

EDUCATIONAL VISITS POLICY (REV 2013)

References

www.oeapng.info

EVOLVE system.

LEGAL FRAMEWORK

Cumbria County Council is the employer and therefore have employer responsibilities, decisions about visits are delegated to the Headteacher. The headteachers agreement must be obtained before every visit.

It is a Cumbria County Council requirement that we as a school must follow the Outdoor Education Advisors Employer Guidance for Managing Learning Outside the Classroom (www.oeapng.info) as well as the requirements outlined in the CCC Policy for "Managing Outdoor and Experiential Learning and Educational visits" (available on the EVOLVE system)

The Educational Visits Coordinator (EVC) is David Warbrick

At Beckstone Primary School educational visits (outside the boundaries of the school) are seen as an integral part of school life. As part of our aim to provide a broad and balanced curriculum, educational visits: -

- ◆ Have a stated educational purpose
- ◆ Provide children with first hand experiences
- ◆ Enhance learning opportunities
- ◆ Develop personal and social skills
- ◆ Provide a positive contribution to the development of cross-curricular dimensions
- ◆ Enhance our topic plans

Visits include: -

- ◆ Walks around the local area
- ◆ Local visits
- ◆ Half or full day visits which need transport
- ◆ Residential visits

Permissions

- ◆ There is a generic parental permission statement for trips on the home school agreement which is signed by every family. The statement covers all local trips but a Consent **FORM C** is needed for all Level 2 trips.

Before a Visit

Approval and Notification of Activities and Visits

This school uses the Cumbria County Council online system "EVOLVE" at www.cumbriaccvisits.org.uk for notification and approval. A key feature of this system is that visits and LOTc activities requiring approval are automatically brought to the attention of the Local Authority. Those visits and activities not requiring approval may be viewed, sampled or

monitored using the database and diary facilities of the system.

Category of visit

From 1 April 2011 Cumbria County Council has defined two levels of visits which are set out below:

Level 1

Activities classed as Level 1 must have the approval of the Headteacher/EVC at school level, who should be satisfied with the purpose, planning and staffing for the proposed off-site activity.

All visits other than those in Level 2 including the examples below:

1. Sports fixture
2. Curriculum swimming
3. Cultural day visits to libraries, museums, theatres, art galleries, tourist attractions and religious sites.
4. Day visits to history, art drama and music events.

This list above is not exhaustive, and only represents examples

For example: Tullie House, Manchester Museum, Vindolanda are Level 1 visits.

Level 2

As well as approval of the Headteacher/EVC the activity should receive approval by the Local Authority.

1. Visits abroad
2. Residential Visits
3. Visits involving Adventurous Activities or remote locations

For example: Hawse End.

PLANNING

If possible educational visits should be included in initial and long-term planning. In some cases it will be necessary to plan further in advance, for example at the beginning of the school year, as some visit locations are in heavy demand.

Information needs to be sent for in advance, and where possible, a pre-visit arranged. The information collected should include disabled access, disabled toilets and include any information needed for wheelchair access, so that provision can be made for all children for the whole visit when appropriate.

Preparation/Approval

Once a member of staff has decided on the visit location which needs a coach, then detailed preparation needs to start at least one month in advance. Local visits need a shorter notice period, a week as a rule of thumb.

- ◆ **The school diary should be checked to make sure the date is free. Ring and book your venue then give the School Secretary relevant risk assessments (available in the shared area (:\\Y)>medium term planner>contents>risk assessments>contents on the desktop) Where staff are proposing to arrange an off site activity the approval of the EVC and Headteacher must be sought using the EVOLVE system.**

If a physically disabled child or a child need in specific medication is going on the visit then additional arrangements need to be made. (Lack of facilities for physically disabled children need not prejudice the viability of a visit if no other venue is available.)

Once the details of the visit have been confirmed then a letter to parents needs to be drafted. This should be checked by the Headteacher before asking the School Secretary to type and reproduce it. The letter should include details of:

- ◆ Venue
- ◆ Date
- ◆ Departure and arrival times
- ◆ What to wear
- ◆ What to take
- ◆ Packed lunches (as a general rule the canteen provides packed lunches for the paying and free meal children so they must be notified at least two weeks in advance to order the appropriate food)
- ◆ Cost, including a statement about voluntary contributions
- ◆ A clear **reply/permission slip (FORM C)**

ITINERARY

A detailed itinerary needs to be produced for the whole visit including times, places with Tel No, details of disabled access if appropriate. Activities, groups and supervision.

WHAT TO TAKE

Must include First-Aid kit, inhalers, emergency contact list, sick bucket inc paper towels, plastic bags& disinfectant. School mobile phone (see Learning Mentor), any resources or equipment needed and cheque s) to pay for costs if necessary

Ratio

An activity must have sufficient accompanying adults to provide the appropriate minimum ratio. There must always be at least two adults with the group.

Minimum 1:6 with a minimum of 2 adults (years N -3)- higher for Nursery children.

