

## Delph Primary School



# Educational Visits Policy

### Useful Contacts

|  |                     |
|--|---------------------|
| Educational Visits Co-ordinator - Alison Leigh (Headteacher) | 01457 874400        |
| David Faulconbridge<br>Oldham Outdoor Education Advisor      | 0161 770 8595       |
| Oldham Health & Safety Team                                  | 0161 7704282 / 1825 |
| Oldham Insurance Questions                                   | 0161 7701086        |
| LA Emergency Contact for Visits (24 Hour)                    | 0161 633 1803       |

**Policy Updated: March 2017**

**Approved by Governors Curriculum & Standards Committee on: 08.03.17**

**Review Date: Spring Term 2020**

# Educational Visits Policy

**This policy applies to all staff and volunteers involved in organising, running and assisting with offsite / educational visits at Delph Primary School.**

## **Rationale**

At Delph Primary School we are committed to providing effective teaching and learning through a relevant and engaging curriculum. We believe that learning should be an enjoyable, lifelong process through which all children can achieve their full potential. We challenge and support our children to do their very best by providing a wide range of learning opportunities and educational visits to enhance all aspects of our curriculum.

## **Introduction**

An Educational Visit is an official, planned for, off site learning experience provided to enrich and extend the curriculum for pupils. It may be cross curricular and may also promote aspects of PSHE, Citizenship and offer opportunities for spiritual and cultural development.

Delph Primary School has adopted Oldham Council's procedures for planning and managing educational visits (EVOLVE) and the framework of conditions laid out in the Oldham "Guidance for Offsite Visits and Adventure Activities" (GOVAA).

A copy of this document and all associated forms and guidance are available on the Oldham Evolve Website [www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk) or from the Educational Visits Co-ordinator (EVC).

These guidelines and recommendations are intended to define a clear safety structure and clarify the minimum standards to which organisers of educational visits should adhere.

The Educational Visits Co-ordinator (EVC) for Delph Primary School is: **Alison Leigh**

## **Aims and Purposes**

Each year, the school arranges numerous educational activities and visits that take place off the school site and/ or out of school hours. These include; out of hours clubs, sporting events, local visits (e.g. library, park, church, village), day visits (e.g. theatres, museums, art galleries, environmental activities) and residential visits.

At our school we aim:

1. To give all pupils meaningful, first-hand learning experiences linked to the curriculum.
2. To give all pupils and staff the opportunity of learning within alternative learning environments.
3. To widen, diversify and enrich teaching and learning experiences.
4. To give additional excitement and enjoyment to teaching and learning.
5. To give access to experts with enthusiasm and knowledge in their own specific fields.
6. To provide challenges and experiences which impact on pupil's personal, spiritual, cultural and social development.
7. To undertake visits safely and in accordance with agreed procedures as detailed in GOVAA and this policy.
8. To provide a breadth, balance and variety of educational visits throughout a pupil's life in school.

## **Roles and Responsibilities** (GOVAA Section 2 & 7)

The LA, the Governing Body, the Head teacher, the EVC, the Group leader/Class teacher, Assistants, Volunteers and Pupils all have specific roles and responsibilities within the planning and undertaking of an Educational Visit.

It is essential that **everyone** understands clearly his/her role and responsibilities. Organisers of educational visits must ensure that all those involved are thoroughly briefed and are familiar with the basic principles of safe practice for off-site activities.

The EVC has undertaken relevant EVC Training and will co-ordinate all visits in the school. All teaching staff have log-ins giving access to the Evolve system for managing visits.

Specific responsibilities include:

- **Local Authority** – to approve overseas, residential and adventurous activities.
- **Head teacher** – to approve all visits, monitor and assess competence of visit leaders, induction of new staff, ensure log-in access to Evolve.
- **EVC** – to oversee the arrangements for educational visits, vetting of all visits, maintaining records, provide advice and guidance, assess competence, review and monitor school policy, liaise with LA and Headteacher.
- **Visit leader** – to plan and record visits using Evolve, ensure requirements of Leader's Checklist are met, have overall responsibility for supervision and conduct of the visit, complete risk assessments and relevant documentation, check his/her Evolve account to ensure approval for the visit has been confirmed.
- **Supervising teachers and other adults** – to supervise children, continually assess risks, manage risks in line with risk assessment.
- **Pupils** – to follow instructions and procedures in line with the risk assessment.
- **Governors** – to ensure there is a competent EVC in place, monitor visits being undertaken and adopt/periodically review this policy.

