



Blackwell

Primary School

**EDUCATIONAL VISITS,
LEARNING OUTSIDE THE
CLASSROOM AND OFF-SITE
ACTIVITIES POLICY**

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Source: WSCC

Policy Statement and Guidance on Educational Visits and Off-Site Activities

PURPOSE AND AIMS

At Blackwell Primary, educational visits are a core part of our curriculum. They offer pupils many valuable educational experiences and are powerful in developing learning skills and attitudes. They provide meaningful first-hand experiences that would not be available within the classroom. They also provide powerful learning opportunities for important life skills such as personal conduct and accountability, self-organisation and management and engagement with others in real-life situations. However, the safety and welfare of children is always of paramount concern – particularly during off-site educational visits. This policy and its associated guidance, therefore, are intended to ensure that all visits are safe and that maximum educational and personal benefit is achieved. Staff should also refer to their copy of our school's safeguarding policy, which provides further information and guidance.

ROLES AND ACCOUNTABILITIES

The Governors are able to attend visits as volunteers if they wish. With advice from the Headteacher, they keep the school's policy guidelines reviewed and up to date and compliant with any current legislation.

The Headteacher is responsible for authorising all educational visits. They oversee all matters regarding educational visits to ensure that they are purposeful and safe. In practical terms, many of these duties are delegated to the Educational Visits Coordinator (EVC).

The Educational Visits Coordinator (EVC) is the **named member of staff**. They are responsible for ensuring that the school's and local authority's policies and procedures pertaining to educational visits are followed and thus the safety and welfare of pupils and adults is secured as far as is reasonably practicable. In practical terms, their duties include:

- Ensuring that appropriate risk management systems are in place and that measures to ensure safeguarding are being implemented effectively;
- Providing advice, guidance and support to other colleagues in the planning of educational visits;
- Producing and keeping under review and in line with current LA and national guidance and all relevant school documentation;
- Monitoring the implementation of the school's policy requirements and ensuring that relevant documentation is completed within the appropriate deadlines; satisfying themselves that the arrangements made are appropriate in securing reasonable safety for all visit participants;
- Maintaining an up to date reference bank of useful visit locations and also guidance and information documentation and ensuring that colleagues are aware of these;

- Offering or procuring relevant training so that they feel confident that any visit leader is suitably briefed and trained to take on their role. This may entail attending a visit as an assistant leader to support monitoring and support responsibilities;
- Acting as visit leader where there is no-one else with the appropriate training or level of experience;
- Forwarding any accident reports etc. to the appropriate Trust department and share these with the LA if appropriate;
- Maintaining appropriate records of staff experience and qualifications;

The Visit Leader will be a member of school staff. They are responsible, in collaboration with other school staff and volunteers, for abiding by the policy guidelines. Essentially this means:

- Seeking approval from the Headteacher for the educational visit;
- Completing risk management processes
- **Ensuring that all adult helpers that may be left unattended with children (even if just for a brief period) have enhanced DBS clearance. All volunteers helping on the visit who do not have a DBS MUST NOT be left unsupervised with the children.**
- Booking the visit and the transport;
- Liaising with the EVC as necessary in completing all of the necessary documentation within the required deadlines;
- Ensuring the EVC/office has a copy of all documentation;
- Organising the actual visit schedule in consultation with colleagues e.g. pupil groupings, ensuring a first aider accompanies the trip wherever practicably possible, (low risk local visits may not require this, however, in the case of under 5s being on the visit, there must be a **paediatric first aider** present), securing the appropriate number of adult helpers and deciding how they will be deployed, disseminating any briefing information, teaching resources etc.
- Leading and managing on the visit
- Completing any post-visit evaluation and accident reports in consultation with colleagues as necessary and amending risk assessments where necessary.
- Review the impact of the visit in consultation with colleagues who attended

GENERAL GUIDELINES

1. Most visits will take place within the school day. Where times fall outside of this, parents/carers will have received plenty of notice. Any activities on the visit provided by external providers should be led by appropriately qualified and experienced people with a member of school staff in attendance.
2. Only in exceptional circumstances should staff be asked to transport children in their own vehicles. If so, then the following precautions must be taken:
 - The adult must have appropriate insurance that permits them to transport children (insurance documentation should be checked beforehand);
 - MOT, tax and license checks also need to be considered
 - Parents/carers of any children that will be transported in this way must be informed and their permission given – preferably in writing;

- Children must be seat-belted in an age-appropriate (where possible) car seat and only sit in the back seat.

3. Reference to relevant health and safety information, including specific guidance on educational visits, can also be found in the following documentation:

- Staff Handbook;
- Health and Safety Policy
- Safeguarding Policy
- Emergency Plan
- West Sussex Regulations and Notes of Guidance for Off-Site Activities – see EVOLVE
- Baalpe: 'Safe practice in physical education';

4. For the practical implementation of this policy, colleagues should follow the guidance in Appendix 1 rigorously.

LEARNING OUTSIDE THE CLASSROOM (LOtC)

The value of learning outside the classroom is well recognised by the Governing Body and fully supported throughout the school.