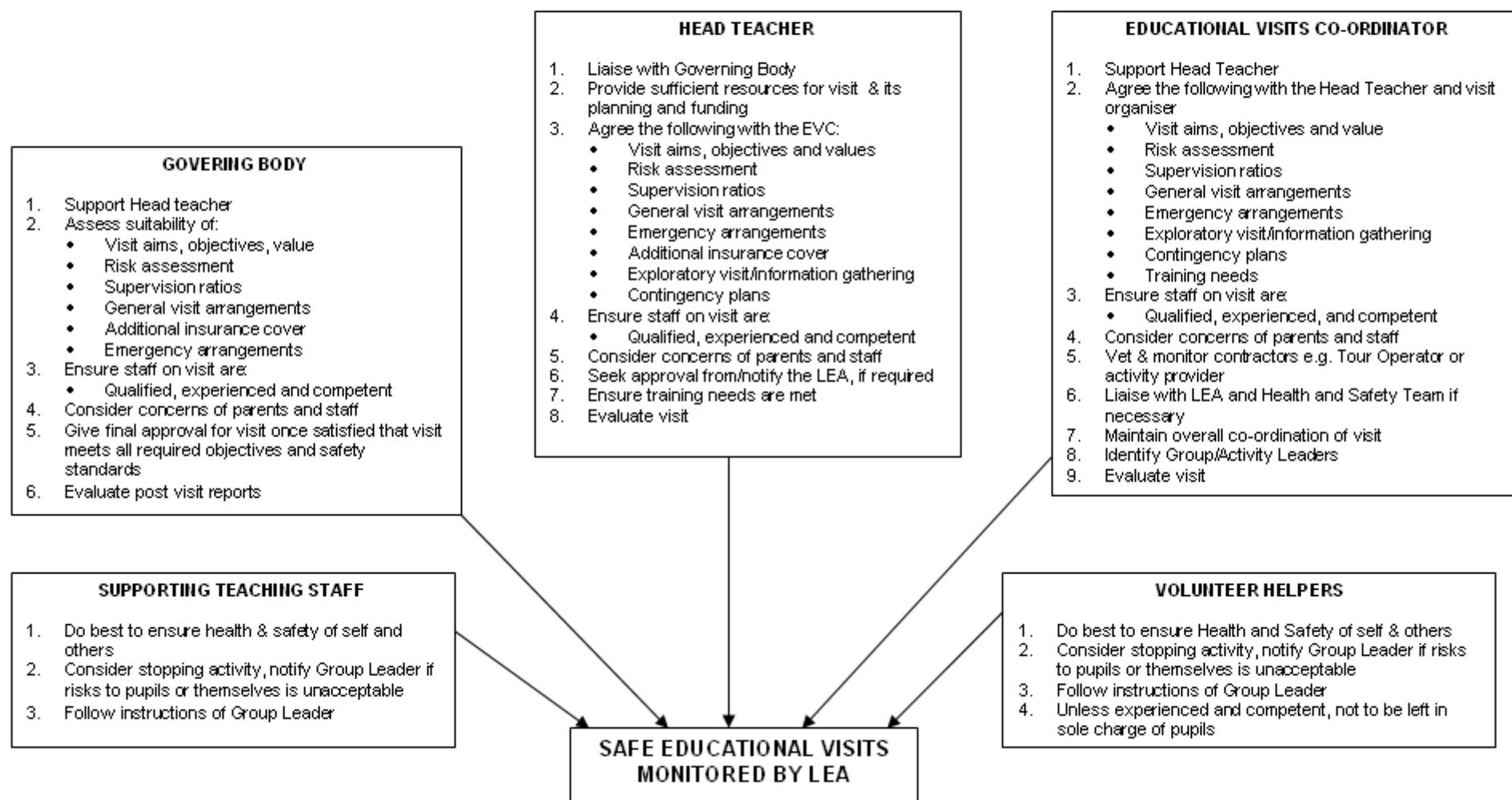
Minimum 1:15 with a minimum of 2 adults (years4-6).

Minimum 1:10 with a minimum of 2 adults for trips abroad.

- ◆ Children must be supervised by an adult at all times.

ORGANISATION AND ARRANGEMENTS FOR THE IMPLEMENTATION OF THE EDUCATIONAL VISITS POLICY

The following outline of responsibilities of those involved with undertaking Educational Visits is not exclusive. If required, prior to organising a visit, further guidance should be sought from the DfES guidance "Health and Safety of Pupils on Educational Visits", the LEA Outdoor Education Adviser or the Health and Safety Team.