## **Approval Procedure** (GOVAA Section 4 & 5)

Matters regarding **ALL** visits outside school, including; feasibility, planning, safety and organisation will require the prior approval of the Head teacher.

Visits that are **overseas, residential and/or involving adventurous activity** will require the authorisation of the Headteacher and the additional approval of the LA via EVOLVE.

At Delph Primary School, all visits, except those in the immediate locality (e.g. village library, visit to church, local sporting fixture) must be planned and submitted for approval using EVOLVE. Visits in the immediate locality may be submitted for approval using a paper based risk assessment.

In order to receive approval it is essential that all visits have sound and clearly stated educational aims and that the visit leader is competent to lead the visit. No visit will be allowed to proceed without the relevant permissions, planning, suitably competent staff and adherence to the school policy and procedures.

## **Inclusion** (GOVAA Section 6)

Every *reasonable* effort will be made to ensure educational visits are available and accessible to **all** pupils, irrespective of special educational or medical needs, ethnic origin, gender or religion, in line with the Equality Act 2010. All pupils will be encouraged to participate in a wide variety of visits and activities whilst attending Delph Primary School.

After carefully risk assessing an activity/visit, reasonable adjustments will be made to ensure no pupil is placed at a substantial disadvantage. However, any pupil whose behaviour is considered to be a danger to themselves or to the group may be stopped from going on a visit, at the discretion of the Headteacher and following discussion with the group leader and the pupil's parents. Parents may also refuse permission for their child to go on a visit. The curricular aims of the visit for these pupils should be met in other ways, if possible.

### **Timescales** (GOVAA Section 9)

The Evolve system is used to plan, manage, record and approve educational visits.

Visit leaders should plan and prepare visits allowing adequate time for internal and external vetting and approval as required. Normally visit plans should be submitted to the EVC by the following deadlines:

- at least 6 weeks before departure for Residentials
- at least 4 weeks before departure for Adventure Activities
- at least 2 weeks before departure for other types of visit

### **Planning & Organisation**

Visit Leaders need to ensure that:

- ✓ All visits are planned thoroughly following school procedures.
- ✓ A pre-visit is undertaken for new visits or if a venue has not been used in some time.
- ✓ An educational visit checklist is completed during the planning process
- ✓ A risk assessment is completed for all educational visits. If a generic risk assessment is used (e.g. for local sporting fixture), it must be reviewed and amended in light of the particular visit and the particular pupils on the trip, especially SEN pupils.
- ✓ Written details of the educational visit are sent to parents and written consent requested for all visits outside the immediate locality of the school.
- ✓ Visit approval is received from the Headteacher and / or LA.
- ✓ Volunteers, assistants and pupils are briefed prior to departure to share, both orally and in writing, the itinerary, personnel and groups, outlining their roles, any 'rules' and emphasising risk avoidance strategies.
- ✓ For visits in the local community, paper copies of risk assessments and visit notes are approved prior to the visit and a copy kept in the EVC file e.g. village library visit.
- ✓ They carry out "on-going" risk assessments during the visit taking appropriate action to modify or curtail the visit if conditions / circumstances change or unforeseen hazards arise (or switch to Plan B).
- ✓ They are familiar with Emergency Procedures and carry a mobile phone. Mobile phone numbers must be left with the school secretary or nominated person before departure.
- ✓ They evaluate the visit on completion and record any significant issues as a note on EVOLVE, bringing important points to the attention of the EVC.

### **Parental Consent**

Parents will be informed by letter of all proposed visits, giving full details including; the reason for the visit (educational aims), supervision arrangements, the transport arrangements, and details of other incidental activities included, together with Plan B if appropriate. The letter will also state any costs involved. Parents will be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis.

Written consent will be requested for all visits outside the immediate locality of the school. For visits in the immediate locality (e.g. village library) parents are asked to sign a 'one-off' consent form at the start of the school year. Parents will be notified when visits in the immediate locality are taking place.

