



Educational Visits Policy

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Rationale

Pupils benefit enormously from taking part in educational visits. It is an extension of their learning outside the classroom. As well as enhancing their learning, pupils have the opportunity to undergo experiences not available in the classroom and such visits help to develop additional skills such as:

- Confidence to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust.
- Improved achievement and attainment including physical and creative.
- Greater sense of personal responsibility.
- Increased risk management of skills.
- Team work encouraging communication skills.
- Understanding of a range of environments.
- Opportunities for learning in the 'real world' and learning local culture.
- Improves critical thinking skills.
- Experiential learning takes place.
- Student's worldview is expanded.
- Reinforces classroom material.
- Greater bond between students and teachers.
- Students are encouraged to learn.

As a school we follow the OEAP (Outside Education Advisers Panel) National Guidance and the DFE Guidance. We also use organisations that have achieved The Council for Learning Outside the Classroom (LOtC) awards as they meet nationally recognised standards. If a provider does not hold this award, we ask them to complete a provider statement as per the OEAP National Guidelines.

We use the online tool EVOLVE for planning and evaluating educational visits supported by NPW /The Education Space.

Guidance and Legislation

The following documents/ websites have been considered in the production of this policy:

- OEAP (Outside Education Advisers Panel) National Guidance
- EVOLVE (evolve.edufocus.co.uk)
- <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>
- Equality Act 2010

Purposes

Educational visits provide a variety of opportunities to enable our pupils to achieve a fuller understanding of the world around them through direct experience and offer a valuable enhancement to the curriculum. We regard them as an essential element of good primary teaching practice. We recognise that thorough planning and risk assessments of educational visits are crucial to ensure their success and safeguard children and teachers. Visits are designed to provide a rich, learning experience for pupils in a safe, managed environment. The following guidelines support the planning and implementation of educational visits at Ravenscroft Primary School.



Expectations

Each Year Group should plan one educational visit per term and include some local learning area visits.

Year groups should follow the suggestions on the curriculum overview or seek approval or suggestions from the EVC (Educational Visits Co-ordinator) and EVC Admin, the curriculum leader or a member of Senior Leadership Team (SLT) regarding an alternative.

www.lotcqualitybadge.org.uk is a website that list places that have received accreditation regarding learning outside the classroom.

Head Teacher/EVC Responsibilities

The Head Teacher, EVC Lead and EVC admin will endeavour to ensure that:

- A suitable Visit Leader is appointed.
- All required actions have been completed before the visit begins.
- Risk assessment templates are completed and authorised prior to the visit taking place.
- Any identified training requirements, pertinent to the nature of the educational visit, have been met.
- A named Visit Leader will be assigned with overall responsibility for the organisation and monitoring of the visit together with liaising with school staff.
- The Visit Leader has experience in managing, supervising and controlling the age groups going on the visit and has the skills to organise the group effectively.
- The Visit Leader and/or other supporting adults have the relevant skills, qualifications and experience if acting as an instructor.
- The Visit Leader and other supporting adults are aware of school's policies and protocols for off-site emergency situations (e.g. child missing/ absconded).
- All supervisors on the visit are appropriate people to supervise pupils and have appropriate vetting clearance. All supervisors/supporting adults accompanying pupils on residential visits will have DBS (formerly CRB) vetting check clearance.
- Signed parental consent forms are completed for all pupils.
- Agreed arrangements have been made for all known medical and special educational needs.
- The mode of travel is appropriate, safe and risk assessed.
- Expected travel times, both departure and return, are known and monitored.
- There is adequate and relevant insurance cover.
- Full details of the visit venue including the address, phone number and a contact name will be retained in school.

Guidelines

Any visit that leaves the school grounds is covered by this policy. There are two types of visits:

1. **Local Area Visit-** Local Learning Area (anywhere within walking distance from school)

These are covered by our online generic risk assessment. They are considered as lessons in a different classroom. Parental permission has already been sought, at the pupil admission interview therefore parents would be informed by letter of where and when the learning will take place. They must be recorded on Evolve via 'Local Area Visit'. On leaving the premises, staff sign out using Inentry and SLT are aware of visits on the day.

The significant issues/hazards within our Local Learning Area:

- 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 fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following:

- The Head, EVC or Deputies (in the case of the EVC or Head being absent) must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept of our 'School Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the Local Area.
- Pupils are briefed about possible risks and what to do including if they become separated from the group.
- Appropriate clothing and footwear are checked prior to leaving school.
- Staff are aware of any relevant medical needs of the group.
- Visit leader will carry a fully charged mobile phone.
- Staff will complete and leave in the office a list of staff, pupils, the destination, timings and the mobile number of the visit leader.

