

Heath Academy Trust Educational Visits Policy

Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from other technically competent sources.

Key Principles

Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance. The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits.
- The Headteacher will be responsible for the approval of all visits, or may designate this function to the Educational Visits Co-ordinator.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and/ or Headteacher; in the absence of a suitably trained Educational Visits Co-ordinator the head teacher automatically assumes this role.
- There will be a named and approved Event Leader (and where appropriate, deputy) on all educational visits.
- Working with the EVC as necessary, the Event Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Event Leader will assume full responsibility during the visit, including ongoing risk assessments.
- The Event Leader will complete all paperwork and submit this to the EVC/ Headteacher at least 5 days prior to the trip.
- The Event Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.

- The event leader will manage all additional staff who are present on the visit. The event leader must ensure that the additional adults:
 - fully participate in activities to support pupils in their group
 - take all reasonable steps to ensure health, safety and welfare of themselves and all group members which includes not participating in activities beyond their physical capability, experience or skill
 - follow agreed procedures and practice and the instructions of the group leader
 - report to the group leader any incident, which may comprise the health and safety and welfare of group members.
- At least **one person** who has a **current paediatric first aid certificate** must accompany children on outings.
- Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be reported to the CEO and HAT office.

Parents and carers

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for higher risk, residential and foreign visits a briefing meeting with parents/carers will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/carers. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about aims, expectations risks and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

Transport

Booking of transport may be assisted by office staff but should not be expected. Group leaders must ensure that seat belts are available for all adults and children and are worn at all times. All group members and adults must be aware of the position of the emergency door, first aid kits and fire equipment. The safety of pupils is paramount and the event leader must ensure that pupils are counted onto the bus, adults are spaced out equally among the children and children who suffer from known travel sickness are seated towards the front. NO child should sit in the front seats, seats opposite a stairwell or the middle seat on the back row.

Staff/pupil ratios

There is NO STATUTORY requirements for ratios of supervision on educational visits for children in year one upwards. However recommendations are as follows:

Year 1-3 1: 6
Year 4-6 1: 10/ 1: 15

Children in the Foundation Stage are subject to STATUTORY guidance, as follows:

Children 4+ 1: 8 (maximum)

Ratios of supervision must be deemed suitable for the location and offer adequate coverage for any additional behaviour and medical needs/ emergencies to be suitably addressed. The leader of the visit should be 'free' and not assign themselves any children to directly supervise, where appropriate.

Emergency procedures

In the event of a serious accident/ emergency situation the teacher should follow the procedure set out in the HAT critical incident booklet, '**2.5.EMERGENCIES DURING EDUCATIONAL VISITS**'. This document will be carried by the event leader on all trips.

Inclusion

We are fully committed to promoting inclusion for all children, whatever their age, ability, gender, race or background. We aim to provide equal opportunities for all groups of children, including those with diverse needs.

If we are concerned about a child's ability to participate in a visit successfully we may, after discussion with the EVC and/ or Headteacher, examine how we can best accommodate that child's needs. In certain circumstances it may be necessary to ask a parent/guardian to attend and/ or stay overnight on a residential trip.

All pupils should have the opportunity to join fully with their peers in the curriculum and life of the school and this will include educational visits.

Links

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to any others such as special educational needs policy which may need to be made reference to when planning an off-site visit.

www.dorsetforyou.com/schoolsafety

www.oeptraining.info

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