

Educational Visits Policy



Fishburn Primary School

Created by Mr Justin Peoples

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Approved by Curriculum Committee 21 November 2017

Rationale

At Fishburn, we believe that all children and young people should be given the opportunity of benefiting from participation in a wide range of visits and activities, including Learning Outside the Classroom, local activities, day visits, residentials, field studies and outdoor adventure activities. Whether their emphasis is adventurous, academic, sporting, cultural, spiritual or creative, off-site visits and outdoor learning provide first-hand experiences that inspire and enhance learning and development in ways which are powerful and lasting. They provide a foundation for life-long learning and healthy lifestyles as well as complementing classroom learning and enriching the curriculum.

Introduction

Fishburn Primary School adopts the guidance and procedures issued in the National Guidance for educational visits <http://oeapng.info/> and *Durham County Council's Policy and Guidance: For Educational Visits, Off-Site Activities and On-Site 'Adventures'*, November 2015. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

Procedures

Under and health and safety laws, schools are required to obtain appropriate approval for Educational visits. In distinguishing which types of visits require the Authority's approval, the following categorisation has been adopted:

Type 1

Regular/routine visits on school site e.g. in the woods or fire pit or those very close to school (St Michael's church). These visits are covered by the school's blanket risk assessment but changes in circumstance should be recorded and passed on to the rest of the staff.

Type 2

Educational low risk off-site visits, up to one day duration e.g. theatre visits, museum visits, visits to local schools for an event.

TYPE 3

Educational off-site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.

- Visits involving adventurous activities.
- Visits to farms.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK, including Foreign Exchange visits.
- Visits outside of school hours.

Staff wishing to undertake a **Type 1** visit do not need to complete a risk assessment, inform parents of the visit or obtain consent for the visit.

Those who want to undertake a **Type 2** visit should send a letter to inform parents of the visit (no consent required unless there is a financial cost). They should also complete an EVOLVE form with a risk assessment (which must be signed and dated electronically). Venues to be visited may also supply their own risk assessments. **External providers must complete an EV6 prior to the visit if they are not on the DCC approved providers list (or do not have a LOTC quality badge)**. The form will be approved by the EVC or Headteacher and should be completed **2 weeks** in advance of the visit where possible.

The Visit Leader must undertake the completion of the Risk Assessment. It is highly recommended that staff visit venues prior to the visit in order to make informed assessments.

Staff wishing to undertake a **Type 3** visit must seek approval from the Headteacher before submitting an EVOLVE form. After the forms have been checked and approved by the EVC or Headteacher, they must be submitted to the Authority **at least 3 weeks prior to the visit taking place**.

Following all visits the Visit Leader should undertake the evaluation on EVOLVE. Any incidents or accidents should be reported to the EVC or Headteacher to record.

Parent / Carer Consent

It is a requirement that a signed parental consent form is obtained from the parents/ carers of all pupils participating in Educational Visits (Annual EV4 form). Proposed activities/aims of the educational visit should be outlined to parents/carers. Details of departure/arrival should be explained to parents. Medical information and emergency contacts must also be obtained. The school office should draft this to ensure consistency and then approval should be given from the EVC or Headteacher to send the letter out.

Payment for Visits

Please refer to the school's 'Charging Policy'.

ROLES AND RESPONSIBILITIES

The Governing Body

The Governing Body will approve the Educational Visits policy and will ensure it is reviewed annually.

Headteacher – Danny Eason

The Headteacher will ensure a suitable Educational Visits Co-ordinator is appointed. The Headteacher will ensure suitable Visit Leaders are appointed. The Deputy or Head teacher (Educational Visits Co-ordinator) will sign off the Risk Assessment.

Educational Visits Co-ordinator (EVC) – Justin Peoples

The Educational Visits Co-ordinator has been trained by the LEA and is responsible for ensuring visits comply with DCC's "Requirements for Educational Visits". The EVC (and Head teacher) will sign off the Risk Assessment. The EVC will oversee arrangements for residential visits and will ensure all approvals are received including the approval of LBR via the EVOLVE system.

Visit Leader

There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Head teacher. The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator (or Head teacher) at least two weeks in advance of the visit. The Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed. The Visit Leader will brief all staff and helpers involved in the visit and they will all sign the back of the Risk Assessment. The Visit Leader is responsible for ensuring the **EV7 Emergency Card, mobile phone, first aid kit and pupil medication** are taken on the visit.

Other teachers and staff involved in a visit

Teachers and staff on school-led visits act as employees of the LEA and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Head teacher and Governors if some of their time on the visit falls outside normal hours.

School Kitchen

The school kitchen will provide packed lunches as required for children receiving school meals and Free School Meals.

If children are bringing their own packed lunches, no nuts or fizzy drinks should be included.

Ratios

There is no specific law with regard to staffing ratios (with the exception of EYFS who must retain their normal in-school staffing ratios). The staffing required to run the visit safely needs to be identified and should take the following factors into account:---

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

The following are regarded as acceptable ratios on any visit:-

1 adult for every 4-6 pupils in Years 1 – 3.

1 adult for every 10-15 pupils in Years 4 – 6.

Parents and volunteers are **NOT** included in the staffing ratios.

Bus / Coach Hire

Visit Leaders must liaise with the School Office to book an operator who holds a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken. Every passenger must have their own seat. All coach seats must be fitted with seat belts. Please refer to the Durham County Council list of approved providers as set out in the Policy and Guidance for Educational Visits. If a provider is not on the list, they must fill out the relevant 'transport providers form' as found on Evolve.

Emergency Procedures

Procedure in the event of an incident, accident or emergency – **this is the responsibility of the Visit Leader.**

The **EV7 form with 3 EMERGENCY CONTACTS** will be taken on every visit.

Following the procedures on the checklist, as appropriate in the circumstances.

For all incidents, the Authority's Accident reporting procedure must be followed on return to school.

The Visit Leader should have the school telephone number (01740 620162) and telephone numbers of a base contact: designated senior member of staff. They should leave their own mobile telephone number with the school office and with the base contact (**holding the EV8 emergency card**). They should also have a full list of names, addresses and telephone numbers of parents/carers of all pupils involved in the visit.

Types of Visits

<http://oeapng.info/downloads/specialist-activities-and-visits/>

Adventurous Activities

If the school is leading an adventure activity, such as canoeing, the LEA (via the EV3 form) must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity or the LOTC badge. Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity and may be removed from the visit at the discretion of the visit leader.

Residential Trips

Residential trips will be planned well in advance and arrangements will be overseen by the Headteacher and EVC. Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending. The Visit Leader should be an experienced, senior member of staff. Residential trips must be approved by the Governing Body and by the LEA via the EVOLVE system. Approval will be arranged with the EVC and Headteacher.

Coastal visits

Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming. Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance. Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.

Water Margin Activities

Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the '7i Group Safety at Water Margins' from the OEPC website will be followed.

Farm visits

We recognise that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned. The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections. The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it

maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out.

Further Information

Fishburn Primary's current EVC is Justin Peoples.

For any further information regarding Educational Visits please consult the EVC or the Durham County Council's Policy and Guidance: For Educational Visits, Off-Site Activities and On-Site 'Adventures' - <http://www.durham.gov.uk/media/3064/Educational-Visits-Policy/pdf/EducationalVisitsPolicy.pdf>