2. **Outside the Local Area Visits** - visits that need extra planning including:

- residential visits
- adventurous visits
- visits using public transport

All these visits begin with a preliminary visit undertaken **by the Visit Leader**.

The preliminary visit highlights any potential hazards and under ESN (Event specific notes) action on how they will be managed should be listed or attached to Evolve separately. Visit leaders need to address how to ensure effective supervision of their group regarding:

- **Staff**
- **Transport**
- **Activity**
- **Group**
- **Environment**

Some hazards to consider regarding the above are:

- Staff competence
- Transport safety
- Knowledge of potential hazards at each location/venue to be visited (city centre, lake, beach, country/coastal walk, farm etc)
- Getting lost/speaking to adults
- Changeable factors (weather)
- The activities undertaken (rock climbing, swimming etc)
- Individual group needs (SEND, medical, fears, allergies)
- Hazards during any 'informal activities' (evening, recreational activities)



- Accommodation (fire, balconies, security etc)

Visit forms should **be sent to EVC one week before planned visit so it can be approved by EVC, Head Teacher and the Local Authority.**

On the day:

- Give pre-visit briefings to staff, additional adults, and pupils.
- Staff to sign out at the office and include group list.

Risk Assessment

A risk assessment will always be carried out prior to the visit. The risk assessment will include the following considerations:

- Identification of known/possible risks.
- Detail safety measures needed to reduce risks to an acceptable level.
- Emergency procedures.
- Acceptable ratios of adults to children for this visit.

The Visit Leader and other visit supporters will continually reassess the risks throughout the visit and take appropriate action where required to ensure pupil/adult safety. When assessing the risks consideration will be given to:

- The type of activity and the level at which it is being undertaken.
- The location.
- The competence, experience and qualifications of supervisory staff.
- The group members' age, competence, fitness and temperament.
- The supporting adults' competence.
- Children with special educational or medical needs.
- The quality and suitability of available equipment.
- Seasonal conditions, weather and timing.

Emergency procedures

There is always a nominated emergency base contact for any visit, this is the Head Teacher and secondly the main office who can inform a member of the senior management team.

Outside school hours the nominated contact will be the Head teacher or SLT. Nominated contacts will have the relevant medical information of all participants.

On visits, staff will follow the emergency procedures stated on the Visit Leader Emergency Action Card which is carried by the leader and found in the school first aid kits.

A School Incident Form must be completed if a medical incident occurs on a visit.

The Head Teacher and SLT know to request support from the local authority in the event of an incident that involves serious injury or fatality, or where it is likely to attract media attention.



First Aid Provision

First Aid First Aid provision will be considered when assessing the risks of the visit. For adventurous activities, visits which involve overnight stays, or visits abroad we will always endeavour to send a member of staff that is first aid trained. Where it is not possible to send a first aid trained member of staff, there will be first aid arrangements in place. Staff will have a first aid kit. All adults in the group will have telephone numbers of local hospitals and numbers for NHS helpline. These numbers will be on the risk assessments. All staff will be advised how to contact emergency services and the procedures for liaising with school should an emergency occur.

The minimum first-aid provision is:

- A suitably stocked first-aid box to be taken.
- A named person will be appointed to be in charge of first-aid arrangements.
- An emergency contact sheet will be included in the first-aid box.

When signing consent to the educational visit, the EVC will assess if the level of first-aid is adequate. A Paediatric first aider to accompany EYFS visits.

Inclusion

We are an educationally inclusive school as we are concerned about the teaching and learning, achievements, attitudes and well-being of all our pupils. We work hard to offer equality of opportunity and diversity to all groups of pupils. Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. As such, we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring

As a school we will internally monitor all visits through:

- The Educational Visits Co-ordinator (EVC) and Head Teacher will check and monitor all visit forms **thoroughly online**.
- The EVC/SLT will take part in some visits and evaluate.
- The Educational Visits Co-ordinator will ask staff to complete an evaluation where applicable.
- The EVC/SLT will ensure that suitable training is available for all teaching staff yearly.
- EVC/SLT will provide further training for Visit Leaders where applicable.
- The EVC/EVC admin, SLT and Subject Leaders will monitor all school planning, books and displays to ensure visits are included in the curriculum.
- Ensuring that emergencies and managing critical incidents on Educational Visits are included in the school Health and Safety Policy.
- EVC/SLT to ensure suitable adults as Visit Leader.
- EVC to ensure that the school follows the OEAP National Guidance when responding to an incident during an off-site visit and where applicable the Local Authority-NPW/The Education Space.