

# West Road Primary School

Title of Policy: *Educational Visits  
Policy*

Date Reviewed:  
Spring 2016

Person Responsible:  
**HT/SLT**

Frequency of Review: 2 Years

## Context

West Road Primary believe that educational visits are an integral part of the entitlement of every pupil for an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes West Road Primary a supportive and effective and inclusive learning environment. 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.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased 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.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## 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, West Road Primary:

1. Adopts the Local Authority's (LA) document: 'Educational Off-site Visits and Adventurous Activities Guidance' with reference to OEAP National Guidance.
2. Uses QES Offsite Activities Planner, the web-based planning, notification, approval, and monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), DMBC policy and guidance, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## Types of visit

There are four types of visit:

1. Routine local visits in the 'Extended Learning Locality Statement' (See Appendix A, Educational Visits Policy Document) – Cat. A
2. Day visits within the UK (outside of London) that do not involve an adventurous activity – Cat. B
3. Visit to London, and/or that are overseas, and/or residential, and/or involve an adventurous activity - Cat. C
4. Activities which are medium/high risk involving extreme sports or day visits and residential visits abroad- Cat D

Activities that fall into this category (D) and are deemed to be of high risk could be but are not limited to ski courses, winter mountaineering and white water rafting.

## Roles and responsibilities

**NQT's must not lead Category 'B or C' Educational Visit.**

**NQT's may lead a Category 'A' Educational Visit but An experienced Teaching Assistant must accompany them.**

**Teacher's leading Category 'C' 'D' Visits must have prior experience.**

**All trips must adhere to the correct ratios (See Appendix D, Educational Visits Policy Document).**

**Visit leaders** are responsible for the planning of their visits, and for entering these on QES (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements. Visit leaders must have completed a preliminary visit prior to the visit taking place.

**The Educational Visits Coordinator (EVC)** is **Abigail Lambert**, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on QES before submitting them to the Head. The EVC sets up and manages the staff accounts on QES.

**The Head Teacher** has responsibility for authorising **all** visits and for submitting **all** overseas, residential or adventurous activity visits to the LA for approval, via QES.

**The Governing Body's** role is that of a 'critical friend'. Any visits that are out of normal school term time (e.g. during Easter holidays) the chair of governor's will usually be the second name emergency contact.

**The Local Authority** is responsible for the final approval (via QES) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.
- A member of staff attending the educational visit must hold a valid first aid certificate and must carry a first aid kit at all times.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## Approval

The approval process is as follows for each type of visit:

1. Category 'A' - Local visits follow the 'Extending Learning Locality Statement' (Appendix A, Educational Visits Policy Document).
2. Category 'B' - Day visits within the UK that do **not** involve an adventurous activity. These are entered on QES, and must be submitted to the EVC for checking **at least 3 weeks in advance** of trip departure, and then forwarded to the Head for approval. The governing body may also be consulted, where necessary.
3. Category 'C' - Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval. The governing body (not just the chair) must be informed if a category 'C' visit is going to take place and they need to give approval before this type of trip can go ahead.
4. Category 'D' - Activities which are medium/high risk involving extreme sports or day visits and residential visits abroad are then submitted by the Head to the LA for approval. The governing body (not just the chair) must be informed if a category 'D' visit is going to take place and they need to give approval before this type of trip can go ahead.

The group leader/visit leader is required to give a short oral presentation to management (head, governors etc...) providing details of the visits and allow questions to be asked for clarification. This must happen before approval of a Category 'D' visit is made.

## Emergency procedures

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The school has an emergency plan in place to deal with a critical incident during a visit (See section 7, Guidelines for Visits, Emergency procedures or Appendix B of Educational Visits Policy Document). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

## Educational Visits Checklist

West Road Primary School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

(See appendix C in Educational Policy Document)

## Parental Consent

West Road Primary School obtains blanket consent at the start of each year for regular/routine activities that take place wholly within the 'normal' school day. Category A visits are covered by using the 'Extended Learning Locality Statement' (Appendix A in Education Policy Document) and parents/carers can be informed of visits via electronic means, newsletters or letter. For Category B visits that are less routine. Parents/carers must be fully informed of the arrangements, and acknowledgement received from parent/carers that, they have received the information regarding the visit via a reply slip.

