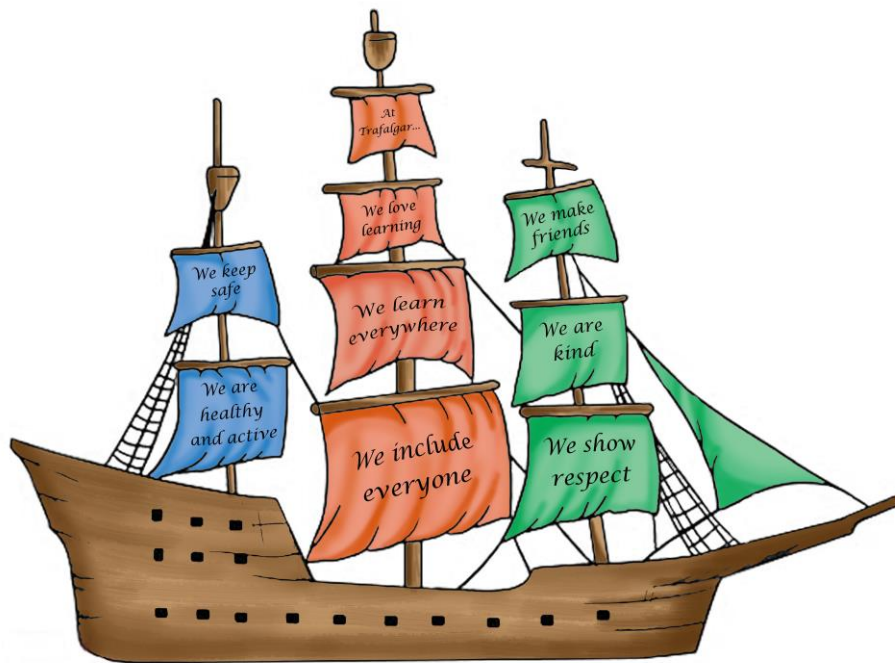


# Trafalgar Community Infant School



## Policy Document

### **EDUCATIONAL VISITS POLICY**

**REVIEWED: SPRING 2016  
TO BE REVIEWED: SPRING 2018**

*Trafalgar is a Rights Respecting school. We refer to the UN Convention on the Rights of the Child (UNCRC) throughout this policy.*

### **Introduction**

Off-site visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching the children's learning experiences.

In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the health and safety of all pupils at all times. We seek to make our visits valuable to all pupils, and wherever possible to make them accessible to those with disabilities. The visits all take place within the school day.

*All children have the right to relax and play, and to join a wide range of activities – Article 31.*

### **Aims and Objectives**

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our children
- provide a wider range of experiences for our children than could be provided on the school site alone
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

### **Roles and Responsibilities**

West Sussex County Council is responsible for the health, safety and welfare of all their employees and volunteers involved in approved activities. This responsibility, made under the Health and Safety at Work Act 1974, extends to employees working off-site.

The Headteacher has ultimate responsibility for ensuring that educational visits follow the agreed procedures in 'Guidance for Off-Site Visits and Related Activities with 'EVOLVE'. The head teacher is responsible for ensuring that there is an Educational Visits Coordinator and this person has received the appropriate training and is competent in this role.

The Governing Body need to ensure there is an Educational Visits Policy and this is implemented within school and is reviewed every two years.

The named Educational Visits Co-ordinator (EVC) ) is responsible for approving any educational visits (through the EVOLVE system) and assessing if the visit leader is competent to run the intended activity or visit using the guidance in Section 10 of 'Guidance for Off-Site Visits and Related Activities with 'EVOLVE'

The Visit Leader is the member of staff who is leading the visit. The visit leader is responsible for the completion of any risk assessments prior to the visit and logging the visit on EVOLVE. The competence of the visit leader is the single most important contributory

factor in the safety of participants; they should be competent to run the intended activity or visit.

Accompanying staff need to follow agreed risk assessments, policies and practice to ensure the safe running of the visit. Prior to the visit, staff must ensure that they understand what is expected of them and have seen the EVOLVE plan and risk assessment.

