



Dedicated to Excellence

Ox Close Primary School

Approved by Governing Body on 19th May 2016

Educational Visit Policy



Aim

The aim of this policy is to ensure the safety of the children at Ox Close Primary School when they are engaged in educational visits which require them to be taken off the school premises.

Inclusion and Entitlement

Educational visits are an integral part of the curriculum. All pupils participate irrespective of social background, culture, race, gender, differences in ability and disabilities.

Each pupil has an entitlement to experience:

- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible

Teachers will set appropriate learning challenges, responding to pupils' diverse learning needs. The school will make provision, where necessary, to support pupils to enable them to participate effectively in all educational visits and will plan accordingly.

Roles and Responsibilities

Headteacher

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary.
- Ensures that the Educational Visits Co-ordinator (EVC) is aware of his/her duties and that a clear line of responsibility is established.
- Makes sure through the Headteacher's report, that governors are kept informed of the nature and progress/success of educational visits.

Educational Visits Co-ordinator

- Takes a lead in policy development and monitoring.
- Ensures that all the procedures outlined in the policy are followed.
- Supports and advises colleagues in planning visits.
- Ensures that the information on the EVOLVE website is up to date and provide new staff with accounts and passwords.
- Ensures that appropriate risk assessments are completed and appropriate measures are in place – complete the review of the visit logged on the EVOLVE website: https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain=durhamvisits.net and approve the visit passing it on to the Headteacher for approval.
- Ensures all staff are aware of educational visits procedures
- Ensures accident and emergency procedures are in place.
- Review staff evaluations of trips.

Teaching and Support Staff

- Have a thorough up to date knowledge of the Educational Visits Policy and procedures.
- Have clear understanding of accident procedures.
- Ensure there is a clear educational aim for the trip.
- Plan the visit carefully and carry out risk assessments prior to visit.
- Ensures that copies of these details are uploaded to EVOLVE and sent to the EVC and then the Headteacher in the agreed time.
- Collate and check parental consent forms for all pupils.
- It is the teachers and support staff's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult helpers.
- Consider completion of a Post Visit Evaluation Report and give this to the EVC. This should include any unusual circumstances, 'near miss' incidents, accidents and evaluation of aim.
- It is the teachers and support staff's responsibility to ensure children are clear of rules, behaviour code and risks involved.
- Group leader has responsibility for whole group and must ensure all emergency contact details are collected before going on the trip. One copy must be kept by group leader, one for the school office.
- It is the teachers responsibility to ensure there is a first aider on the trip and first aid kits are taken along with individual children's medical kits.
- Make sure that Adult Helpers are aware of the adult who is responsible for first aid.

Preparation for Educational Visits

Thorough preparation for a visit must be undertaken. The visit should be logged on the EVOLVE site and all of the relevant documentation attached. The EVC and the Headteacher should be consulted regarding the arrangements, nature and purpose of the visit and should approve the visit on the EVOLVE website.

EVERY EDUCATIONAL VISIT SHOULD HAVE A CLEAR AIM

The following must be addressed in further planning :

- Matters of supervision, content of the day(s), first aid and transport must be organised in advance.
- Transport drop off and collection places must be checked and agreed upon.
- Parents must be advised of the details of the visit. Any cost of the visit must take into account the School Charging Policy.
- All necessary permission slips must be obtained.
- A written Emergency Contact List of everyone going on the visit should be carried by the lead adult of the trip. This must include: names, addresses and telephone numbers of each child and adult; any special medical requirements; any negative consents to medical treatment; any special dietary requirements; helpers and the groups that the children will be in.
- A charged mobile phone should be taken on all trips. Ensure that mobile phone coverage is in the area that you are visiting.
- An Emergency Contingency Plan needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc.

How to undertake a risk assessment and who to submit it to:

In addition to the above planning, a Risk Assessment must be made for any proposed visit which involves taking pupils off-site. It should:

- Identify any possible risks which pupils, staff and helpers may be exposed to and outline any control measures that will be put in place;
- Be uploaded to the EVOLVE website to be passed on to the EVC and Headteacher for consultation.
- During the visit, be kept with the Emergency Contact List and other planning documentation.
- Check if the venue have their own risk assessment.

The six main considerations in undertaking risk assessments are:

- Knowledge of Group
- Travel
- Venue
- Activities
- Communications (including Emergency Procedures)
- Environmental Factors

More detailed prompts under each consideration, to help in undertaking risk assessments, can be obtained from the EVC.

Risk Assessments must be logged on to the EVOLVE website to be passed on to the EVC/Headteacher as follows:

- Off-site visits – One week prior to the visit.

During the visit

In addition to measures documented on the Risk Assessment staff should –

- Take regular head counts. For example, start of the trip, change of activities, before returning to school and at return to school.
- Carry a class list/register, this is to be called before starting a trip and departing from any visit. This should ensure that all children are present. This is a more reliable safety measure than head counting.

Ensure children are always in their group with their group leader.

After the visit

A post visit evaluation report may be completed. This will always be completed where any unusual circumstances, 'near miss' incidents or accidents occurred.

Where possible encourage children and adult helpers to contribute to this report.

The report must include any critical incident details.

A copy of the report should be kept by the senior leader of the year group who made the visit **and** a copy should also be given to the EVC.

This policy will be reviewed annually