**Competence to Lead** (GOVAA section 12)

Members of staff planning to lead a visit will need to have their 'competence to lead' assessed by the Headteacher / EVC before approval for a visit is given. In doing so, the following will be considered:

- Experience of leading / supervising on visits
- Completion of visit leader training
- Reasons for undertaking the visit
- Ability to make sound decisions
- Knowledge of the participants, environment / area chosen for the visit
- Appropriate qualifications
- Awareness of relevant procedures/guidelines

**Staffing & Supervision** (GOVAA section 13)

On all visits there must be '**effective supervision**', approved by the Headteacher / EVC.

The ratios for Early Years are specified and must be adhered to. For all other visits the visit leader, EVC and Headteacher must make a professional judgement regarding the number and suitability of staff on an individual visit basis. A range of characteristics relevant to the particular visit will be considered in determining the ratio, including:

- *Type, duration and level of activity*
- *Age, aptitude, experience, gender of the group*
- *Needs of individuals within the group – medical, SEN, behaviour*
- *Experience and competence of staff and accompanying adults*
- *Nature of venue, location of visit*
- *Weather conditions at that time of year*
- *Availability of prompt outside assistance*
- *Nature of transport involved*

The following may be used as a general guide for local visits in normal circumstances, but must be used with careful consideration to the points above:

| General Guidance - Adult to Pupil Ratio |  |
|---|--|
| Early Years Foundation Stage            | 1: 3 <b>(Specified &amp; adhered to)</b> |
| Years 1 to 3                            | 1: 6                                     |
| Years 4 to 6                            | 1:10 to 15                               |

Staff who are assigned to support the special needs of an individual pupil cannot be included in the overall staffing ratio.

Visit leaders or other supervising staff taking their own children on a visit should not be included in the calculation of the overall staff ratio and the Headteacher / EVC should review the risk assessment and specifically check if insurance covers the child/children concerned. Staff and volunteers working frequently / intensively with children, must have an enhanced DBS check. Volunteers/staff must be clear about expectations and roles.

## **First Aid / Medicines** (GOVAA Section 14)

The level of first aid provision should form part of the risk assessment for all visits. On all visits there should be at least one adult with a current first aid certificate.

First aid kits are available from the first aid station opposite the school office. Additionally each class has been supplied with a first aid kit belt. If the visit involves the party splitting up, a kit should be taken for each group. The arrangements for providing first aid must be clear to all staff involved.

Support for children with medical conditions or pupils requiring medication to be administered during visits will be in line with our First Aid and Medicines Policy and Individual Healthcare Plans. Parents will need to provide written permission using the appropriate medicines form and authorisation should be sought from the Headteacher.

## **Risk Management**

Staff at Delph Primary School plan and prepare visits carefully and aim to take good care of all participants. However parents must understand that well run activities can still include inherent risks and learning to cope with these sensibly is an important part of education and growing up.

Risk assessment is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which is deemed to be acceptable (i.e. low). Staff at our school receive training on undertaking risk assessments.

In considering risk, there are 3 levels of which visit leaders should be mindful:

- **Generic Risks** - normal risks attached to any activity out of school.
- **Event Specific Risk** - any significant hazard or risk relating to the specific activity
- **On-going Risk** – monitoring of risks throughout the actual visit as circumstances change.

Staff must be aware of the needs and risks associated with individual pupils and not adopt a complacent attitude as a result of previous risk free visits. Pupils should also be involved in risk assessment and management. This may include identifying potential risks and discussing their role in reducing risks.

## **Behaviour**

The school's Behaviour Policy rewards and sanctions applies off site as well as in school. Staff should apply the same behaviour management principles and pupils must understand that the same high expectations apply.

## **Evaluation of external providers and venues**

Visit Leaders are responsible for ensuring that external providers and venues can meet the learning outcomes required for the pupils identified to attend and, where appropriate, offer reasonable value for money. 'Provider Forms' should be completed by external providers where required (see GOVAA for guidance). These should be checked as part of the planning and safety checks for the visit.

Visit Leaders may ask external providers for any information that they publish specifically aimed at helping Visit Leaders to manage their visit and assess the risks of any school led activities.

