

# Stratford-sub-Castle Church of England VC Primary School

*Life in all its fullness*

## **Educational Visits Policy #8**

The *Educational Visits Policy* was reviewed during the Spring Term 2022.  
This document is the result of that review.

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SIGNED:	
TO BE READ IN CONJUNCTION WITH:	<b><i>Aims of the School</i></b> <b><i>Behaviour for Life and Learning Policy</i></b> <b><i>Charging &amp; Remissions Policy</i></b> <b><i>Curriculum Policy</i></b> <b><i>DBS Checks Policy</i></b> <b><i>EYFS Policy</i></b> <b><i>Health &amp; Safety Policy</i></b> <b><i>Home-School Agreement</i></b> <b><i>Teaching for Learning Policy</i></b>  <b><i>Wiltshire Guidance</i></b> <b><i>OEAP National Guidance</i></b>

## Educational Visits Policy #8

*'Life in all its fullness' (John 10:10)*

### Introduction

At Stratford-sub-Castle CE Primary School, we believe pupils' learning is greatly enriched and enhanced by visits outside of school. Visits to museums, galleries, sporting events and residential visits provide pupils with experiences that are impossible to achieve within the school grounds. Such visits contribute to raising achievement and enjoyment in school and support our intentions to provide a broad and enriching curriculum. Life in all its fullness!

Educational Visits have clear aims, targeted outcomes and provide excellent opportunities for first hand learning. This may be subject based and/ or provide opportunities for spiritual, moral, social and cultural development.

They are well planned and maintain a high focus on health and safety. While we do not wish to reduce the positive impact of activities on pupils by attempting to eliminate all element of risk, we will manage and assess risk carefully, reducing it to an acceptable level.

This policy applies to all off-school site visits including residential trips.

### Policies and Outdoor Education Advisers' Panel (OEAP) National Guidance

As well as relevant school policies (see front cover), we also follow *'Wiltshire Council Guidance for Educational Visits'* and note the advice and national guidance provided by the OEAP. In the event of any apparent conflict between the Wiltshire Policy, our school policy or national guidance, then Wiltshire's Policy is followed and clarification sought from the EVC or Headteacher.

### Roles

*Class Teacher* – each class teacher is responsible for the planning and risk assessment of their class's educational visit. The class teacher is the leader for the trip.

*Educational Visits Co-ordinator (EVC)* – the EVC ensures that the planning and supervision of all visits and adventurous activities meet the DfE's requirements and LA guidelines. The EVC approves the risk assessment once it is satisfactorily completed and before it is sent for final permission from the Headteacher. The EVC has attended the LA EVC training course. The EVC has attended the OEAP accredited online training course – Management of Visit Emergencies (MOVE).

## The Educational Visits Co-ordinator is Miss Hannah Crook

*Headteacher* – once the EVC has approved the educational visit's risk assessment, the Headteacher checks and grants final permission for the trip to proceed. The Headteacher makes the Governing Body aware of the school's educational visits through the Curriculum and Standards Committee.

*First-Aider* – on every trip there is a designated first-aider to carry out any first aid if required. It is the responsibility of the first-aider to carry the first aid kit and any individual pupil's medication.

*Admin Officer & Admin Assistant* – the Admin Assistant maybe asked to help arrange the trip (i.e. organise transport). The Admin Officer and Admin Assistant have access to all pupils contact details.

*Governors* – the Curriculum and Standards Committee oversee arrangements for educational visits, including the appointment of a named coordinator (EVC). Governors ensure that ‘Educational Visits’ is a standing agenda item at Curriculum and Standards Meetings.

## **Procedures**

On school trips we:

- only use contractors who can provide transport equipped with seatbelts
- only take pupils with parental consent for the trip and/or walking out of school
- do not expect pupils to share a seat with another pupil under any circumstances
- ensure appropriate adult/ pupil ratio (see below)
- brief pupils about crossing roads and other assessed risks
- ensure every group has their own first aid kit

### **Day Trips**

Before the trip, class teachers need to:

- conduct a pre-visit in order to assess risk and help organise the visit (if required)
- plan an itinerary for the day
- identify the emergency school contact (that is not the school office number)
- send letters and consent forms out to parents and carers outlining the activities and educational value of the visit (unless a local trip covered by the ‘Walking Out Of School’ consent form)
- complete a risk assessment (at least one week before the trip date). The risk assessment needs to be agreed by the EVC and Headteacher
- if required, organise packed lunches with the Catering Manager. The kitchen needs at least two weeks’ notice for packed lunches.

On the day, the class teacher need to:

- provide all adults with risk assessments and itineraries for the day
- ensure all adults have contact telephone numbers for the class teacher and school number
- ensure the first-aider has first-aid kit and any individual pupil’s medication (if required). Pupils with inhalers are to carry their own
- remind pupils of our behaviour expectations
- alert pupils to any risk and actions to reduce it (i.e. walking single file on roads, how to cross roads)
- provide the School Office with final numbers (pupils and adult)
- contact the School Office if any changes to itinerary, which have not been accounted for (unless in an emergency), and ensure permission is sought from the Headteacher.