Specific, (i.e. one-off), parental/carers consent must be obtained for all visits that take place either partly or wholly outside of 'normal' school hours. For these visits, sufficient information must be made available to parents (letters, meetings, etc), so that consent is given on a 'fully informed' basis.

Category 'C', 'D' visits must have a parental/carers meeting prior to departure. **Ideally 3 to 4 weeks** prior to departure.

## Inclusion

All children within West Road Primary School have the opportunity to attend an Educational Visit. No child will be excluded from this and every opportunity will be explored to ensure all children are able to participate fully in all educational visits.

## Charging / funding for visits

West Road Primary School **may** ask for a voluntary contribution for the cost of transport for residential and non-residential visits.

West Road Primary School **may** charge for school visits include optional extras, which include;

- Education that is provided outside of term time that is not
  - a) Part of the National Curriculum
  - b) Part of the syllabus for a public examination that the pupil is being prepared for at school
  - c) Part of religious education
- Board and lodging for pupils on a residential visit, except to parents in receipt of certain benefits (FSM children)

## Transport

- All buses must have a 3 point seat belt.
- All children must have a seat of their own.
- All buses must be registered with the LA.
- If the coach is required to stop during the journey, the bus must stop near the curb, a member of staff must alight the bus first and children must be escorted to a safe place away from other vehicles and roads.
- When using service station facilities (e.g. toilets) staff must escort children in small groups (dependent on age of children on visit) to the facilities, they wait until all children are back, then escort back to coach or waiting area before taking another group.
- All children must be briefed on any out of bounds areas e.g. shops/gaming arcades
- Teachers must inform children about where the bus is going to stop and pick them up.

For coach/minibus breakdowns/accidents please see Section 5, Generic Guidelines, Guidelines for Visits.)

### Use of staff cars to transport pupils

- All drivers must have business insurance, which the school knows about.
- All cars must have 3 point seat belts.
- Where possible children **must** travel in the rear of the car.
- When transporting children it is advised there is 2 adults and 1 child or 1 adult and 2 or more children. When 2 adults are in the car 1 of these adults must be sat in the back with the child.

For further information refer to the LA guideline, section 10, volunteer driver declaration form. **A copy of the volunteer driver declaration form need to be completed and a copy given to the head and kept on file in the office.**

Should this change West Road Primary School needs to be informed so that records can be amended.

## Insurance

Should overseas visits take place the EVC will contact LA for further advice.

**All forms must be sent back. A copy must be given to the office and a copy must be taken with the visit leader.**

## Other topics

### *Swimming Lessons*

- Boy's need to wear swimming trunks **no shorts**.
- Girls to wear one piece swimming costumes.
- Swimming trunks and costumes should be ideally of a dark colouring as they show up under the water and can be easily identifiable (in case of drowning/emergencies)
- Swimming teachers (at the pool) need to be aware off any medical needs/conditions that could affect the children whilst within the water (e.g. asthma, heart conditions, juvenile arthritis etc...)
- All children who have asthma **must** take their inhalers
- Long hair must be tied back in a bobble
- Children must not wear bobbles
- Children get changed within a cubicle, ideally it should be 1 children per cubicle
- Male and female staff from West Road Primary school attend the pool
- The register **must** be taken when the children leave school, at the swimming pool and on return to school.

A minimum of two staff must accompany walking groups to the pool, (either: 1 teacher & 1 member of staff or 2 swimming Teacher Assistants.)

### *Dismissal of pupils following after school sports fixtures*

- Parental/career consent **must** be sort for all sporting fixtures that take play away from school or after normal school times.

