



## Educational Visits Policy

April 2016

### *Our Values*

- We value every child's individuality
- We value the development of the whole child-academically, physically, emotionally, socially and spiritually.
- We value a broad and rich experience, alongside academic success.
- We value a happy, caring, sustainable, and safe environment.
- We value the contribution we make to, and receive from, parents and the wider community.
- We value the development of all staff to achieve their full potential.
- We value dynamic leadership and management.

### **Introduction**

1.1 The term, 'educational visits' encompasses a very wide range of activities, varying enormously in their duration and complexity.

### **2. Our Aims**

2.1 At Wanborough Primary School, we recognise the importance that educational visits and outside visitors make in enriching the children's curriculum. They increase motivation and interest and help develop children's understanding, awareness, deductive and reasoning skills. Alongside this children's self-esteem, confidence and physical ability are developed.

2.2 We plan various visits throughout the school year, taking into consideration the topic areas being studied and the age of the children. Therefore, the school will endeavour to support families and pupils who have difficulty in meeting some of the costs (please speak to the headteacher if concerned).

- 2.3 It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure s/he is included. We may seek guidance from parents or experts to help us adapt our programme, and we will make any reasonable adjustments to our itinerary.

### 3. Responsibilities

#### Educational Visits Co-ordinator

- To regularly visit The National Guidance for the Management of Outdoor Learning, Offsite Visits and Learning Outside the Classroom and Educational website. Updates to procedures and policy will be disseminated to staff, with the appropriate paperwork circulated and cascaded.
- To keep an educational visits file, including an up to date policy and blank copies of the risk assessment forms, also available on the common drive.
- To keep a folder with all the risk assessment forms in. Located in the school office.
- To assign competent staff to lead and help with trips.
- To liaise with group leader over completion of risk assessment.
- To approve visits, alongside Head, and send relevant copies to the LA. The LA require residential or dangerous pursuits risk assessment sheets sent to them, 20 working days before the visit. If they have any issues they will ask to see the proposed risk assessment forms and supporting documentation.
- Ensure Disclosure and Barring Service (DBS) checks are in place.
- Ensure the issues identified on the preliminary visit have been resolved within the risk assessment.
- Ensure accreditation / verification of providers has been checked.
- Ensure correct ratio of adults to children and first aid supervision in place.
- Ensure transport and accommodation arrangements meet standards required by LA.

- To keep copies of accident or incident reports.
- Review systems and, on occasion, monitor practise.
- Organise related staff training.

### Group Leader

- To make a preliminary visit and assess risks.
- Complete risk assessment forms, checked and signed by Head or Educational Visits Co-ordinator and hand to Co-ordinator . Keep copies for self and all adults supervising the visit.
- Responsible for running the visit / activity.
- Ensure correct ratio of adult supervision - refer to LA guidelines.
- Make pupils and supervisors aware of all aspects of the trip, including risks, groups, sensible behaviour, and the focus of the trip.
- Take a first aid box and sick bucket.
- Take a mobile phone for emergency use.
- Ensure all pupils and supervisors arrive back at school safely.
- Obtain permission from parents, unless it is a village excursion for which permission has already been granted.
- Recognise children's medical requirements and put appropriate measures in place.
- If an out of hours activity, take a list of children's names, addresses and telephone numbers, in case they need to contact the parents.

### Pupils

- To wear appropriate clothing and footwear.
- To behave in a sensible, appropriate way.
- To consider their safety and the safety of others.

### Supervisors

- To follow guidelines from group leader.
- To ensure the safety of the group they are responsible for.

### Head Teacher

- Delegate tasks to Educational Visits Co-ordinator.
- To approve visits alongside the Educational Visits Co-ordinator.
- Be aware of the need to obtain best value.
- Ensure visits are evaluated to inform future options.
- Inform governors of educational visits.
- Send out a permission form at the beginning of every year for village excursions and collate on SIMS and give staff relevant copies, as well as keeping a master copy in the office.

### Governors

- Support Head and Educational Visits Co-ordinator.
- Be aware of visits and ask questions about their educational objective.
- Ensure Head and Educational Visits Co-ordinator have explored all risks, put in place safety procedures, included all pupils and informed the LA if necessary.

### LA

- Give advice to Educational Visits Co-ordinator.
- Give access to appropriate training.
- Ensure relevant risk assessments are complete and in accordance with LA guidance.
- Monitor work of Educational Visits Co-ordinator.

#### **4. Health and Safety**

- 4.1 The School's Health and Safety Policy will be adhered to fully when taking children out of school.
- 4.2 The Local Authorities guidelines ' *Educational Visits and School Journeys*' and the DFES document ' *Health and Safety of Pupils on Educational Visits*' must also be adhered to.
- 4.3 The National Guidance for the Management of Outdoor Learning, Offsite Visits and Learning Outside the Classroom and Educational Visits will be used to ensure up to date procedures are acted upon.

**Reviewed on:** April 2016

**Next Review:** April 2018