

Educational Visits Policy



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Chair of Governors	Jeremy Hooper
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Educational Visits Policy and Procedures

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Introduction

At St Philip's C of E Primary School we are committed to providing challenging and stimulating learning experiences which will both benefit and enrich the education of our children.

Educational visits and outdoor adventure holidays promote health and fitness; help develop social and citizenship skills **and** raise achievement by boosting self-esteem and motivation.

Educational visits extend and enrich learning by providing exciting and enjoyable first hand, interactive opportunities for our pupils.

Formulation of the Policy

This policy and its procedures is based on the DfE good practice – “Health and Safety of Pupils on Educational Visits” and Sefton Guidance and its supplements. It is in line with LA guidance and follows HASBEV guidelines. It has been formulated after training and discussion with staff, the Governors’ health and safety committee and the LA Health and Safety Adviser. It is based on the principle that clear aims and objectives both safeguard pupils and protect staff.

Aims

- To safeguard pupils whilst on educational visits and adventure holidays.
- To protect staff by providing clear procedures and standards and appropriate training.
- To ensure all sites visited comply with necessary safety standards.

Roles and Responsibilities

As an aided primary school, the governors, as the employers, retain overall responsibility for the health and safety of employees, pupils and volunteers. Chris Baker is the named governor for health and safety. Advice on policy and procedures (HASBEV) training and monitoring arrangements are provided by the LA Outdoor Education Adviser.

The Education Visits Co-ordinator (EVC) is Jayne Horsley

The functions of the EVC are:

- To ensure that educational visits are based on risk assessment.
- To assess the competence of leaders and adults.
- To organise the training of leaders.
- To ensure emergency arrangements and contacts are in place.

- To record accidents, monitor practice, evaluate and review.

The **Head teacher** has overall responsibility for approving educational visits and must ensure that visits comply with regulations and guidance especially in relation to child protection, risk assessments, competence of leaders and instructors, staff/pupil ratios, parental consent, emergency and medical procedures, travel arrangements and insurance cover.

The **Group Leader** must be approved by the head teacher and is usually a member of the teaching or non-teaching staff of the school. His/her responsibility is to plan and prepare for a successful visit and assess the risks in advance as well as in situ. He/she must also define roles and responsibilities of other staff, volunteers and pupils and ensure effective supervision of what they do.

Risk Assessments

These must be simple, manageable, proportional, suitable and sufficient. They fall into three types:

1. **Generic** - i.e. those broadly assessed by the LA, school or establishment, e.g. travel arrangements, adventure activities, shared policies, guidance and risk assessments to avoid duplication and apply lessons learned from previous incidents, accidents and near misses.
2. **Dynamic** - i.e. assessment of visits while the visit is taking place, e.g. changing weather, emergencies planned for. The group leader is always in charge.
3. **Site Specific** – i.e. related to the specific nature of the visit/activities. These should be carried out by a trained person/organisation competent to assess risks, e.g. Adventure Licensing authority (ALA). They relate also to medical needs and required behaviour of pupils and to varying weather conditions during the visit.

A **Risk Assessment Form** must be completed by each group leader prior to the commencement of any approved school trip followed by a brief evaluation. These **must be logged** with the EVC for reference and future use.

Residential Trips must be logged with the L.A using the Sefton Evolve System.

Risk assessments will take into account current Safeguarding Legislation, school procedures and other National Strategies such as Prevent.

Agreed Procedures

- Approval must be given by the head teacher in advance of all school visits.
- Mobile phone to be taken on visit

- In the case of outdoor adventure visits or residential trips the governors must approve the visit following LA and DCSF guidelines.
- Checklists and risk assessment forms must be completed by the group leader who should liaise with the EVC. These must be checked by the EVC and approved by the Head Teacher one week before the visit is to take place.
- Informed and written parental consent should be gained for **all** trips, apart from those in the locality during school time which constitute part of a lesson
- Recommended adult/pupil ratios **MUST** be followed i.e. FS 1:4 KS1 1:6, Years 3 & 4 1:8, Years 5 & 6 1:10,
- Emergency procedures and contact numbers must be collated but should only be taken from school in the case of residential visits. Should an Emergency take place, the group leader must contact school so that the Head Teacher or Office Manager can make appropriate and calm contact with the parents
- All accompanying staff and volunteers must be well briefed prior to the trip and CRB clearance obtained as necessary. They must be given a copy of the risk assessment.
- Approved transport should be used and Best Value rules must be followed.
- The children should be informed of expected behaviour and safety details.
- Any accidents, incidents causing concern should be reported on site and recorded.
- The group leader should briefly evaluate and feedback on his/her return to the EVC in order to monitor and review the visits.
- A portable first aid kit which is available from the office must be taken by the group leader of designated Teaching Assistant.

Residential Visits

A risk assessment is completed prior to the visit being booked by the head teacher in conjunction with the_group leader in line with LA guidelines, and using the risk assessment documentation of the holiday provider.

All staff and volunteers supporting residential visits must be DBS cleared.

Monitoring and Evaluation

This is an ongoing and vital part of any educational visit. It takes place before, during and after trips and involves all responsible personnel as detailed in the policy. Monitoring and evaluation is essential to safeguarding pupils and protecting staff.

This policy and its procedures will be reviewed bi-annually by the EVC alongside staff and governors.