



Educational Visits Policy

September 2023



Date	Reviewed	Lead
September 2023	Annually	C Walls

(See also Missing Child Policy)

‘Every child who attends our school can expect, and will receive, an excellent standard of education - one that enables them to shine as individuals, make a positive contribution and reach their full potential. ‘

Introduction

In line with our Vision and Values, at Normanton Common Primary Academy, we believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. As such, school visits, which provide valuable opportunities for learning through first-hand experience, are an integral part of the curriculum.

Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Normanton Common Primary Academy a supportive, effective and inspirational learning environment.

School trips are organised with links to learning in class. The trips are used as a powerful way to engage pupils into their learning by increasing their knowledge of a place, subject area or experience which pupils would not necessarily access at home. These experiences support pupils in using transferable knowledge to help develop skills through application once back in the classroom. Pupil voice shows that these educational trips have impact on pupils’ academic knowledge and that educational trips support their well-being.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increasing their curiosity and resilience.
- Improving their achievement and attainment across a range of curricular subjects.
- Enhancing opportunities for their learning in the ‘real world’ and ‘learning in context’.
- Increasing their risk management skills, through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Developing a greater sense of personal responsibility.
- Engagement in team working including enhancing communication skills.
- Improving environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Developing physical skills as well as the promotion of fit and healthy lifestyles.

Any educational visit which requires pupils to leave the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day. In addition to this, Normanton Common Primary Academy utilises EVOLVE - a web-based planning, notification, approval, monitoring and communication system for off-site activities.

Planning

All staff are required to plan and execute visits in line with this school policy, Waterton Academy Trust policy and National Guidelines.

The following questions must be addressed when planning a trip:

- What are the educational benefits likely to arise from the visit?
- What does the place to be visited have to offer?

- Is there sufficient time for planning?
- Is the travelling distance suitable?
- Is enough known about the location?

Types of Educational Visit

There are three 'types' of educational visit:

1. Visits/activities within the 'School Learning Area' that are part of the curriculum and take place during the school day (local walks/working within the school grounds).

2. Non-residential visits within the UK that do not involve an adventurous activity. E.g. Visits to museums, farms, theme parks, theatres, etc.

These are registered on EVOLVE by the visit leader and submitted to the Education Visit Co-ordinator (EVC) for checking.

3. Visits that are overseas, residential, or involve an adventurous activity.

(These do not usually involve pupils at our school, given their age).

Roles and responsibilities

Visit leaders are responsible for the planning of their visits and for registering these on EVOLVE (where required). They should obtain permission for an educational visit from the Head of School prior to planning, and before making any commitments. Visit leaders have the responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

Visit leaders are responsible for:

- adding the event to the school diary
- informing Head of School of the event (including costs for parents/carers)
- arranging additional adults to chaperone
- arranging for travel

Our Educational Visits Coordinator (EVC) is Mrs Douglas who will support colleagues with educational visits and learning outside the classroom.

The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE. The EVC sets up and manages the staff accounts on EVOLVE and uploads generic school documents.

The Head of School has responsibility for authorising all educational visits.

For all out of school walks / visits, the following must be in place

The following are potentially significant issues/hazards when on a school visit:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- The Headteacher / EVC must give approval before a group leaves school premises.
- Only those staff judged competent to supervise groups in this environment will be authorised to chaperone.
- There will normally be a minimum of two adults as chaperone. (appropriate and safe ratios will be maintained at all times).
- Staff will be familiar with the area, including any 'no go areas'.
- Pupils have been taught and have practiced standard techniques for road crossings in a group
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile or personal mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- A detailed Risk Assessment is in operation.
- A letter to parents outlining the event and requesting parental consent will be sent.
- A Paediatric First Aider must accompany every educational visit.
- An Emergency Contact List must be compiled along with any known medical conditions for those attending
- Briefing of all adults must be undertaken prior to the visits regarding roles and responsibilities and what process to follow in case of a critical incident;
- On return from the educational visit accident / incident forms must be completed as appropriate.