### **Residential Trips**

Every two years, Years 5 & 6 take part in a residential trip to Braeside, Wiltshire. As part of the risk assessment, the correct staffing ratios is adhered to.

Before the residential trip, the lead teacher needs to:

- conduct a pre-visit in order to assess risk and help organise the visit (unless the Lead Teacher has previously taken part Braeside for a residential trip)
- liase with Braeside to plan an itinerary for the trip
- complete a risk assessment (at least 3 months before the trip date). The risk assessment needs to be agreed by the EVC and Headteacher before being agreed by the LA
- if required, organise packed lunches with the Catering Mangeress
- send letters out to parents and carers outlining the activities and educational value of the visit
- identify any pupils requiring any extra assistance and speak with parents (i.e. night time pants)

- construct an individual plan for the pupil if required
- brief the first-aider of any medication for individual pupils. First-aider to organise a record book for trip
- ensure all members of staff taking part in the visit have clear roles/responsibilities and expectations of behaviour (including no alcohol to be consumed during the residential trip)
- ensure volunteers are briefed about the visit, expectations of behaviour and learning before the trip takes place. Provide all adults with risk assessments and itineraries for the day

The Headteacher or EVC must ensure:

- there is appropriate insurance cover
- volunteers accompanying the visit have completed a DBS (Disclosure and Barring Service) online application. We do not take parents and carers on residential visits.

On the first day of the residential trip, the lead teacher:

- must take a copy of the parent/carer consent form containing medical information on the visit, and leave the original in school.
- ensure the first aider has first aid kit and any individual pupil's medication including brown inhalers (preventative). Pupils with their blue-inhalers to carry their own
- provide the school office with final numbers (pupils and adult)

Once at the venue, the lead teacher:

- must make all members of staff and volunteers aware of emergency procedures
- ensure pupils know emergency procedures and rendez-vous points
- ensure pupils know what to do if they get lost
- ensure pupils know the itinerary for the day(s)
- remind pupils of our behaviour expectations
- alert pupils to any risk and actions to reduce it (i.e. walking single file on a road, crossing roads)
- will contact the school office if any changes to itinerary and ensure permission is sought from the Headteacher

### Transport

Transport for day or residential trips may involve taxis/minibuses or coaches. Whilst on the vehicle:

- pupils and adults must wear seat belts
- adults must be well spread out - one should sit near the back to keep an overall view
- adults should sit on the outer seat
- pupils should not change seats, kneel up, eat, or be allowed to open windows
- pupils should exit the vehicle one side at a time and from the front seats (u shape)
- when getting off the bus, an adult should get off first. Pupils should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count pupils off the bus.

Whilst walking:

- adults must be well spread out – lead teacher must be at the front and another adult at the back
- as much as possible, always walk on the pavement as far away from the road
- adults walk closest to the road
- pupils must not walk on cycle tracks
- pupils must **NEVER** step into the road until given permission by an adult.

Crossing the road:

- pupils to be silent
- pupils not to carry anything in their hands in case they drop something in the road
- lead teacher to instruct pupils when to cross
- pupils to walk across the road without anything in their hands if possible

### Mobile Phones

Only adults are allowed to take mobile phones with them on trips. In general, mobile phone(s) are muted and regularly checked during a trip. They are used to contact the school office to inform of any delays etc. If the school requires contact with the lead teacher, then mobile phone volume may be turned up.

### Emergency

All staff involved are aware of what action to take in the event of an emergency. All staff on trips carry the 'Emergency Action Card'.

In case of an emergency, staff ensure:

- the rest of the group are safe
- decide if specialist help is required and either contact the school, emergency services and/or parents (liaise with onsite First Aiders)
- the school office has been informed so that they can contact parents if required.

If there is an emergency whilst on a residential, the lead teacher contacts the school during school hours. If an emergency happens out-of-school time, the lead teacher contacts the Headteacher on their personal mobile phone or home landline. The lead teacher has a copy of the list of contact details for pupils. In general, contacting parents is through the school office.

If appropriate, the Headteacher reports an incident on the LA reporting system through the online reporting form.

***See Appendix 1 for flowchart for what to do in an emergency on a school trip.***

### Following a Visit

The Headteacher or EVC is informed of any issues that caused concern on a trip (pupil behaviour, poor quality of trip etc.) These may need to be followed up with the Deputy and/or Headteacher. The Headteacher or EVC should be informed of the success of the trip for future planning.

## **Induction and Training**

New teachers are required to read this policy and Staff Handbook before carrying out a trip. Ideally, new teachers shadow or jointly plan with another teacher for their first educational trip.

## **Risk Management and Risk Assessment**

Visits and activities usually take place within the school day, and the Headteacher approves all such visits in advance. We use the 'Evolve' online risk assessment procedure. The necessary Risk Assessments are completed by the teacher organising the trip, using Evolve (Wiltshire) <https://evolve.edufocus.co.uk>.

A professional judgement must be made by the Visit Leader, Educational Visits Co-ordinator, Headteacher/ Deputy as to the appropriate ratio for each visit. Ratios must not exceed 1:9 (EYFS/KS1) and 1:12 (KS2).