### *Gardening and wooded area*

- Children to be supervised when using gardening tools (e.g. spades, rakes, hoes, forks etc...)
- Children to be briefed on safe use of tools and gardening equipment.
- Children to be briefed on not eating plants or soil.
- No food and drink is permitted in the gardening area.
- Children to be briefed on the importance of washing hands thoroughly after gardening.
- Teacher to make wooded area is safe before entering (e.g. picking up rubbish that may pose a danger)
- Children may not climb trees unless shown safe techniques.
- Children developing their own sense of risk in a safe and controlled environment.

# Appendix A - Extended Learning Locality Statement

## Boundaries

The boundaries of the locality are shown on the attached map. This area includes the following frequently used venues:

- Church
- Local shops- Post Office, Doctors, Police Station, Children's Centre (Hedgerow)
- Library
- Local Park

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the QES visit approval process, provided they follow the below Operating Procedure.

## Operating Procedure for Extended Learning Locality

**The following are potentially significant issues/hazards within our extended locality:**

- 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).
- Open Water

**These are managed by a combination of the following:**

- The Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Extended Learning Locality' is explained to all new parents when their child joins the school.
- There will always be two adults, however more is highly recommended.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- Pupils have been trained 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.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs/fours as a minimum.

### Category 'A' visits

#### **Nursery- 1:1/1:2**

The Nursery Teacher and Nursery Nurse must not be responsible for individual children.

#### **Reception-1:4**

The Reception Teacher should not be responsible for individual children

#### **Key Stage 1- 1:10, 2:15 thereafter**

At least one Teacher, and one other adult employed by the LA

#### **Key Stage 2-1:8, 2:24 thereafter**

At least one Teacher, and one other adult employed by the LA

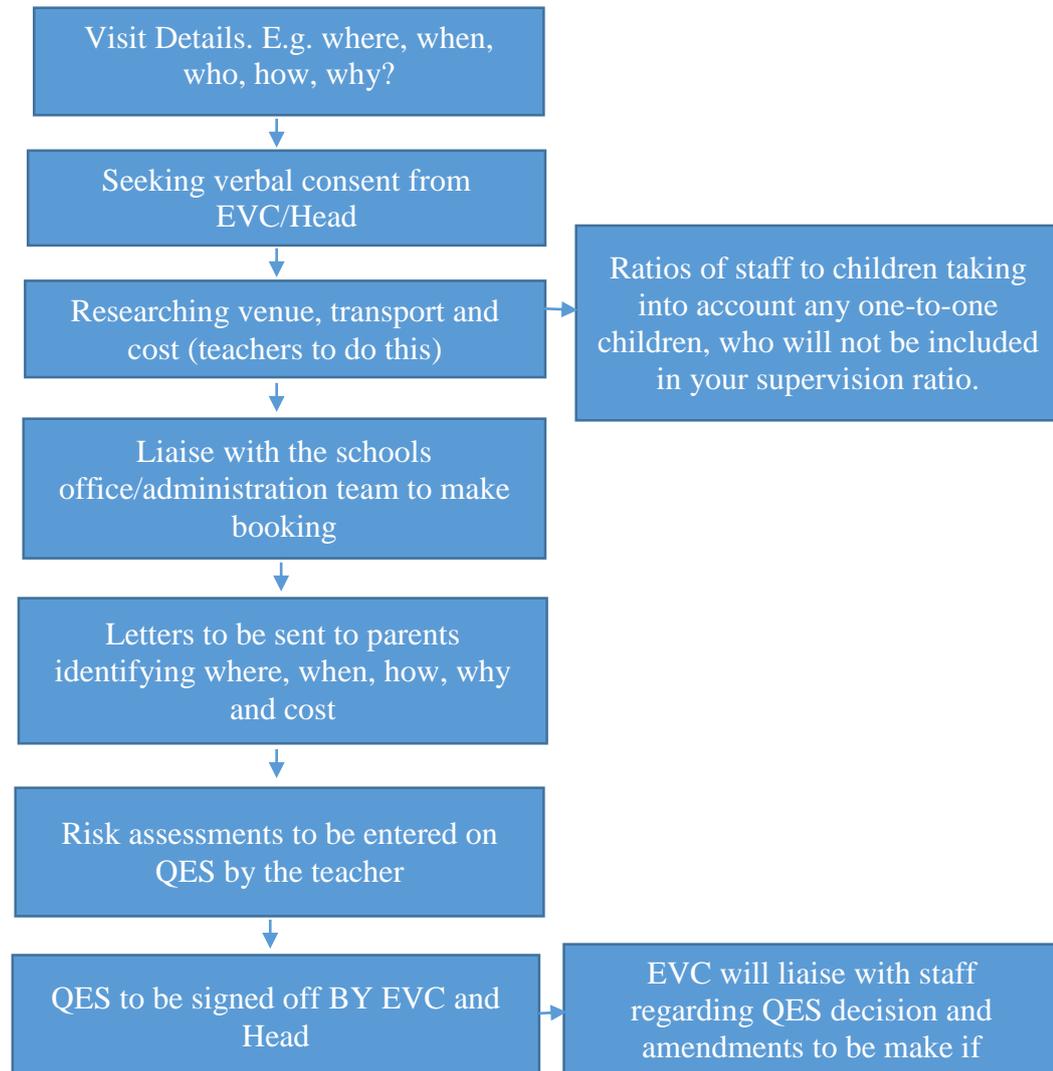
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is always available and first aid kit is taken.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, goggles) Areas that have recent drug use or alcohol use, e.g. with drug needles, syringes, broken bottles etc, need to be marked as a 'no-go. Children need to be educated appropriately how to deal with this issue (appropriate for their age.)