### **Insurance** (GOVAA Section 15)

Appropriate insurance must be in place for all visits. Advice regarding insurance can be sought from the Local Authority's Insurance team. (Tel: 0161 770 1086)

### **Transport and Travel** (GOVAA Section 16)

Travel arrangements should be carefully planned and included in the risk assessment. Further information on the following can be found in GOVAA Section 16.

- Use of cars and minibuses
- Use of volunteers/parent cars
- Travel by coach

### **Use of staff / Volunteer helper cars**

Use of staff cars must be approved. Staff must:

- Fill in a registration form (renewable each year)
- Produce a clean driving licence (if staff have endorsements on their licence, approval to drive is required from the Headteacher).
- Produce evidence of insurance cover for carrying students whilst at work (business use cover on insurance certificate)
- Ensure students wear seatbelts on journeys

### **Emergency Procedure** (GOVAA Section 26)

All visit leaders must ensure that adequate arrangements are in place for first aid and emergency numbers are carried (see Appendices 3 & 4 /Emergency Card for visit leaders). The school should be notified at the earliest opportunity in the event of an emergency.

In the event of an emergency the Headteacher / SLT will assess and respond to the situation with support from Oldham Council if required.

The EVC will normally act as the 24/7 emergency contact, with support from other senior staff as required. The Emergency Contact(s) will have 24/7 access to all details of the visit, including medical and next-of-kin information regarding staff and young people (via Evolve or hard copies).

### **Finance**

No child should be unable to go on a visit through a lack of ability by parents/carers to pay the costs of the visit. We will try to support parents as much as possible e.g. through payment cards and flexible payment options or by investigating other funding streams. Parents are able to pay for all educational visits electronically, via the ParentPay system. (See Charging and Remissions Policy).

### **Specific Visits / Adventurous Activities**

Detailed information about the following types of visits can be found in GOVAA Sections 17- 25:

- *Farm Visits*
- *Water Margin Activities*
- *Water Based Activities*
- *Residential Visits*
- *Overseas Visits*
- *Adventurous Activities*

## **Training of Staff**

Delph Primary School recognises that staff may require training and experience to maximise learning outcomes from educational visits and to operate safely. Experienced staff will support, mentor and accompany new staff (e.g. NQT's) to ensure their competency to lead.

We actively promote professional development by providing opportunities for a wide range of training for staff including:

- First Aid training for all staff
- Visit Leader Training
- Educational Visits Co-ordinator (EVC) Training
- Evolve Training
- Induction arrangements / mentoring

Relevant training is recorded on a central record.

## **Review, Monitoring & Evaluation**

- This policy will be monitored by the Headteacher / EVC and Governors.
- The practices, procedures and paperwork will be reviewed by the Headteacher/EVC on an ongoing basis.
- Any changes to LA guidance and policy will be adopted as part of the school policy.
- Records of visits, accident or incident reports will be kept on EVOLVE and in the EVC File and assessed so that action can be taken to minimise particular risks in the future.
- Current systems and procedures will be monitored by the Headteacher / EVC
- Educational Visits will be a standing item on the Headteacher's termly report to Governors.

## **REFERENCES**

- Oldham Evolve Web Approval System – [www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk)
- Oldham Council Guidance for Offsite Visits and Adventure Activities (GOVAA 2011)
- OEAP National Guidance (Guidance for the Management of Off-Site visits and LOTC activities) <http://oeapng.info/>
- LOTC [www.lotc.org.uk](http://www.lotc.org.uk)
- Nothing Ventured – Balancing risks and benefits in the outdoors – Tim Gill

## Procedure for Organising an Educational Visit Information For Staff

Please follow the procedure below to ensure that

- you are supported in planning the visit
- you receive information to enable you to plan a safe and effective visit
- risks are minimised or eliminated
- communication between all interested parties (office, head, LA, parents, governors, children) is effective and efficient

Please inform the following people about proposed visits out of school before booking:

