



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- EDUCATIONAL VISITS POLICY -

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- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

EDUCATIONAL VISITS POLICY

This establishment recognises the importance of educational visits and the stimulus they can provide for all those pupils and students who partake in them.

The scope of this policy covers a very wide range of potential activities, whether a short trip to a local museum or travelling long distances for a specific activity at a specially selected location. The same principles will also be applied to those types of visits that are purely for enjoyment and enhancement of life experiences, such as swimming and sporting activities.

The benefits from pupils and students visiting venues and gaining first hand experience and/or partaking in activities is absolutely invaluable in their educational and personal development.

We also recognise that the selection of appropriate venues that can enhance the experience and enjoyment without compromising the health and safety of those who are involved, are crucial to the success of the visit. Equally crucial in the success of educational visits is the need to involve parents and to gain from their support and enthusiasm.

The purpose of this policy is to therefore ensure that all educational visits, irrespective of their nature and duration, are well planned and co-ordinated and take into account the health and safety issues that may foreseeably arise during any visit.

Only competent persons and organisations will therefore be selected for the purpose of planning and organising any visits and all and any venues visited will be carefully assessed beforehand.

RESPONSIBLE PERSON: Headteacher

The primary functions of the named person is to co-ordinate and oversee all issues and controls regarding educational visits and to liaise between all appropriate parties during the planning and organisation.

This includes the need to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, the above named person has responsibility for ensuring that any systems and procedures laid down for dealing with educational visits and the selection of suitable persons and organisations involved follow the principal requirements of this policy and are fully in place prior to the commencement of any educational visit.

In addition, the above named person is responsible for ensuring that feedback is obtained from all educational visits and utilised, where practicable, to both enhance and improve any future arrangements and selection processes.

The Policy

- To ensure that the purpose of any educational visit is clearly understood and is the focal point for any arrangements made.
- To ensure that all visits have prior approval before going ahead.
- To not exclude any pupil with special needs, whether educational, physical or medical.
- To ensure adequate provisions and arrangements have been included for all pupils and students with special needs during educational visits.
- To categorise each educational visit and to plan and organise accordingly. (Note: visit categories are summarised at the end of this policy document.)
- To co-ordinate all educational visits through our appointed Educational Visits Coordinator.
- To ensure a suitable group leader is appointed for each type of visit, irrespective of the nature and duration.

- To ensure that any selected group leader has the relevant qualifications (where appropriate), skills, experience and abilities suitable for the responsibilities placed upon them.
- To select only appropriate venues and locations that are well-known and/or have been adequately assessed beforehand.
- To select only competent persons for supervisory roles and to ensure they have been suitably vetted and cleared.
- To select only competent and assessed travel and/or tour operators for means of transportation to and from venues and locations.
- To arrange educational visits only where the risks have been assessed and reduced to as low as reasonably practicable beforehand.
- To provide effective levels of supervision at all times appropriate to the numbers and age group(s) of the pupils and students.
- To ensure that all parents are fully informed of any plan to organise an educational visit and that formal consent has been obtained beforehand.
- To assist, wherever possible, those parents who may have difficulties in meeting all the costs of any specific visit.
- To exclude those whose behaviour represents a threat to the health and safety of themselves and those around them.

The Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- A comprehensive risk assessment system and procedure to identify risks to the health and safety of all those who attend an educational visit and to determine the necessary precautions required to adequately control the risks.
- A set of procedures to be followed in the event of an emergency or any unpredicted event that may threaten the health and safety of anyone during the visit.
- A reporting procedure for any accidents or incidents that may occur on the educational visit and for observed conditions that may lead to such incidents.
- A system for providing feedback on the experiences of all educational visits that enables improvements and enhancements of future visits to be considered.
- First aid provisions and trained first aiders appropriate to the assessed needs of any educational visit.
- Adequate insurance arrangements appropriate to the nature of the visit covering (where appropriate):
 - Luggage and equipment
 - Accident and medical cover
 - Cancellation
- Provision of relevant, more detailed and updated internal guidelines, checklists and procedures to ensure a safe and successful visit.
- Checklist systems to ensure the following are accounted for:
 - Names of all pupils and students on the visit and accountability during the visit
 - Emergency contact details of parents
 - A list of provisions and equipment required for the visit, including specific medical and first aid provisions
 - Itineraries and schedules for all proposed travel and activities
 - Appropriate and adequate provision of information and instruction to all those who require them
 - Appropriate mobile communication methods, systems and equipment

