



Educational Visits Policy

Autumn 2020



Priory Fields School

Everyone Achieving Together



St Martin's
School

Vale View
Primary School



Whinless Down Academy Trust

Educational Visits Policy

Introduction

Trips, visits and learning off-site comprise an essential part of the school curriculum at Whinless Down Academy Trust (WDAT). Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. The Trust is committed to providing school visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Within school, responsibility for educational visits rests with the Trust Board The Executive Head Teacher, Head of School and the Educational Visits Coordinator (EVC), however all school employees have a responsibility to:

- take reasonable care of their own and others' health and safety
- co-operate with their employer
- carry out activities in accordance with training and instruction
- inform the employer of any serious risk

This policy been produced to offer school staff advice and support in the planning and organising of all offsite activities in order to ensure the enjoyment and health and safety of pupils.

Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural, sporting or any other activity that requires the pupils to leave the school premises having been authorised to do so by the Head of School. This will include the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Visit to other local schools both in and outside of the Multi-Academy Trust
- Sporting activities including swimming sessions
- Outward bound and adventurous activities

Aims and expectations

Most classes in the school will endeavour to have one educational visit each term, although there may be fewer in Reception and Nursery. These trips are planned to support, enrich and broaden the children's understanding of the current topic and to bring learning to life. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. In addition to this, there will be additional trips arranged throughout the year, such as sports, citizenship, music or Academy trips. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

Planning and Preparation for a trip

The school has appointed an Educational Visits Co-ordinator (EVC) whose role is to coordinate the planning and management of these activities. All off-site activities must be approved by the Head of School at least two weeks prior to the proposed date of the trip, unless the trip has been planned in response to an educational opportunity that has arisen, for example a last minute invitation to a significant event or rearranged sporting fixture. Where possible, dates for educational visits will be set at the beginning of the calendar year to enable staff to book tickets and transport as applicable.

Educational Visits Co-ordinators (EVCs)

Priory Fields	Head Teacher
St Martins	Head Teacher
Vale View	Head Teacher
Trust	Anne Siggins (Executive Head Teacher)

Procedure

The best practice to be adhered to in the arranging of school trips is as follows:

- A pre-visit request form will be completed for all trips by the class teacher to gain permission for the trip to go ahead. (This needs to be completed at least 4 weeks in advance)
- In consultation with class teachers and/or key stage leaders as applicable, the office will where possible book the trip and transport on the agreed date(s).
- Teaching staff will calculate a cost per pupil, inclusive of transport and insurance. This must be sufficient to cover the entire cost of the trip, including any charges for additional helpers.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered onto the school electronic diary. (This is to be completed by the KS Manager)
- In cases where school lunches are affected, kitchen staff must be informed by the Class teacher to ensure pack lunches are organised.
- The Head of School must be provided with the Educational Visits Risk Assessment Form at least two weeks prior to departure. This can be found on the shared drive in each of the individual schools and is attached here at Appendix 1.
- Class teachers will inform parents in advance of dates for school trips in the termly class letters, with further specific details in a separate letter, giving at least two weeks' notice (unless there are exceptional circumstances).
- Where necessary, parental volunteers will be asked for. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- If appropriate, payments will be made directly to the school office via the school payment system, School Comms (Gateway)
- For Residential trips the local governing body must authorise the trip prior to the booking being made.

Risk assessments

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the Head of School, using the school's risk assessment template. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visited.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip, and another copy left with the Head of School. The risk assessment should be shared and signed by all attending adults. It is also important that the relevant information is shared with the children.

It is necessary for all accidents/incidents and near misses to be investigated and reported on the relevant paperwork both at the venue and on the return to school.

For all residential trip the head of school after checking the risk assessment must get authorisation from the Executive Headteacher at least one month in advance of the trip.

Parental consent In accordance with the Home School Agreement, most parents give blanket permission for their child to attend local school trips. As a result, permission is no longer requested from parents for local individual school trips or sporting activities. (For trips further afield parent permission is still required.) However, parents will always be informed about the trip or activity by leaflet and email. All the necessary details will be included in the letter, as well as any payments required.

Permission will be specifically requested from parents for:

- Residential trips
- Adventure trips (e.g. outward bound) or a long journey
- Nursery trips
- Trips that take place outside of school hours

Once Permission slips have been received and are no longer needed it is important that they are all shredded in line with GDPR. Permission slips must be kept securely to ensure personal information cannot be seen by those who should not see them.

Ratios

All trips should be individually risk assessed to ascertain the safe level of adult supervision required. Below are the minimum adult to pupil ratios that our schools are committed to implement. These are to be adhered to unless there are exceptional circumstances and/or permission has been given by the Head of School in consultation with the Executive Head Teacher.

- Reception classes - 1:4
- Years 1 – 3 - 1:6
- Years 4 – 6 - 1:12
- Adventurous activities -1:10
- Residential visits – 1:10

If a child with an Education Health Care Plan is participating in the trip, this pupil must have the same support that is ordinarily available to them during the school day.

Residential trips

In the case of residential trips, a parents' meeting will be held well in advance of the trip. This will provide all the relevant information, including the details of payment plans, which are always available

on request. Special equipment/clothing will be listed as required; for example, for adventurous visits, additional or waterproof clothing may be necessary. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information, on the parental consent form. The school will ensure that adults of each gender accompany the children on residential visits.

Payments for trips

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. All payment by parents for school trips is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit, the trip might have to be cancelled. All payments are made online via School Comms (Gateway).

For residential off-site visits where the costs are likely to be higher, payment plans are available, to spread the cost.

In certain cases, the school may have decided to supplement the cost of a trip and parents will be asked to contribute the difference. Where parents are unable to pay either the full amount or the reduced amount because of hardship this will be considered on an individual basis.

Behaviour on school trips

The individual schools Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit.

Trip Safety

The Multi Academy Trust takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off site activities. The school will adhere to the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible
- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit
- Supervising adults to include a member of staff with knowledge of basic First Aid, if possible
- For EYFS trips, at least one first aider (paediatric) must accompany children
- Supervising adults must know of any special medical details relevant to any pupil
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip
- Children to be briefed about the importance of staying with their partner/group/adult helper
- Any adult who has not been DBS checked should not be left alone with children during any activity
- Adults must never travel alone with a child in their own vehicle unless with explicit permission from the Executive Head Teacher or Head Teacher in the event of an emergency.
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff

- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside
- Regular headcounts to be taken

Emergency procedures

The trip leader must always complete the Emergency Arrangements section (needs to be added) of the Risk Assessment Form prior to any educational visit. In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times, and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- Wait so that the trip leader can re-trace their steps to locate the child
- The trip leader and one other member of staff will search the immediate vicinity.
- Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.
- If the child is not found after approximately 15 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information.
- The school will notify the parents.
- The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so that the police can take over the search.
- The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the Head of School and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

Other Relevant Policies and Documents

This policy complements and supports a range of other policies:

- Health and Safety Policy
- Behaviour Policy
- Safeguarding Policy
- Behaviour Policy
- GDPR Policy

Policy Monitoring and Review

A copy of this policy is available to all staff and parents and is published on the school website. This policy is reviewed every four years by the Educational Visits Co-ordinators and approved by the Executive Head Teacher.

Educational Visits Approval Process