SAFE EDUCATIONAL VISIT MONITORED BY LEA

GROUP LEADER

1. Undertake planning of visit with EVC including risk assessments, emergency procedures, required training etc.
2. Appoint competent deputy
3. Ensure supervision ratios are appropriate and sufficient at all times
4. Ensure all consent and medical information is readily available at all times during the visit
5. Determine communication system
6. Define each group supervisor's role
7. Be aware of child protection issues
8. Ensure supervisors are aware of pupils with special needs
9. Prepare and attend briefings for parents and Governing Body
10. Whilst on visit, be prepared to alter risk assessments as hazards/risks dictate
11. Terminate activity/visit if risks to staff and/or pupils become unacceptable
12. Evaluate and review visit

EMERGENCY PROCEDURES

1. School emergency procedures in place
2. School emergency contact telephone number known
3. Parent/guardian contact numbers readily available
4. LEA emergency contact numbers known by Group Leader and other supervising adults
5. Visit emergency plan prepared as part of risk assessment
6. Suitable first aid provisions in place
7. Suitable number of trained first aiders
8. Suitable trained staff for dealing with particular emergencies (e.g. lifeguards, giving of specific medication)
9. Suitable emergency equipment for activities, where required
10. Contingency plans in place
11. Accident/incident reporting procedures known

PARENTS

1. Read details of educational visit carefully
2. Make informed decision to allow child to participate in visit
3. Discuss need for sensible behaviour and dress codes with child prior to visit
4. Agree visit and emergency details
5. Agree to supply any required information or payment

PUPILS/STUDENT

1. Not to take unnecessary risks
2. Dress & behave sensibly
3. Look out for anything that might threaten themselves or others
4. Inform supervising adult of any concerns
5. Follow the instructions of the Group/Activity leader

- including lunch times
- ◆ A suitable place for lunch and toilet facilities needs to be considered
- ◆ Staff must make an assessment of any potential hazardous situations before the visit takes place, for example children's playgrounds
- ◆ All adults need to be comprehensively briefed so that they know the itinerary, which group of children are in their charge, the aims of the visit, and exactly what their duties are.
- ◆ Head counts must take place at regular intervals during the visit.

UNIFORM

It is easier to recognise children if they are wearing their school uniform eg. Museum. If the visit is to a farm then a request for suitable clothing for the children would be made to the parents.

TRANSPORT

Arrangements must be made to provide a forward facing seat with a seat belt for each child. Where private cars are used the drivers must have adequate insurance, road tax and an MOT.

RESIDENTIAL VISITS

APPROVAL

Where the off-site visit involves high risk activities, the group being away for more than 24 hours, an overnight stay, an activity on or near water or a journey by sea or air, the Head/EVC must seek the approval of the LA before sanctioning the activity, at least four weeks prior to the visit. EVOLVE is used and all information supplied must be accompanied by detailed risk assessments.

All residential visits follow:

- ◆ Cumbria LEA guidelines
- ◆ National 'Health & Safety on Educational Visits' guidelines (see below)

Plans for a residential visit, need to take place 9-12 months in advance. Prior to any residential visit, the staff responsible needs to visit the venue to:

- ◆ **Check** for suitability and safety, especially appropriate safety standards in outdoor activity centres
- ◆ Look at disabled access/facilities/arrangements
- ◆ Collect information about the venue and its surrounding area
- ◆ Find out location, address and phone numbers of the local doctor's surgery, nearest hospital etc
- ◆ Read and make notes from the www.oepng.info

Following the initial visit, costs need to be worked out. A parents' meeting must then be arranged. This should explain:

- ◆ Purpose of visit
- ◆ Costs, including a planned saving scheme
- ◆ Practical arrangements
- ◆ Itinerary

- ◆ Arrangements for supervision and safety
- ◆ Insurance arrangements
- ◆ Medical and emergency arrangements
- ◆ Consent forms
- ◆ Contact numbers

Further preparations:

- ◆ **A detailed** itinerary
- ◆ Contact numbers of parents and staff
- ◆ Medical and dietary arrangements needed
- ◆ Rotas of staff on duty
- ◆ Use of leisure time
- ◆ **Stand-by staff arrangements (They must be available throughout the entire event, and must hold all information, contact numbers, hotel numbers etc, to enable them to respond to an emergency at either end)**

During the visit:

- ◆ **Staff** must ensure the adequate supervision and safety of all children at all times
- ◆ In the case of any emergency, the appropriate adults at school must be contacted immediately
- ◆ Children should **know which adult is on duty at all times**

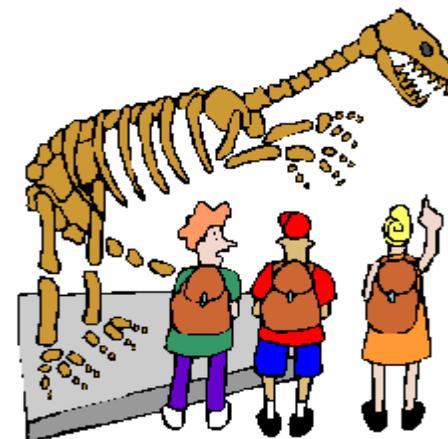
Emergency Procedures

The group leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number (must not be the answer phone), but where an activity extends beyond the normal school day the telephone number of the 24 hour CCC emergency contact and pager number must also be provided - Tel No: 07699 113300 ask for pager no. 786440.

Before a group leaves school the school office should be provided with a list the names of those participating, children and accompanying adults (with emergency contact numbers for each), travelling with the group, together with a programme/timetable for the activity.

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure their safety, even if this means a last minute cancellation or change of activity.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the head teacher/EVC the possibility of excluding the child from the activity. The school reserves the right to preclude a child from any visit for reasons of behaviour that could cause safety concerns for the child them self or for others.



Educational Visits Policy