All staff must be aware of the school's Emergency Plan prior to any visit taking place

Parents are responsible for completing and returning requested documentation and ensuring they are contactable throughout the visit.

Children need to follow instructions, the school rules, the behaviour policy and any additional 'rules' that will be in place for the visit.

### EVOLVE

We use the web-based system 'EVOLVE' to ensure efficient planning, management, approval, and evaluation of visits. All visits must be planned, logged and approved through this system. This is accessed at [https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=westsussexvisits.org](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=westsussexvisits.org)

We also follow the guidance in WEST SUSSEX COUNTY COUNCIL Regulations & Notes of Guidance for Off-Site Educational Visits and Related Activities with 'EVOLVE' 2015. This document provides concise and supportive guidance for the planning and management of off-site visits and related activities. It contains guidance on;

- Role of the Educational Visits Coordinator
- Approval of Visits
- Outcomes
- Inclusion
- Responsibilities
- Planning
- Safety during the visit
- Parent / Carer consent
- Competence to lead
- Staffing and supervision
- First Aid
- Insurance
- Transport
- Farm visits
- Emergency procedures
- Approval of staff to lead an adventurous activity
- Using an external provider or tour operator

This guidance is available to all staff through the EVOLVE system and staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA. All off-site activities must take place in

accordance with the LA's instructions. The online guidance, on EVOLVE, provides links to additional information and is the most up to date version.

### Approval of Visits

Based on the visit types, EVOLVE automatically directs the flow for approval. All visits must be submitted for approval by the EVC at least one week before the intended visit.

Approval is delegated to the Educational Visits Coordinator or Head teacher for all visits

### Pre visits and Risk Assessments

#### **Pre-Visits**

Staff who are planning an off-site activity need to make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip and the facilities available. The sites suitability should be assessed with regard to the age and any particular needs of the children. Staff will need to consider the venues own approach to security and health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted. Even when the visit is made regularly, risks should be assessed to take into account any changes to the proposed site visit or group of pupils you intend to take.

#### **Threat of terrorism**

The current global situation means that the possibility of being close to, or caught up in, a terrorist attack is a risk faced by us all. Like all risks this needs to be kept in perspective and managed in a thoughtful and proportionate way. When planning any off-site visit consider the likelihood of the destination, venue or transport hubs being at risk of a terrorist attack.

#### **Risk Assessments**

A comprehensive risk assessment must be carried out by a Visit Leader before the proposed visit. It will assess the risks which might be encountered on the visits, and will indicate measures to prevent or reduce them. Risk Assessments need to be shared, via EVOLVE, with the EVC and Headteacher for approval.

The risk assessment should be based on the following considerations;

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the teaching staff involved put the safety measures in place?
- What steps will be taken in an emergency?

A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts;
- vetting of the driver by the police;

- insurance for the driver;
- details of first aid and emergency equipment;
- vehicle maintenance;
- office contact details.

A copy of this letter, all relevant details of the trip and the coach booking to be kept in the School Office.

It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating on the visit.

It is school policy for staff not to transport children in private cars.

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 Visit Leader should discuss with the Headteacher the possibility of excluding that child from the activity.

All completed risk assessments are currently kept in the EVC's file on the server, and in the school office. As a whole school, we are learning about and developing our use of the new EVOLVE website in order for risk assessments to be produced online and so that all teachers have access to them and supporting documentation for educational visits.

On completion of a visit the Visit Leader must complete an evaluation and review. This can be recorded in the final column of the original risk assessment or on EVOLVE

### **Use of Outside Agencies**

When an activity involves the use of the resources or expertise of an establishment or organisation other than that of the school, the Visit Leader must establish that the agency involved is competent and any establishment safe. Information about possible establishments that may be used can be found on the EVOLVE website.

