



Educational Visits Policy

Policy Owner : East Ravendale Church of England Primary School

Policy Date : July 2023



We encourage educational visits as we believe they offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel. An educational visit may have a range of purposes including educational, sporting or an enrichment opportunity.

We will ensure that we comply with all Department for Education and Local Authority documentation before any educational visit is authorised.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims:

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.
- To work with other schools to share good practice in order to improve this policy.

Roles and Responsibilities:

The Academy Committee has –

- appointed a member of staff to be the Coordinator for Educational Visits (EVC);
- delegated powers and responsibilities to the Headteacher to authorise all routine short term or one-day educational visits which involve low-risk activities;
- the right to be consulted and to give permission for all residential visits, visits abroad, and visits and activities which are regarded as having a high level of risk;
- the responsibility to ensure that the school complies with all health and safety regulations and procedures;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;



- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Academy Committee.
- responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher will -

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- be responsible for the sanctioning and authorising of all educational visits whatever the duration or purpose;
- act as the 24/7 emergency contact for all visits and ensure they have access to all information and documentation relating to the visit in case of an emergency;
- ensure that the Educational Visits Coordinator and Party Leaders have appropriate training and are sufficiently competent and experienced;
- monitor the effectiveness of this policy;
- annually report to the Academy Committee on the success and development of this policy.
- administer, with the Party Leader, the agreed LA system (Evolve) for all educational visits.

The Educational Visits Coordinator (also the Headteacher) will –

- undertake appropriate training and is competent and experienced to undertake the role;
- ensure that all documentation is in place before the Visit Plan can be authorised by the Headteacher (and Academy Committee where appropriate);
- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
- following each visit, meet with the Party Leader to debrief and undertake a review;
- lead the development of this policy throughout the school;



- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor this policy;
- annually report to the Academy Committee on the success and development of this policy

The Nominated Governor will -

- work closely with the Headteacher and the Coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Academy Committee every term;
- annually report to the Academy Committee on the success and development of this policy

The Role of the Party Leaders -

The Party Leader will discuss any potential visits with the Coordinator, prior to making any bookings. It is the responsibility of the Party Leader to submit all relevant information and Risk Assessment(s) to the Coordinator using the EVOLVE computerised system **not less than 3 weeks prior to the visit.**

Please note: the organisation of a **Residential Visit** must be completed in line with the North East Lincolnshire Policy on Category B visits.

Party Leaders will use the EVOLVE system to produce a Visit Plan before any visit is authorised, to include the following:

- Risk Assessment(s) based on a pre-visit;
- the nature, purpose and length of the visit;
- the type of activities being undertaken;
- accommodation details;
- the year group(s) and pupil numbers;
- the number of supervising adults and a list of their names;



- a list of parent helpers (please note that parent helpers are no longer police checked and must not be left alone with children. For this reason, they do not count as supervising adults);
- adult to pupil ratio;
- travel arrangements;
- itinerary of visit;
- mobile phone number;
- any other emergency equipment required;
- emergency plan.

Party Leaders will also provide the Coordinator with the following documentation:

- copy of booking form(s) if available;
- costings of the visit and arrangements for making payment.

The Party Leader is responsible for briefing all staff, parent helpers and pupils prior to the visit, to make clear their roles and responsibilities. The Party Leader should ensure that all supervising adults have read and understood the Risk Assessment(s) prior to the visit.

The Party Leader will meet with the Coordinator following the visit for a debrief and review of the visit.

The Role of the Admin Team:

The Admin Team will produce the following information for the Party Leader, prior to the visit:

- parental consent forms for distribution to pupils (not less than 1 week prior to the visit);
- pupil names;
- pupil contact details;
- pupil emergency contact details;
- pupil medical records;
- insurance (residential visits only);
- copy of booking form(s) if available;



- coach firm and contact details;
- medical and first aid arrangements including the names of nominated First Aiders

The Admin Team will also provide the Headteacher with a copy of all relevant documentation relating to the visit so that they have access to information in case of emergency.

The Role of Supervising Adults (DBS checked):

The Party Leader will ensure that all supervising adults:

- are trained in supervisory procedures for educational visits;
- are allocated a group of named pupils;
- are given relevant pupil information;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions as required;
- report any concerns they have regarding any aspect of the school community.

Supervising adults should arrange cover for their normal daily duties in school, as necessary.