Levels of Supervision

Levels of supervision are decided upon for each educational visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

As a guide:

Nursery children should be supervised at a level of 1 to 2 (one adult to 2 children)

Reception children should have a minimum adult to pupil ratio of 1:4 (one adult to 4 children)

Year 1 and Year 2 should have a minimum adult to pupil ratio of 1:6 (one adult to 6 children)

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times.

A qualified teacher must accompany children on all visits. For sporting fixtures out of school, a qualified teacher will accompany the group whenever possible. On the rare occasions when a qualified teacher is not available, parents will be informed that they must accompany their child and take full responsibility for them.

Sports Fixtures

The arrangements of all sports fixtures must be planned and organised accordingly. If teachers', vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, appropriate insurance are all in place. Appropriate child restraints must be used in line with Government legislation.

Inclusion

The school is fully committed to inclusive practice, incorporating our duties in line with the Equality Act 2010. We believe that educational visits play a crucial role in the growth and learning opportunities that we are able to provide our young people and we will make every effort, to the extent that it is reasonable and safe, to ensure that all pupils have the opportunity to partake in educational visits. The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc.

The visit organiser will take all **reasonable** steps to ensure inclusion for all.

The safety of all children and adults participating in any planned educational visit or journey is of paramount importance.

Should the Head of School believe that by participating in a visit out of school, a child may put their own safety or the safety of others at serious risk, the child will be expected to attend school on the day of the visit, but will not be permitted to participate in the visit.

The school reserves the right to withdraw any student from an educational visit if the student repeatedly displays poor standards of behaviour in school and the Head of School considers that this behaviour would pose a serious health and safety risk.

Equipment

The following items should be taken on all visits:

- First Aid equipment
- One emergency asthma inhaler and relevant paperwork relating to each child in the group diagnosed with asthma. (Children should carry their own inhaler unless too young to do so.)
- Prescribed medication
- Vomit bowl(s)
- Mobile phone
- Contact list for emergencies for all children and adults in the party

Transport

Local coach companies are used to transport children, the best tender is accepted.

In the event of an accident the Head of School shall ensure where possible that:

- The vehicle attempts to park in a safe place
- The passengers remain in the vehicle unless they are at risk by doing so.
- On a motorway, children will be taken away from the road.
- The precise location is noted.
- The situation is assessed and details reported to school as soon as possible.
- An adult remains with children at all times.

Delays

If delayed, a staff member will contact the school at the earliest possible opportunity and the journey will proceed at a safe speed.

Injuries

In the event of injury the Headteacher shall ensure where possible that:

- Assessment is made of the injured party without placing anyone else in any danger.
- Only those qualified attempt First Aid.
- The casualty is reassured and protected from further harm.
- The emergency services are notified where appropriate - dial 999 and give the following information:
 - Location
 - Details of casualties – age / condition
 - Contact phone number

Critical Incident Plan

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. The visit leader/s and the base contact/s are aware of when and how to request support from Waterton Academy Trust / the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

Communication of accident / incident

- Trip organiser to inform the Headteacher
- Headteacher to inform Waterton Multi Academy Trust / Chair of Governors
- Headteacher to inform parents / carers of child/ren involved
- Trip organisers understand that no parents / carers are to be contacted from the accident/incident scene
- Headteacher /EVC to keep in contact with trip organiser

Charging / funding for visits

Charging for visits is considered on a case-by-case basis. Should sufficient voluntary contributions from parents / carers have not been received to cover the cost of the visit, the visit may not go ahead. The use of Pupil Premium (PP) funding ensures that disadvantaged pupils are offered opportunity to attend all trips/educational visits.

It is the duty of all staff leading each educational visit to risk assess any planned trips thoroughly and to consult with the Education Visit Coordinator (EVC).

**All risk assessments must be given to the EVC and retained for future reference.
A Risk Assessment document is a legal requirement and subject to audit.**