- Headteacher
- Educational Visits Co-ordinator (EVC)
- School Office

### Procedures

1. Inform the Headteacher, check that proposed dates are convenient and put in diary.
2. Discuss transport booking arrangements with the school office at least 3 months in advance or as early as possible and inform EVC.
3. Carry out pre-visit if possible and necessary
4. Complete LA approved form (EV2 & 4) (residential trips and adventurous activities only)
5. Liaise with the school office with regards to booking transport, cost, letter to parents and, if necessary, additional insurance
6. Inform parents using standard letter format, seeking Headteacher approval before sending out.
7. Complete details of visit on Evolve.
8. Attach Risk Assessment, Visit Checklist and letter to parents on Evolve and any other relevant documentation.
9. Use the educational visits checklist as an aide memoir before and on the day of the visit

### On the day of the Visit

- Refer to the checklist
- Collect first aid kit(s)
- Take asthma inhalers and other medications as necessary
- Brief all supervising adults, including parents and circulate risk assessment / itinerary etc.
- Ensure mobile phones are working, that the office has the number(s) and that they are switched on during the whole visit
- Count number of pupils regularly, and always when changing locations

### After the Visit

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, the supervising parents. The purpose of the debrief is to identify what went well and what could have been done better, in order to inform future planning.

**If the Headteacher has not agreed to the visit, THE VISIT MUST NOT GO AHEAD.**

## **Visit Leader Check List**

1. I have been formally approved to carry out the visit
2. I am specifically competent and meet the requirements of employer guidance
3. I have undertaken Visit Leader training as recommended / required by my employer
4. I have planned and prepared for the visit, involving staff in the planning and risk management process to ensure wider understanding
5. I have kept my EVC informed at each stage of the planning process
6. I have undertaken a preliminary visit if appropriate or required by establishment policy
7. I have involved young people in these processes, wherever appropriate
8. I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy
9. I have shared details of 24/7 emergency contacts and emergency arrangements with key staff
10. I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers
11. I have checked whether insurance arrangements are adequate
12. If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management
13. Child protection issues are addressed, including CRB/ ISA checks and processes where appropriate
14. I have disseminated relevant information to supporting staff
15. There is access to first aid at an appropriate level
16. Relevant information has been provided to parents and young people and pre-visit information meetings have been arranged where appropriate
17. All aspects of the visit (both during and after the event) are evaluated
18. Staff and other supervisors have been appropriately briefed on:
  19. the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities
  20. the nature and location of the activity
21. The visit is effectively supervised - staffing ratios meet requirements of good practice
22. I understand that the overarching duty of care remains with establishment leaders, even when partial responsibility is shared with a provider
23. Staff and third party providers have access to emergency contact and emergency procedure details

# Emergency Card (Visit Leader)

Side 1

⇒ **Assess the situation:**

- Deal with immediate danger to self or other group members.
- Account for all members of the group.

⇒ **Administer first aid:**

- As appropriate, remembering priorities ABC.

**A**irway

**B**reathing

**C**irculation (bleeding)

- Make any casualties as comfortable as possible, but only move them if absolutely necessary (e.g. to maintain airway if unconscious).

⇒ **Call emergency services:**

- Dial 999 for Ambulance, Police, Fire Brigade, Mountain Rescue or Coastguard as required.

⇒ **Inform school and LA emergency centre** so that they can initiate Critical Incident Action Plan

School / Service Emergency number **School: 01457 874400**

Home Contact number (Out of hours) **Headteacher:**  
**Deputy Head:**

Home Contact mobile number **Headteacher:**  
**Deputy Head:**

LEA Emergency number **0161-633-1803**

⇒ **Establish a contact point and identify a member of staff to liaise with the emergency services**

⇒ **Arrange for someone to travel with casualties to hospital**

⇒ **Make arrangements for non-casualties to return to school/base**

⇒ **Record details of incident and actions taken.** (See over)

(Side 2)  
**INCIDENT LOG SHEET**

As soon as possible write down the following to inform any investigation:

|                          |  |
|--------------------------|--|
| <b>Time of incident</b>  |  |
| <b>Date</b>              |  |
| <b>Brief description</b> |  |
| <b>Location</b>          |  |
| <b>Witnesses</b>         |  |

Information to provide to Emergency Services (and later to school / service):

|                                     |  |
|-------------------------------------|--|
| <b>Names of those involved</b>      |  |
| <b>Number of people injured</b>     |  |
| <b>Total number in group</b>        |  |
| <b>Details of injuries as known</b> |  |
| <b>Action taken so far</b>          |  |
| <b>Contact point</b>                |  |