The Role of Parent Helpers:

The main duties of parent/volunteer helpers on school trips and visits are;

- To ensure the safety and security of the children;
- To engage with the children in order to enhance their learning experience;
- To help ensure that all children participate fully and independently in all activities.

Parent helpers who do not have a current DBS certificate must not take children to the toilets or take charge of a group.

Parent/volunteer helpers should:

- undertake any relevant training which may be required;
- read any briefing information which relates to the trip;



- not leave their group/class at any time without notifying the Party Leader;
- refrain from purchasing items, or food and drink, for their own child/group;
- not interfere with their own child's social interaction with their group and friends or their child's independence;
- tell the Party Leader as soon as possible if they experience any difficulties with a child/children in their group;
- encourage children to walk in twos rather than a group, especially when walking in public places.

Parents who have not been invited as designated helpers on a trip cannot join the group without the prior agreement of the Party Leader and Educational Visits Co-ordinator. This would contravene the risk assessment which has been agreed for the visit.

The Role of Parents:

Parents will:

- be aware of and comply with this policy;
- be informed of all educational visits by the school and will be given full detailed information of the visit;
- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;
- encourage effort and achievement;
- support the school Code of Conduct to ensure smooth running of the school;
- be asked to take part in periodic surveys conducted by the school.

Charging for school activities

Voluntary contributions are requested for any visit where there are charges involved. If insufficient contributions are received it may be necessary to cancel the visit.



The Role of Pupils:

Pupils will:

- be aware of and comply with this policy;
- abide by the ground rules and the standards of behaviour for the educational visit;
- know which adult is responsible for them;
- look after their possessions and spending money (where applicable);
- listen carefully to all instructions given by the teacher or volunteer;
- ask for further help if they do not understand;
- participate fully in all activities and discussions;
- treat others, their work and equipment with respect;
- support the school Code of Conduct to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- wear correct uniform/dress as appropriate;
- liaise with their pastoral group as required;
- take part in questionnaires and surveys.

Risk Assessment Procedures:

Risk Assessments will be completed by the Party Leader following a preliminary site visit and will cover:

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

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

Transport

A risk assessment of the mode(s) of transport will also be undertaken.

Transport to any educational visits will be either:



- Hired coaches/hired mini bus with individual seat belts. All pupils and staff are required to wear a seat belt.
- Staff with business insurance which covers the movement of children in vehicles owned by themselves may use their own vehicles to transport children to sporting fixtures and other school related visits. Any child under 135cm in height is required to travel in a booster seat when travelling in a car (unless travelling in a taxi).

Recommended Adult Pupil Ratios:

We will use as a minimum the following adult to pupil ratios, depending on the nature of the activities being undertaken during the visit:

Reception Class	Years 1-2	Years 1-6
1:3-5	1:6-10	1:10-15

Ratios are discretionary and may be adjusted once a risk assessment of the activity has been undertaken dependent of the nature of the group, the activity, staff experience and distance from the establishment. E.g. A cinema trip would require less adults to supervise than a farm trip.

As previously mentioned, parent helpers are no longer police checked and must not be left alone with children. For this reason, they do not count as supervising adults.

Authorisation of Educational Visits:

The Headteacher will:

- authorise all routine short term or one-day educational visits which are low-risk;
- seek the approval of the Academy Committee and the LAAT for a residential visit, a visit abroad or visits and activities which may be classed as high-risk.



Planning and Information meetings:

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the Party Leader
- the names of the deputy leader and other staff
- the names of parents accompanying the visit
- the ratio of pupils to adults
- the dates and time of departure and return
- the full contact details of the destination
- the method/s of travel
- the name of the coach firm/travel company
- the itinerary of the educational visit and of the activities planned
- the total cost
- the date when the deposit needs to be paid and when the final travel cost has to be paid
- insurance arrangements
- pupil medical and dietary information (including sleep disorders)
- checklist of clothing and other essentials
- checklist of equipment
- details and advice regarding pupil pocket money
- ground rules for the visit

Training:

The Educational Visits Coordinator will:

- undertake training organised by the Local Authority or Trust;
- train all Party Leaders and volunteer helpers;
- ensure all school personnel are kept up to date with new information and guidelines concerning Educational Visits.



Financial arrangement:

The school office and admin team will organise payments through Parent Mail. A list will be created detailing those parents who have paid monies in, those payments which are still outstanding and this information will be communicated to parents and the necessary staff.

Monitoring of this policy:

This policy will be reviewed annually by the Headteacher and Academy Committee.