- Additional specific requirements based on the nature and location of the visit.
- The assessment and provision of a licensed transport provider and adequately maintained transport vehicles wherever and whenever required.
- The assessment of appropriate modes of travel and provisions for alternative arrangements in the event of an emergency.
- Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Headteacher. Adventurous activities organised by the school will only be undertaken at centres or with providers holding a current licence under the Adventure Activities Licensing Regulations. The school may organise residential visits and adventurous activities from time to time where school staff lead the activities. These activities will only commence when the Headteacher is assured that the staff have had the necessary training or hold certificates to enable them to carry out such activities.

Responsibilities

Group leader

- Where so instructed and delegated by the responsible person named in this policy, to plan the proposed visit taking into account the health and safety risks that may arise before, during and after the visit.
- To appoint, where considered appropriate, any competent deputy or deputies in support of any visit.
- To ensure that as much relevant information is obtained on any proposed visit, venue and location to enable an appropriate risk assessment to be carried out. This may include an exploratory visit beforehand.
- To ensure that the needs of all those included on the visit are assessed and provided for.
- To ensure that the risk assessment(s) also determine the appropriate level of supervision, first aiders and any other specifically trained and/or experienced personnel.
- Ensuring that all equipment and materials required for the visit are adequate and arrangements are made to store safely and correctly.
- To ensure parents are provided with all necessary information of the educational visit and any equipment etc they need to provide and the standards of conduct expected of their child(ren).
- Where appropriate, invite parents to any briefing sessions. This should take account of any difficulties that parents may have if English is their second language.
- To brief all group members, including pupils and parents, on the main elements of the visit, the standards expected and the roles and responsibilities of all prior to commencing the visit.
- To finalise all details and arrangements with the responsible person named in this policy.

Teaching staff involved with educational visits

- Support the group leader in all requirements and follow instructions.
- Look out for the health and safety of themselves and those around them and for whom they also have appointed responsibility.
- Assist in the general control and discipline requirements.
- Inform the group leader of any concerns, observed or otherwise.
- Not to force pupils to partake in any activities during the visit that they may not wish to do.

Parents

- Must provide emergency contact details prior to the educational visit.
- Sign and return a consent form.
- Provide any relevant information known to them regarding the (current) health of their child.
- To disclose any specific details of concerns for their child(ren) that may be appropriate to the nature of the visit and any activities planned.

Pupils

- Must dress and behave sensibly and strive to meet the expectations placed upon them.
- Must follow the instructions given to them by any accompanying adults.
- Must not take any unnecessary risks or place their fellow pupils at unnecessary risk.
- Report to any supervising adult any concerns they may have during the visit and in particular if and when they are asked to partake in any activities.

Training

The following training will be undertaken by the organisation:

- All staff will be made fully aware of this policy and the requirements and arrangements laid down within it.
- All staff will be trained in understanding the health and safety requirements of educational visits, particularly in relation to those identified in the relevant risk assessments.
- Key staff, as identified by the responsible person named at the head of this policy document, will be trained in any specific role they are required to take in support of this policy.

Summary of educational visit categories

Category 1:

Regular visits to venues within the locality that are well-known and of low assessed risk.

Category 2:

A visit to a venue that may require significant travel outside the locality and/or may be a rarely visited venue, but is still assessed as low risk.

Category 3:

Any type of visit in the UK that requires residential accommodation for at least one or more nights, assessed as low risk.

Category 4:

Visits abroad that require residential accommodation for at least one or more nights, assessed as low risk.

Category 5:

High risk activities in the UK, residential or not.

Category 6:

High risk activities abroad, residential or not.

Examples of high risk activities

All action adventure activities

Field Work