



EDUCATIONAL VISITS POLICY

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By:	Mrs C Park
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Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration. It includes also Outdoor and Adventurous Activities.

Aims and Objectives for Educational Visits

Our fundamental aim at Hartburn Primary School is to provide the best possible education for all our pupils. It is the aim of the school to place a high value on treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, age, ability, disability and social circumstances. In doing this, we aim, therefore, to raise the achievement of all the children in the school.

Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education at Hartburn Primary School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities. On residential visits especially, there is opportunity to develop social skills which have a long-lasting beneficial effect.

Nature of Educational Visits

The school runs a wide range of Educational Visits. These may include:

- Walks around the Hartburn village, including to the local church.
- Half-day visits by coach to places of interest to support the curriculum
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.
- An annual residential visit for children in Year 6. This has a focus on the geographical, environmental and the 'Outdoor and Adventurous' curriculum.

Health & Safety

The school follows the Local Authority 'Educational Visits' guidance and endorsement requests. Reference is also made to three further more recent documents:

- A Handbook for Group Leaders
- Health and Safety of Pupils on Educational Visits(D.F.E. Guidance Doc)
- Standards for Adventure/Supervision Guidelines

Note: The LA has an Outdoor Education Advisor (Derek MacDonald) who is able to give support and advice, and who has the responsibility of approving listed Adventure Activities.

Personnel

The school's Educational Visits Co-ordinators (EVC) are the Assistant Headteacher as this role may be carried out by somebody other than the Headteacher, who also has other specific responsibilities.

For each visit, of whatever duration, a Group Leader is identified.

The Governing Body also has a specific role to play in all Educational Visits.

The roles for these are defined in detail in 'Standards for LEAs in overseeing Educational Visits. In brief:

The **Governing Body** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities.
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

The function of the **EVC (A.H.T.)** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice.

The **Assistant Headteachers** are responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for best value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Group Leader;

- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit. See also the school's Disaster/Crisis policy procedures;
- An A.H.T must not approve their own visit.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Adult volunteers who are not teachers at the school must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader.

Procedure for Running Educational Visits

The school uses Evolve Edufocus online platform to manage all Educational visits. EVOLVE is an online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities.

It is proven to reduce paperwork, simplify procedures, produce self-review and inspection preparation data, and improve staff confidence in that they automatically follow both employer, and National Guidelines.

All visits, excluding residential and overseas visits are sanctioned by the corresponding A.H.Ts.

Risk Assessments

Risk assessments are made for all Educational Visits (see Risk Assessment folder in staff shared). This necessitates that **the Group Leader, where possible, has made a pre-visit in order to be**

able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use simple assessment language - high/medium/low risk

A bank of generic Risk Assessments are used which cover All Visits, Travel, Visits to the Coast and Visits to a Farm. Additionally, we obtain Risk Assessments of providers to include in our plans.

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

Emergency Procedures

It is the responsibility of the EVC/ Headteacher to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA. (Mrs T.Ashenden 01642391728 & Mr D. MacDonald 01642528195)
- having access to an emergency (Critical Incidents) plan appropriate to the visit;
- ensuring that the contact point - or rota - is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible.

H.P.S. EDUCATIONAL VISITS - CHECKLIST

Attachments
Copy of letter to parents
LA approval gained (for residential or adventurous activities)
Risk Assessments
Transport Request Form
Medical conditions/special needs
Dietary requirements forwarded (where applicable)
Itinerary
Information of groups