



Ridgeway Primary School

Educational Visits Policy

1. Aim/purpose of this policy

We believe that pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes Ridgeway Primary School a supportive and effective learning environment. The purpose of this policy is to ensure that all visits which take place are safe, educational and enjoyable.

2. Application

Any visit that leaves 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 Educational Visits Policy, Ridgeway Primary School:

- a) Adopts the DfES document: 'Health and safety - advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies (2014)'
- b) Adopts the guidance and procedures issued in the Local Authority's (LA) document: 'Staffordshire County Council Educational Visits Policy'
- c) Adopts National Guidance www.oeapng.info

All staff are required to plan and execute visits in line with this school policy, as well as local and National Guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

3. Procedures

3.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the headteacher or educational visits co-ordinator (EVC) for permission to plan the visit.

3.2 Outline permission will be granted if the visit meets the requirements laid out in this policy, if the visit can be accommodated within the school timetable and as long as the ethos of the visit is one with which the school wishes to be associated.

3.3 For all trips (excluding trips in the Local Area), school will seek country acknowledgement through the EVOLVE system. This will involve all termly trips as well as residential trips.

3.4 Once outline permission has been approved, the visit leader can complete the planning organisation and bookings for the visit.

3.5 Where the visit includes the use of a venue/ provider, assessment of this provider should be made. Wherever possible, school will make use of any established approval schemes, including Learning outside of the Classroom certification (LOTC badge). In any cases where this is not available for a provider, the provider will complete the form EVC1/2 form, which can be downloaded from EVOLVE, to complete its assessment.

3.6 Organisation may or may not include the completion of a formal risk assessment using the form available as Appendix A; in line with the requirements laid out in the DfES document 'Health and safety - advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (2014)' school need not carry out a risk assessment when undertaking an activity which usually forms part of the school day, e.g. taking pupils to a local venue which it frequently visits such as a swimming pool, park or place of worship. Any risks of these routine visits will already have been considered (*at Ridgeway, we will complete completion a generic risk assessment for routine visits*) and a regular check to make sure precautions remain suitable is all that is required. Where an activity is planned which involves higher levels of risk and is more infrequent, then staff should review an existing assessment. If however a new activity is planned, then a specific assessment of significant risks must be carried out using the form in Appendix A by the visit leader, with support from the EVC if required. The person completing the risk assessment should have a good understanding of the risks, be familiar with the activity that is planned and should have made a preliminary visit, to check the venue or provider. Visits to the County Outdoor

Education Service and School Swimming Service are self-approving and do not require further notification or action.

3.7 The DfES document (2014) states that written consent from parents is not required for pupils to take part in the majority of offsite activities (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. Ridgeway Primary School, however, in line with advice from SCC, will request blanket consent from parents at the start of each academic year to cover any such activities. Parents will then be kept informed as to the whereabouts of their child at all times and of any extra safety measures required when an activity is due to take place. Written consent will be sought individually for any activities that need a higher level of risk management, which take place outside of school hours and/or which require a monetary contribution. Parents have the right to choose to withdraw their child from any such trip.

3.8 School follows OEAP guidance on ratios, ensuring that the level of supervision and group management is 'effective'; Ratios are determined by Age, gender issues, ability of pupils (including SEND and medical needs), nature and local of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions) and staff competence. According to <http://oeapng.info> which is adopted by Staffordshire County Council, the Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing. The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (either 1:8 or 1:13 in early years settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

3.9 For information regarding charging for visits please see the 'Charging & Remissions policy'.

3.10 Following each visit, the leader will undertake a review. Any incidents, accidents or near misses will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will provide the EVC/ Headteacher with a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit.

4. Responsibilities

4.1 The headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

4.2 The Educational Visit Co-ordinator's role is:

- Supporting the Headteacher with the approval of visits and other decisions
- Ensuring that all activities and visits meet guidance requirements
- Ensuring that any visits that require it are formally notified and/or approved
- Ensuring that staff induction and training needs are identified and addressed/ that the visit leadership team are sufficiently confident and competent for this visit with this group
- All visit leaders, including volunteers, are engaged through an appropriate process (including vetting and barring checks where required)
- Staff are aware of how to respond in the event of an emergency
- Accidents and incidents are reported and investigated

The school's current EVC is **Laura Gray**. In her absence **Joanne Jelves** (headteacher) will act as EVC.

Note: Any task not indicated in the above list remains that of the headteacher.

4.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

5. Emergency Procedures

5.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school, who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

5.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated Deputy so that they can decide: -

A) If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

B) However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Headteacher, Deputy or the home contact will follow the guidance provided in the Staffordshire County Council document 'Coping with a Crisis at School: Advice and Guidance for Headteachers, Teachers and Governing Bodies (October 2015).

<http://education.staffordshire.gov.uk/Procedures/Coping-with-a-Crisis/Coping-with-a-Crisis-Oct-2015-PDF.pdf>

5.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

6. Insurance

Ridgeway Primary School buys in to the Service Level Agreement by Staffordshire County Council for School journeys which means that all trips and visits undertaken are appropriately insured.

7. Inclusion and Entitlement

Ridgeway Primary School believes that all pupils are entitled to participate in educational visits, irrespective of social background, culture, race, gender, differences in ability and disabilities in line with the duties under the Equalities Act 2010. With this in mind, teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs and school will make provision, with well-planned reasonable adjustments made to support pupils, enabling them **where possible** to participate effectively in all educational visits.

8. Safeguarding

8.1 It is the responsibility of the Visit Leader, Group Leaders, and all other staff and adults involved, to safeguard and promote the welfare of children and young people during outdoor learning, off-site visits and learning outside the classroom.

8.2 Visits Leaders should ensure that they are informed of any children and young people who may be particularly vulnerable or have specific safeguarding needs, and ensure that other staff/adults are made aware as necessary.

8.3 Adults are in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries. They are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. They should operate, and be seen to operate, in an open and transparent way.

8.4 Mobile phones, smartphones and social media such as Facebook and messaging services may be useful as part of visit organisation; for example, they can be used for keeping parents informed about the progress of a residential visit, about changes in arrangements such as travel times, or in the event of an emergency.

8.5 Staff should follow the guidelines laid down in the 'Mobile Phone Policy', the 'E-Safety policy' and the 'Staff Code of conduct' at all times.

9. The Governing Body

The governing body will receive termly reports from the Headteacher/EVC detailing the school visits that have taken place and those planned for the coming term.

Laura Gray

September 2018

Document History

November 2011	Adopted by Extended Services Committee November 2011
July 2013	Updated and presented to Extended Services Committee for adoption on 4 th July 2013

March 2016	Updated and presented to the Behaviour & Safety Committee for adoption on 1 st March 2016
Sept 18	Change of EVC details
February 2019	Adapted wording to make it more clear that EVOLVE is used for all trips excluding Local Area – Presented to Pastoral Committee 12 th March 2019

Appendix A – Risk Assessment Proforma

Risk Assessment –

Total number of pupils attending trip: _____ **Adult ratio:** _____ **Total number of adults attending:** _____
Date of Excursion: _____ **Site:** _____ **Location:** _____ **Activity:** _____

Hazard	Who is at risk?	Precautions and controls to reduce Risk

Specific H & S Equipment: Asthma Inhalers, mobile phones, first aid kits, any individual medication as required.
Nearest Phone: _____ **Nearest Hospital:** _____ **Nearest Doctor:** _____
Date: _____ **Assessed By:** _____
EVC - Approval of Risk Assessment: _____ **Date:** _____
Head Teacher - Approval of Visit: _____ **Date:** _____ (Adapted from template given by FSC)