunities for our children
- provide a wider range of experiences for our children 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

How visits and activities may be authorised

The year group teachers will be responsible for running the activity or visit. All trips need to be completed using EVOLVE and submitted to Education Visit Coordinator (EVC) at least 2 weeks

prior to the visit. A risk assessment must be completed for each visit on which specific children are included when appropriate.

The school's educational visits co-ordinator (EVC) will be involved in the planning and management of off-site activities and visits. We have 3 trained EVC's on site but our lead EVC is Caroline O'Halloran.

This will include:

- monitoring that risk assessments are completed
- verifying that all accompanying adults have had satisfactory police checks, and that the coach company assures us that their drivers have had police checks
- Ensuring that all necessary permissions and medical forms are obtained by the year group involved.

Staff arranging or otherwise involved in educational visits must familiarise themselves with the regulations, advice and procedures published by HCCs Outdoor Education PE and Sports Service and HCCs EVOLVE system. All educational visits must take place in accordance with HCCs Outdoor Education PE and Sports Service's advice and guidance.

Where staff are proposing to arrange an educational visit they must seek and obtain the approval of the head teacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip every effort will be made to ensure that she/he is included. We may seek guidance from parents or carers to help us adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

Risk Assessment

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- what are the hazards?
- who might be affected by them?
- what safety measures are needed to reduce risks to an acceptable level?
- can the party leader put the safety measures in place?
- what steps will be taken in an emergency?

Staff planning an educational visit should where possible make a preliminary visit to the venue in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip and the group leader should ascertain the facilities available with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the children and consider the venue's own approach to security and health and safety. Venues providing instructor led activities will have their own risk assessments for particular sessions and these may be adopted if it is impractical for the group leader to experience the activity beforehand. HCCs Outdoor Education PE & Sport Service will not have given its approval for the visit unless it is satisfied with its instructors and their risk assessment procedures.

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 activity should proceed, and the educational visit plan must state both the extent of any risks involved and the measures that will be taken to reduce or eliminate them.

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

- 1 adult to 6 pupils for any children under the age of 5
- 1 adult to 8 pupils for Years 1 & 2

All adults accompanying pupils on an activity must have a current DBS certificate.

Any trip will require a minimum of two adults. However, these are minimum requirements and may not provide adequate supervision in all cases.

A risk assessment must also cover transport to and from the venue. The coach company we use each year provide us with details of the health and safety measures they routinely take including:

- the provision and required use of seat belts
- proper vetting of the driver
- proper insurance for the driver
- details of first aid and emergency equipment
- breakdown procedures

Transport

The costing of off-site activities should include transport and entrance fees. The school may choose to ask for donations of the full amount or may subsidise the cost at its own discretion.

Transport arrangements will allow a seat, fitted with a seat belt for each member of the party and to insist that they be worn by all those participating in the visit. Adults will make sure that all pupils are wearing seat belts.

Where private cars are used for transport the group leader is responsible for checking that the insurance of each driver (always a DBS checked member of staff) covers such journeys, ie holds 'business use' details; the provision of child booster seats where appropriate.

The school may ask parents for a donation if children are transported by the school minibus to cover the expenses of the journey; we do not make any profit from this.

Charging for visits

The school will invite, but not require, parents and carers to make voluntary contributions for school activities in order to enhance and help fund what is otherwise provided. There is no obligation to contribute and children will not be treated any differently according to whether or not their parents have made a contribution. Some activities may not take place if parents and carers are reluctant to support it and we do not receive sufficient voluntary contributions to make a trip viable.

Communication with parents

The parents and carers of children taking part in an educational visit will be provided with all appropriate information about the intended visit. Parents and carers should give their permission in writing before a child can be involved in any educational visit. If written permission is not forthcoming and verbal permission is sought this should be recorded in writing by the person receiving that permission.

Funding for educational visits is provided mainly by parental contributions with the school making an agreed subsidy. This must be made clear to parents and carers in all correspondence about an educational visit. No child may be excluded from an activity because of inability or unwillingness of the parent/carer to make a contribution.

Further health and safety considerations

All adults accompanying a party must be made aware by the group leader of the emergency procedures which will apply and will be provided with an emergency telephone number, usually the school number.

Before a party leaves school the office staff should be provided with a current list of everyone travelling in the party together with contact details of accompanying adults and their preferred emergency contact. Mobile phones should remain on at all times or regularly checked for text messages.

The safety of the party, and especially the children, is of paramount importance; during the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any medical conditions 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 themselves, the group leader should discuss with the headteacher the possibility of excluding that child from the activity.

If the party is splitting into smaller groups the sub groups should remain of a sufficient size to accommodate two adults and their accompanying children. This will allow adults to take comfort breaks and be supported by one another.

If an adult accompanying children on a visit wishes to have a cigarette break they must remain away from the children until they have finished.

Group Leader Planning

Group leaders should have a good knowledge of the appropriate guidance for off-site activities, 'Health & Safety of Pupils, A Good Practice Guide'. They must consult HCCs Outdoor Education PR & Sport Service documentation or the EVOLVE system, detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation and must have a visit plan.

A topical visit needs to be arranged at least one school term in advance to ensure that the necessary bookings for locations and coach hire can be made by administrative staff. The group leader must book the trip into the school diary ensuring that it does not overlap with any other school activity.

One week before the visit takes place the group leader should check with administrative staff that parental consents and lunch orders have been received, accompanying adults are still available and groups have been sorted.

Visit plan

The visit plan for intended educational visits must include the following:

- risk assessment
- report on preliminary visit where applicable
- applications for approval of visit (EVOLVE)
- general information
- names, ages, contact details, permission forms, medical information and other relevant details of all those going on the visit
- travel schedule including a map of the visit location
- full plan of activities
- fire precautions and evacuation procedures

- emergency contacts and procedures
- general communications information
- guidance for emergency contact
- collection of mobile first aid kits and inhalers

The above information is included in the risk assessment and HCCs Outdoor Education PE and Sport Service application which is uploaded to the EVOLVE electronic notification system used by Bidbury Infant School to retain records of all visits, updating staff of approval by the headteacher or where applicable by HCCs Outdoor Education PE and Sport Service. All teaching staff, headteacher, EVC and EVC admin staff are linked to this system by email enabling them to review previous visits for planning purposes, tracing progress of application approval and evaluating purposes after the visit.

Monitoring and review

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

Ratified by Governing Body on September 2022

Signed (Chair of Governing Body)



Written July 2018
Reviewed September 2022
Next Review: July 2024