## Appendix B – Emergency Procedure

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. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of and have any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from 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.
  - a) The visit leader will carry an 'Emergency Procedures Contact Card' and 'Phone Crib Card'
6. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

## Appendix C – Check list



## Appendix D – Ratios for Educational visits.

### Category 'A' visits

#### **Nursery- 1:1/1:2**

The Nursery Teacher and Nursery Nurse must not be responsible for individual children.

#### **Reception-1:4**

The Reception Teacher should not be responsible for individual children

#### **Key Stage 1- 1:10, 2:15 thereafter**

At least one Teacher, and one other adult employed by the LA

#### **Key Stage 2-1:8, 2:24 thereafter**

At least one Teacher, and one other adult employed by the LA

### Category 'B' visits

#### **Nursery- 1:1. Parents/careers must accompany their child/children**

The Nursery Teacher and Nursery Nurse must not be responsible for individual children.

#### **Reception-1:4**

The Reception Teacher should not be responsible for individual children

#### **Key Stage 1-1:8, 2:12 thereafter**

Two DMBC payed staff, at least one **must** Teacher.

#### **Key Stage 2- 1:12, 2:20 thereafter**

Two DMBC payed staff, at least one **must** Teacher.

### Category 'C' visits

#### **Nursery- 1:1. Parents/careers must accompany their child/children**

The Nursery Teacher and Nursery Nurse must not be responsible for individual children.

#### **Reception-1:4**

The Reception Teacher should not be responsible for individual children

#### **Key Stage 1-1:8, 2:12 thereafter**

Two DMBC payed staff, at least one **must** Teacher.

#### **Key Stage 2- 1:12, 2:20 thereafter**

Two DMBC payed staff, at least one **must** Teacher.

### Category 'D' visits

#### **Key Stage 2- 1:8, 2:15 thereafter**

At least 2 adults must be qualified teachers. One adult (not necessarily a teacher, must hold a valid/current first aid qualification

**These ratios are a minimum requirement. Having more adults is always desirable.**