

**St James's**  
Church of England  
**Primary School**



# Educational Visits Policy

## April 2018

Completed by: S Sixsmith

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Agreed by Governors: 2<sup>nd</sup> May 2018

**All educational visits and activities support and enrich the work that 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.**

At St James's C.E. Primary School we believe that it is important to ensure the children receive a rich and varied curriculum. To enrich the curriculum for our children we also offer a range of educational visits and other activities that add to what they learn in school. Educational visits and visitors play an important role in inspiring the children through first-hand experience of a particular part of the curriculum. We believe that educational visits are an integral to the curriculum of our school as they enhance the wider educational experiences that the school can provide. In addition, we provide the children with a gradual programme of residential visits.

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.

### **Authorisation – Legal Responsibilities**

- The head teacher is the Educational Visits Co-ordinator (EVC) and must formally approve any educational visit or other off-site activity.
- The governing body must be kept informed of visits.
- The EVC will ensure that risk assessments meet the requirements. They will also organise training and induction and ensure that parents are informed and have given consent. In addition, they will organise emergency arrangements, keep records of visits and review and monitor practice.
- The visit leader must be approved to carry out the visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.

### **Risk assessments**

- All visits must comply with this policy.
- All local visits will be approved by the EVC in advance. Residential trips will be approved by the local authority and should be submitted in plenty of time to make necessary adjustments.
- A risk assessment must be undertaken.
- When making use of a 'provider', for example PGL, we will contact them and obtain their risk assessments for key elements of our visit.
- One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.
- Individual risk assessments will be created, shared with and signed by parents where necessary.
- All staff will be encouraged to report any safety concerns they have regarding the conduct of the visit.

**Residential visits:**

We believe that residential visits are an important part of the school curriculum, enabling the children to experience a wide range of skills and developing independence and responsibility.

- Year R/ Year 1 – Kingswood – 1 night residential
- Year 4 – Pioneer Centre – 2 night residential
- Year 6 – PGL – 4 night residential

**Parental consent:**

Signed parental consent must be obtained.

- At the start of each academic year, all parents are asked to sign a consent form to cover children on local, generic visits.
- Parents will always be notified of outside school visits beyond the immediate vicinity that require transport and will be asked to sign a permission slip.
- Failure to return a signed slip will mean that the child does not take part in the visit.
- For residential trips, parents will be fully informed by letter and their written permission will be requested.
- Any medication must be prescribed by a doctor and have a dispensary label attached to it. Parents must complete a medication form. Staff will give medication according to instructions on the medication form and will date, time and sign each medication dose given on the reverse of the form. This is the case for all medication including travel sickness medication and hay fever treatment.
- Parents are responsible for ensuring that their emergency contact details are always up to date.

*Parents must be supplied with full information regarding the visit. This must include the following:*

- Venue and travel arrangements.
- Dates and times of departure and return.
- Kit list where appropriate.
- Arrangements for supervision.
- Financial commitment expected from the parents.
- Insurance arrangements.
- Any expectations placed on parents, e.g. to resume responsibility for their child in the event his or her conduct requires sending home from a visit.

The school's behaviour policy is designed to give a clear code of conduct or standard of behaviour expected during the visit.

**Staffing:**

- All staff should be assessed for competency and training should be provided for visit leaders.
- The staff-pupil ratio must be determined as part of the risk assessment.
- Staff may include teachers, teaching assistants and volunteers. The visit leader must ensure that all staff understand their responsibilities and are competent to assume these.
- LA policy must be followed regarding CRB checks.

**First aid/ medical:**

The level of first aid provision should be based on the risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid – that person will be named on the risk assessment.

Basic first aid kits will be carried. All necessary first aid equipment, such as Epipens, asthma pumps, diabetic emergency kits etc. must be taken on the trip and be available to the child at all times.

**Supervision:**

- Responsibility for pupils extends for the full duration of the visit.
- The visit leader must decide when supervision must be 'direct' and when it may be 'remote':

Direct supervision = pupils remain within sight and hearing of the members of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group.

Remote supervision = pupils are allowed to operate unaccompanied in groups. They must be given clear instructions as to where they may go, what they may do, and when they must return, and must have means of making contact in case of emergency.

- A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received.
- During a coach journey, the staff will ensure that the children are sitting sensibly and that seat belts are fastened. Staff and volunteers will distribute themselves throughout the coach to aid supervision.
- The group leader is responsible overall for the group at all times.
- The visit leader will carry a mobile phone with them at all times.
- Where appropriate the party leader will make a preliminary visit and carry out a site risk assessment which will inform the school's risk assessment to be approved by the EVC.

**Including all pupils on educational visits:**

St James's CE Primary School fully supports the availability of education visits to all pupils and recognises that children with additional needs, including those with challenging behaviour, should not be unnecessarily excluded. Reasonable adjustments will be made to accommodate pupils with additional needs, such as 1:1 support. However, if the safety of a pupil (or others) cannot be guaranteed because of his/her inclusion in the visit, then that pupil will not be included on the visit. Documented evidence, including the risk assessment must be retained. Parents will be expected to collect their child should an incidence of unacceptable behaviour occur on a school journey/visit.

**Insurance:**

School's insurance covers all visits and is documented on the risk assessment.

**Emergency planning:**

- Group leaders must have means of making emergency contact with the visit leader at all times.
- Visit leaders must have means of making contact with school, the emergency services and parents if required, plus access to a first aid kit and nominated person with first aid knowledge.
- A list of pupils on the visit must be retained in the school office. If the visit is outside of school hours, emergency contact details must be taken on the visit.

If a serious accident occurs, at least one adult must remain with the child or children concerned whilst other adults continue to supervise the other children. As soon as the situation is under control, a telephone call should be made to the SLT at school to inform them of the situation. The school will then inform other relevant parties.

**Summary check:**

- Seek approval in principle from line manager/ EVC.
- Plan and prepare for visit.
- Send home a letter and seek parental consent.
- Assess risks and complete and submit a risk assessment.
- Define the roles and responsibilities of supervising adults and explain risks to pupils and steps that they can take to minimise the risks.
- Ensure effective supervision of pupils.

