



All Saints C.E Primary School

Educational Visits Policy



At All Saints C.E Primary School there is an expectation that all pupils are provided with high quality learning experiences. We are committed to providing inspirational, real-world educational experiences for our pupils through visits and visitors that enrich and enhance the children's learning experiences, deepen their knowledge and understanding and increase skills and confidence.

This policy sets out the key procedures that must be followed when planning and delivering outdoor learning and/or educational visits, in order to ensure they are not only worthwhile experiences, but also undertaken in a safe and responsible manner.

We believe that there are several key outcomes from high quality educational visits:

- **Enjoyment and fulfilment:** children enjoy participating and adopt a positive attitude towards learning.
- **Confidence:** children gain personal confidence and self-esteem.
- **Social awareness:** children develop their self-awareness and social skills.
- **Activity skills:** children have the opportunity of developing a range of skills.
- **Personal qualities:** children demonstrate increased initiative, self-reliance, responsibility, independence, perseverance and commitment.
- **Motivation of learning:** children display an increased motivation and appetite for learning that contributes to raised levels of attainment and achievement in other aspects of their education.
- **Broadening horizons:** children broaden their experiences and become open to a wider range of opportunities and life chances.

Categories of Visits

Visits are sub-divided into four groups:

- Group 1: Swimming, local park, walk round the local area, sport events, visit to church (not for church services), visits within 20 minutes of establishment
- Group 2: visits more than 20-30 minutes away
- Group 3: All day visits/journeys involving potentially hazardous/adventurous activities (involving water, visits to farms/zoos). These visits ***must not take place without approval from the LA.***
- Group 4: Residential visits. These visits ***must not take place without approval from the LA.***

For more clarification on the categories visits fall under, consult the EVC or refer to the Local Authority's Visits & Journeys Guidance (Office Online).

Authorisation of School Visits

The Educational Visits Co-ordinator (EVC) gives initial authorisation, which has then to be countersigned by the Headteacher depending on the category of the visit. In our school the EVC is Ruth Dickinson.

Authorisation by EVC/Headteacher, Local Authority (LA) and the Chair of Governors is required for any Educational Visit which comes under a Group 3 or 4 category of visit.

All requests for Local Authority approval of visits must be submitted within the given guidelines (see table below).

Before authorising a school visit the EVC/Headteacher and/or the Governing Body should be satisfied that:

- The activity will be efficiently organised and supervised
- The visit is educationally appropriate
- That there are valid educational reasons for the visit taking place

The teacher (visit leader) organising the visit, should fill in the required forms (including a detailed risk assessment) and seek approval from the EVC/Headteacher before finalising it. All forms must be given to the EVC for approval at least 2 weeks in advance of all Group 1 and Group 2 visits and in Group 3 and 4 visits at least 1 week in advance of the request being sent to the LA for approval.

Educational Visits documents:

Category	OSVF	Monitoring Form	Risk Assessment	Emergency Contact	Parental Approval
Group 1	✗	✓ (Section A)	✓	✗	✗
Group 2	✓ (to be given to EVC)	✓ (Section A)	✓	✗	✗
Group 3	✓ (Must be sent to LA 2 months prior)	✓ (Must be sent to LA at least 28 days prior)	✓ (Must be sent to LA at least 28 days prior)	✓ (Must be sent to LA at least 28 days prior)	✗
Group 4	✓ (Must be sent to LA 3 months prior)	✓ (Must be sent to LA at least 28 days prior)	✓ (Must be sent to LA at least 28 days prior)	✓ (Must be sent to LA at least 28 days prior)	✓ (This should accompany you on the visit)

Educational Visits Co-ordinator (EVC)

The EVC will:

- Be appointed by the Headteacher
- Have appropriate training to fulfil the role, and have experience of leading educational visits
- Keep the policy and guidance up to date
- Support staff; be involved in the planning and management of visits, and monitor planning and delivery of visits; evaluate visits with staff
- Oversee the necessary paperwork and risk assessments, ensuring they meet guidance requirements; will maintain records of visits
- Ensure the DFE and LA guidance is adhered to

Visit Leaders

Visit leaders will:

- Seek approval to carry out the visit
- Be responsible for planning, organisation and management of visits in line with school policy and LA guidance, in liaison with the EVC, including defining the roles of the other adults
- Organise transport in liaison with the business manager
- Organise letters to parents and ensure suitable consent has been sought from parents
- Where possible, undertake a preliminary visit to the venue
- Complete all the necessary paperwork, in liaison with the EVC
- Ensure risk assessments are understood by all adults on the visit
- Report any accidents, incidents or near misses
- Evaluate visits

Supervision and Adult/Pupil Ratio

The EVC, Headteacher and where appropriate the Governing Body must be satisfied that an appropriate level of supervision will be provided before approving a school visit. The EVC will determine a ratio that is appropriate for the age of the children and the activity/venue which will be in line with the LA recommendations.