The ratio is determined by:

- type, duration and level of activity
- needs of individuals within the group (SEND)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved.

## **Venues and Providers**

All visits are researched to establish the suitability of the venue and to check that facilities and third party provision meet group requirements. Wherever reasonably practicable, it is good practice to carry out a preliminary visit if it is the first time the teacher is taking a class trip there.

When an establishment is using a provider for teaching and instruction, that provider is responsible for the risk management of their provision. The class teacher is responsible for risk management of any aspects of the visit which they lead themselves, including all non-taught time and travel. If a provider holds a national accredited provider assurance scheme, which includes the *Learning Outside the Classroom Quality (LOTC)*, there should be no need to seek further assurances regarding safety. If a provider does not hold any accreditation, the class teacher needs to discuss with the EVC and/or Headteacher if a venue is suitable. The Headteacher makes the final decision if a venue is suitable or not. If possible, lead teachers should ensure that a *Provider Statement* is completed whenever this assurance scheme is not held.

For residential trips, Braeside in Wiltshire is used. All tutors are trained to work within the set health and safety guidelines of Braeside. All Braeside staff are subject to an enhanced DBS (Disclosure and Barring Service) criminal records check.

## **Volunteer**

At Stratford-sub-Castle CE Primary School, we use volunteers if required. Only volunteers who have been DBS checked are able to volunteer for a trip. Before a trip, the class teacher ensures that each volunteer has:

- an itinerary of the day
- a copy of the risk assessment
- telephone number of the school office

If parents volunteers, they are not allowed to bring younger children with them as their full attention is required.

## **Behaviour**

Before a trip, the class teacher reminds pupils of the behaviour expectations. If a venue has specific rules/codes, these are explained to pupils before a visit so reducing the opportunity for misunderstanding.

Pupils are not allowed to bring any electronic devices with them on visits, including residential trips. Money is only allowed on residential trips and pupils will be given a limit.

Whilst on a trip, if a pupil is not following the rules, the teacher follows the school's *Behaviour for Life and Learning Policy* as appropriate. If a pupil is not following the rules, whilst on a trip and the class teacher feels it is dangerous to themselves or others, the class teacher contacts the school. The Headteacher decides on the action to be taken.

## **Inclusion**

Activities should be available to all, irrespective of special educational or medical needs or protected characteristics (disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation).

The Equality Act states that an establishment (a school) must not discriminate against a pupil because of one of the protected characteristics. There is a duty to make reasonable adjustments so all pupils can be included on an educational visit.

If a decision is taken for a pupil not to take part in a trip (if the necessary reasonable adjustment(s) would unduly impinge on the learning outcomes for the rest of the group) then:

- the pupil and parents must have been consulted throughout the process
- there must be a clear rationale

- the process should be carefully recorded with a clear audit trail evident (note in pupil's file)

It may be reasonable to not include a pupil on the grounds of behaviour, if the behaviour is unmanageable and presents a significant health, safety and/or welfare risk to the young person, the group or the leaders. Where behaviour issues are not associated with a protected characteristic, then the Equality Act may not apply.

## **Insurance**

The school holds insurance with Zurich municipal as part of the Wiltshire Council pooling scheme. A certificate is displayed in the school office.

## **Charging**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum and any contribution is made on a voluntary basis. This will always be made clear on the permission letter.

Class Teachers work out the cost of the trip and, if necessary, ask the Headteacher to contact the Friends of Stratford School (FOSS) for a subsidy to make the parental contribution more affordable.

**See Charging and Remissions Policy**

## **Monitoring and Evaluation.**

The Headteacher and Teacher Governor report on the impact of recent educational visits to the Curriculum and Standards Committee. Governors monitor visits in order to ensure relevance to the curriculum and that all pupils across the school engage with educational visits. Also, Governors monitoring ensures the school's commitment to equality and inclusion is adhered to. The Curriculum and Standards Committee and the Headteacher report to the Full Governing Body at each FGB meeting.

## Appendix 4

### Guidance for school staff if an incident occurs off the school site

#### Visit Leader (immediately)

- Account for all members of the group
- First Aider to administer first aid where appropriate
  - Call emergency services as appropriate
  - Arrange for someone to travel with casualties to hospital where possible
  - Identify a member of staff to liaise with the emergency services
- Inform school base leader / senior member of staff,

#### School Base Leader

- Instigates planned school response and liaises with LA to initiate emergency procedures
- Agree a contact line with Visit Leader
- Arrange a travel support team if required
- Arrange with Visit Leader for children to return to school or a specified base
- Contact parents / carers
- Liaise with Wiltshire Council's communication team and police regarding media statements

#### Visit Leader (On-going)

- Keep in contact with School Base Leader
- Continue to care for the casualty
- Try and keep all the non-casualties together
- Make arrangements with School Base Leader for them to return to school or a specified base

#### Legal Guidance

- Ensure pupils do not talk to the media
- Do not discuss legal liability.
- Obtain facts and information, but do not move anything at the scene except to assist casualties
- Log events and actions taken
- Keep a record of witnesses