

# WENTWORTH PRIMARY SCHOOL



## Educational Visits Policy

Name of establishment	Wentworth Primary School
Responsibility for offsite visits (possibly EVC, or deputy head)	Mrs Dawn Dack/Mrs Sue Waller
Policy agreed	Spring 2019
Signed off by	Mrs. D.Dack
To be reviewed	Spring 2021
Other Policies Related	Child protection, Inclusion, volunteer procedures Behaviour, Code of Conduct, Safeguarding
Other Paperwork Attached (appendix)	Visit Leader Checklist Centre Risk Assessments Paperwork currently sent to parents

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## 1 Introduction

1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Wentworth School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.)*  
see website link : [www.oeapng.info/](http://www.oeapng.info/)
- The remaining parts should be referred to as and when guidance is sought.
- **NB: FAILURE TO FOLLOW THESE REGULATIONS MAY LEAD TO CONSEQUENCES FOR INSURANCE COVER AND LEGAL LIABILITY.**

## 2 Reasons for Visits

2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Wentworth Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

## 3 Visits and curriculum links

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;

- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

**NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.**

## **4 Gaining approval for a trip**

### **4.1 Governors**

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Headteacher / EVC the responsibility to approve all other visits.

### **4.2 The Headteacher or EVC:**

4.2.2 is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.

4.2.3 should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010..

4.2.4 should ensure the suitability of all staff appointed to the visit.

4.2.5 should ensure that the visit leader fully understands his/her responsibilities.

4.2.6 should implement effective emergency contact arrangements.

4.2.7 should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

4.2.8 should have a system in place to record, audit and monitor school off-site visits.

An electronic submission process EVOLVE is used to log, audit, approve the following:

Overseas/Residential/Adventurous approval by Head	-	Yes	and	formal
Day Visits involving transport approval by Head	-	Yes	and	formal
Local Area Visit approval by Head	-	Yes	and	formal

## 5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOfC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

## 6 Parental Consent :

OEAP National Guidance Document

Where schools need parental consent for outings and activities, this form should be obtained from the resident parent.

Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and are a normal part of a child's education, such as local visits in Maldon ie a museum, library, and other places of interest. It is good practice to inform parents as they have the right to withdraw their child from these visits.

Parents should be told where their child will be at all times and of any extra safety measures required. Consent is required for all visits organised by establishments other than the schools or where the activity is outside of the school hours or is perceived to involve a higher level of risk, such as a coach journey.

The school will seek one-off or blanket consent on entry to school and for higher risk events/activities, a separate consent from parents will always be sourced.

## 7 Visits and staffing

CHECKLIST FOR ALL OFF-SITE ACTIVITIES

Complete Visit leader checklist :

The visit leader/class teacher must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader/Class teacher to carry out Risk Assessment/Risk management for the visit.

## **Key Requirements for Leaders/Class teacher**

The key requirements for leaders/class teacher are that they must be competent to lead, confident and accountable. Being competent means that the leader/class teacher has demonstrated the ability to lead to the level demanded by the visit or activities that they are to lead, and has sufficient relevant experience and knowledge of the activities, the group, and the environments they will operate in.

## **8 Day/Residential visit (s)**

Local Visits – The school may organise local visits in and around Maldon to visit buildings, parks and shops. This may take place under parental consent. A risk assessment will be completed in line with the school policy and signed by the EVC.

Residential trips – this will be authorised by the Governing Body. The trip will be approved by ECC Evolve team, Risk assessments will be sourced if the provider does not have the LOfC Quality Badge or specific National Accreditations.

### **8.1 On the day/duration of trip**

Leave in the school office:

- an amended list of children present and going on visit.
- full list of escorts and staff and groups of children for which they are responsible.
- the itinerary for the entire day.
- a copy of the written briefing notes for the escorts.
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone, accident log book
- Copies of Emergency / Critical Incident cards given to all leaders.

### **8.4 During the visit**

Children must be kept in escort's group at all times, if one urgently requires the toilet, they must be accompanied by other children. If a male escort is not available for the toilets then the female escort must check out male toilets ***BUT CHILDREN MUST NEVER BE SENT INTO PUBLIC CONVENIENCES ON THEIR OWN.***

Courtesy to the public must be shown at all times, care taken not to block pathways, etc.

Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.

Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

### **8.5 On return**

8.5.1 Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with known parent or neighbour.

8.5.2 A teacher must remain with uncollected children until all parents have arrived and all children have departed.

8.5.3 A teacher must inform the parent of any child injured during the visit (accident logged in log book) on return to the school site.

## **9 Financing the visit**

### **Local Visits**

Information is given to parents prior to a trip or event requesting for a contribution towards the cost, if sufficient support is not forthcoming the visit event may have to be cancelled.

### **Residential visits**

Parents are informed of the cost for the residential trip and are responsible for the full cost per child. If sufficient financial support and the commitment from parents/pupils is low and the school does not meet the required number for the booking then the visit may have to be cancelled.

## **10 Insurance**

The school trip, staff and pupils is insured through County insurers.

### **Indemnity**

The written consent of parents by the school should always be obtained for the participation of pupils in any activity out of school or outside the planned curriculum. Schools should have appropriate forms available for this purpose.

### **Insurance Provision**

Teachers should be aware of the school provision for insurance held with the School Business Manager.

## **11 Transport**

See guidance from OEAP NG -

[www.oeapng.info/wp-content/uploads/downloads/2011/04/4.5a-Transport-A-general-considerations.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2011/04/4.5a-Transport-A-general-considerations.pdf)      [www.oeapng.info/wp-content/uploads/downloads/2012/04/4.5c-Transport-in-private-cars-1.pdf](http://www.oeapng.info/wp-content/uploads/downloads/2012/04/4.5c-Transport-in-private-cars-1.pdf)

## **12 Emergency / Critical Incident Procedures**

See OEAP National Guidance document :

<http://oeapng.info/wp-content/uploads/downloads/2012/04/4-1a-Critical-Incident-Management-Employer-final.pdf>

- All leaders must carry the school's 'Critical Incident form' – With Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

## **13 Monitoring and Evaluation**

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Head/Manager and the employer's advisory team.