### **Ratios**

Guidelines state the overall ratios must not exceed the following minimum levels:

Reception

One adult for every 4 children

Years 1-2

One adult for every 6 children

### **Parental Consent**

Any trip that involves travelling outside of the immediate local area, i.e. requiring a bus, needs to be approved with written permission from parents. The Visit Leader will take the permission forms and any medical information with them on the visit,

Local trips to a familiar setting, e.g. the Church or Greenway School, require no specific permission. Parents will need to be notified of the intended trip, but written permission need not be sought.

In certain circumstances parents may wish to exercise their right to refuse to allow their child to take part in the visit. The refusal of the parent to allow the child to take part in an off-site activity does not offer the opportunity for a day off.

### **Parent Helpers**

It may be necessary to request parent helpers as part of a trip. It is the Visit Leader's responsibility to ensure that they have been fully briefed as to the purpose of the visit, their responsibilities, the level of supervision required, standards of behaviour expected and made aware of any potential hazards. They must be made aware of the emergency procedures and provided with an emergency telephone number. This will normally be the school telephone number.

Parent helpers must be reminded that mobile phones should not be used for the duration of a day trip. This means that personal calls or texts should not be made or accepted.

Mobile devices must not be used under any circumstances to take photographs or videos of the children. Parent helpers are acting as staff members for the duration of the trip and therefore must not take photos or videos of any child, including their own child, using a mobile phone or any other mobile device, e.g. cameras or ipads, without the express permission of the Visit Leader.

It is not a requirement for parent helpers to have been subject to a DBS check in order to help out on a trip. However, no parent should ever be left in sole charge of a group, i.e. isolated from members of staff. School staff are responsible for the children at all times.

In situations where it is proposed that the adult children, relatives or close friends of staff will be with a school group on an off-site activity, then there is a risk that conflict of roles may occur. Participation of any of these adults needs to be considered carefully.

### **First Aid and medicines**

An off-site visit must include a trained appointed person. Portable first aid kits are taken on all off-site visits which are checked prior to the visit.

Any children with specific medical requirements, e.g. asthma, will need to be identified to all adult support at the start of a trip. Any medication that they are likely to require will need to be taken on the trip and kept safe by the staff members. These children need to be kept close to the first aiders, so that they can be attended to swiftly should they require assistance.

### **Costing / Insurance**

The costing of all off-site visits should include any of the following that apply:

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers

For all off-site visits (except of the local area) school insurance is taken out through WSCC. The cost of the insurance is built into the cost of the visit. Parents / Carers may be asked to make a voluntary contribution.

### **Emergency Procedures**

In an emergency the procedures for Emergency Planning **must** be followed. Therefore, each Visit Leader **must** carry the schools Emergency Plan with them.

A Major Emergency is defined as being when a West Sussex school has reported serious or life threatening injury or fatality, a participant is reported missing or in peril, or there is a terrorist threat.

**See Emergency Plan.**

A named point of contact at school should be established prior to the visit. Along with the Visit Leader they must keep readily available details of the names, addresses and telephone numbers of parents or guardians of all the participants (including staff and accompanying adults), together with any medical information, for use in an emergency. In case of an emergency a mobile telephone is taken on any off-site activity by the Visit Leader.

If a child or adult falls ill or is injured during the trip, then the school must be contacted immediately and the Headteacher/Deputy Headteacher informed. If this person is sent home early, or has to leave the school group and go to hospital etc., then the School Office will contact the parents/carers immediately.

If a child has to be taken to hospital during a visit, the child must be accompanied by an adult. This adult should be a school employee, but not the visit leader as they are responsible for the safety of the whole group.

### **Accidents**

A new electronic system for reporting accidents and incidents came into action from 1st April 2013. All staff must be aware of this important, new, on-line procedure and cease using the HSW3 forms. They will need to be able to access the West Sussex Grid for learning.

**Supporting Documents can all be found on the EVOLVE website**

**WEST SUSSEX COUNTY COUNCIL Regulations & Notes of Guidance for Off-Site Educational Visits and Related Activities**

WSCC Planning Checklist for off-Site Visits –

Risk Assessment and Risk Management proforma –

Visit / Visitor Evaluation form –

Emergency Plan –

Reviewed Spring 2016  
To be Reviewed Spring 2018