Adult/pupil ratio for Educational Visits:

Year Group	Group 1 and 2 Visits	Group 3 and 4 Visits
EYFS	1:3	1:3
Year 1-3	1:6	1:6
Year 5-6	1: 10-15	1:10

These ratios do not apply for Swimming.

A minimum of 2 adults should accompany each visit and at least one of these must be a qualified teacher, or an unqualified teacher/HLTA that has been approved for this task by the Headteacher.

The EVC/Headteacher and Visit Leader should be aware of the potential for a conflict of interests if a parent/carer of one of the pupils on the visit accompanies the party as a volunteer helper.

Planning the Visit

Educational visits should be organised and planned well in advance of any trip taking place. Planning should include contingency arrangements for potential problems, such as bad weather, illness or the incapacity of accompanying adults. The availability of mobile telephones or other means of emergency communication should be considered.

Steps should be taken to minimise risks and all potentially hazardous activities must be identified in advance. **Risks Assessments will be carried out by the teacher, checked with the EVC and recorded in line with the advice provided by the Local Authority.**

Any pupil whose behaviour is considered to be a danger to themselves or the group may - on health and safety grounds - be stopped from going on the visit.

Adequate child protection procedures must be in place at all stages of the visit and any guidelines laid down in the school's Child Protection/Safeguarding policies should be followed.

Pupils with Additional Needs

Educational Visits should be available to all pupils who have additional needs, but these individual needs must be considered when planning the visit as they may influence adult/pupil ratio. Supervising adults may also need special skills.

All supervising adults should have clear information about the nature of any pupil's additional needs and should clearly understand how these will affect the pupil's ability to take part in planned activities. Specific, necessary information, such as medication, allergies or special dietary requirements, should be identified on the risk assessment form. The venue should also be checked for wheelchair access if necessary.

Preliminary Visit

Unless a preliminary visit has been made, or the venue's own risk assessment has been obtained, it is not possible to carry out adequate risk assessments.

It is strongly recommended that the Visit Leader makes a preliminary visit, unless they have had recent experience of the site or venue. Information can also be gathered by telephone when the site or venue could be asked for a copy of their risk assessments. If the venue does send a risk assessment, these should accompany the risk assessment completed by the Visit Leader. **Particular attention should be paid to fire and other safety precautions and emergency procedures.**

Preparation for Educational Visits

All Educational Visits should be researched and booked well in advance. The school office needs to be informed in good time of any trip taking place to allow for the appropriate transport to be arranged. The visit must be costed and a letter sent out to parents in plenty of time. Teachers also need to inform the school kitchen at least 1 week in advance of the school trip taking place and any packed lunch required on the day need to be pre ordered.

School based activities relating to the visit should be carefully planned to include pre and post visit learning. Pupils should be made aware of the following:

- The aim and purpose of the visit
- The activities planned and the overall itinerary
- The rules which apply during the visit
- The standards of behaviour expected during the visit
- The type of appropriate clothing and footwear

Parental Information and Consent

It is essential that, with Educational Visits involving the children being away from school, parents/carers are provided with full written information and give their written consent for the visit. The written information should include:

- The nature and destination of the visit
- Dates, times and venues for departure and return
- Method of transport
- The cost of the visit
- Arrangements for lunch (including the option of school providing a packed lunch)
- Guidance on the appropriate clothing and footwear

In addition to full and detailed written information, Residential visits require a parents' meeting to discuss details with the visit leader.

Briefing Accompanying Adults

It is essential that all accompanying adults are fully briefed before the visit takes place including the itinerary and risk assessment for the visit. They should be given full instructions concerning their own specific responsibility and any emergency procedures.

Where parents are invited to accompany pupils on an Educational Visit, they will be supervised by the class teacher/Visit Leader at all times.

Parents will not be expected to accompany children to the toilet without a member of the School Staff being present.

Medical Issues

All members of staff will have a current qualification in first aid and be familiar with the first aid guidelines. The Visit Leader will ensure that the travelling first aid kit is taken and given to a nominated member of staff.

Inhalers and other personal medication will be taken on the visit and recorded on the risk assessment form.

Accidents should be recorded in the same way according to school policy.

Insurance

The school is covered by the LA insurance and all visits are covered by the Employer's Liability and Public Liability insurance.

Ruth Roper
(Educational Visits Co-ordinator/Deputy Headteacher)
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