A culture of managed risk should be developed based upon careful planning and adherence to policy, with the purpose of allowing children to develop their skills in recognising and managing risk safely, whilst allowing them to experience risk in a managed and positive manner. Learning Outside the Classroom should be well managed with information communicated and responsibilities recognised, as with any other learning that takes place across the Trust.

Pupils are encouraged to consider hazards involved in LOtC activities and to assist in the design of appropriate risk management strategies that support their learning. They will be fully aware of the purpose and outcomes of the activity and understand expectations of behaviour

HEALTH AND SAFETY GUIDANCE FOR LEADERS OF EDUCATIONAL VISITS

In the interests of safety, visit leaders must ensure they adhere strictly to the following guidance requirements: **The Educational Visits coordinator (EVC) is a named member of staff. Please consult them on any matters regarding educational visits.**

BEFORE THE VISIT:

1. There is a wealth of national and LA guidance on educational visits. This can be accessed in EVOLVE. Consult it as necessary.
2. Secure authorisation for the visit from the Headteacher. This is essential for insurance purposes.
3. Complete EVOLVE and upload appropriate risk management documents. Many organisations will have their own. Please ask them to send you a copy when you book, particularly accessibility information/risk assessments for pupils with additional needs.
 - ALL EVOLVE visit forms must be agreed:
 - at least two weeks before the visit; and
 - at least four weeks before a residential visit or one involving adventurous activities which require approval by the LA Outdoor Education Officer.
4. Ensure all parents/carers have returned their consent forms for local trips these are returned when children first start school. For trips further afield that involve travelling to the destination via coach or public transport an additional consent form needs to be completed.) In this case, all parental permission slips must be received.
5. Ensure that you check regularly with the office staff regarding returned slips. Follow up as necessary.
6. Ensure the appropriate number of adult helpers. West Sussex County Council recommends:
 - EYFS and Key Stage 1 – maximum number of children to 1 adult = 6
 - Key Stage 2 – maximum number of children to 1 adult = 15

All adult volunteers who may be left unsupervised with children must have undergone a Disclosure and Barring Service (DBS) check.

If an adult volunteer does not have a current DBS check they should **always** be supervised or in sight of a member of staff.

7. Generate a list of adults and their designated children and upload on EVOLVE.
8. All staff and volunteers going on the visit must be competent and fully briefed, including being aware of the risk management in place. Each adult must be fully briefed about the purposes of the visit and have all the necessary information and a list of their designated children. Each member of staff should hold a master list of all groups.
9. Check with all adult volunteers in case there is anyone with a particular medical condition which may affect them on the visit. If so, you need to satisfy yourself as to their suitability and include them in the risk assessment if necessary. If unsure, discuss with the EVC. Also ensure that each volunteer takes a mobile phone with them and that you record all of their numbers on and upload on EVOLVE in 'other documents'. Give a copy of this to the office and to all adults going on the visit. They should keep this with them at all times.
10. The Visit Leader should photocopy the school's leaflet, '*Guidelines for helping on educational visits*' and hand it out to all adults at the beginning of the visit.
11. When organising coaches, it must be arranged that they arrive/depart at the school **at least 30 mins before or after the end of the school day.**
12. Each coach must have a named first aider present and appropriate first aid kit

ON THE VISIT:

1. Each teacher must have access to a copy of the EVOLVE, including the risk assessments and all of the staff/volunteer's phone numbers.
2. The visit Leader should distribute to all volunteers the school's leaflet, '*Guidelines for helping on educational visits*'.
3. Ensure that there is a first aider on each coach. For EYFS visits, there must be a paediatric first aid trained person present.
4. Ensure you have all the necessary medication for children. Children who are on medication should be allocated to the member of staff trained in the administration of that medicine. The supervising adult must keep the medication with them at all times during the visit unless it is lifesaving such as an auto-injector pen; in which case it should ideally be with the pupil and immediately accessible .
5. Ensure each adult has their mobile telephone. These should be fully charged, left on and kept with them throughout the visit for use in an emergency. The numbers of the school and of at least one appointed member of senior leadership onsite that day must be pre-loaded.
6. In the event of an accident, please ring school immediately and alert the office unless the incident requires immediate responses from emergency services.
7. If a child needs to be taken to hospital, the visit leader should ensure a member of staff accompanies them. They should also keep the school fully informed and the school will contact the parents/carers to inform them.
8. If you are running late for any reason, please inform the school as soon as possible.
9. Ensure appropriate safeguarding at all times: children must never be left unsupervised and toileting must be overseen by an adult – preferably a member of staff.

AFTER THE VISIT:

1. The Visit Leader must complete an Evaluation, which relates to the educational impact of the visit. The evaluation will be sent via EVOLVE to the EVC.
2. In the event of any accident or near accident, the visit leader or appropriate member of staff must complete the 'near miss report' via the Trust's systems and amend any risk assessments accordingly. The EVC must be informed of the incident as soon as possible.

**All completed documentation pertaining to visits will be keep on EVOLVE
and will serve as a reference resource for planning future visits.**