



# Pendock CE Primary School

Be the best that you can be

## Pendock CE Educational Visits Policy

### Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits. It also includes Outdoor and Adventurous Activities.

### Aims and Objectives for Educational Visits

Our aim at Pendock CE Primary is to provide the best possible education for all our pupils. We place high value on diversity, treating every member of the school community as an individual, and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances.

Educational Visits and Outdoor and Adventurous Activities are an integral part of the children's education at Pendock CE Primary School, offering opportunities to enrich the curriculum and support the children's educational, intellectual, social, spiritual, moral and cultural growth through engagement in a wide range of activities.

### Nature of Educational Visits

These may include:

- Walks around the village of Pendock - including to the local church
- Visits by coach to places of historical, environmental, religious or cultural interest to support specific curriculum areas
- Visits to local schools to take part in Cluster Activities including Early Years Days and inter school competitions
- An annual residential visit for children in Years 5 and 6.

### Health & Safety

- The school follows the Local Authority guidance and refers to Outdoor Education Advisers Panel National Guidance to inform its practice in this area of the curriculum.
- The Local Authority has an Outdoor Education Adviser, who is able to give support and advice, and who has the responsibility of approving listed Adventure Activities.

## Personnel

- The school policy is to train two members of staff to be able to share the role of Educational Visits Co-ordinator. The current EVCs are Ms Moon and Mrs Evans.
- When school visits are planned that are at a distance of more than 50 miles from school or that involve Outdoor and Listed Adventure Activities Residential in nature Mrs Evans is responsible for informing the LA and gaining approval via the Evolve system. The school also has a Service Level Agreement with B and S Educational Systems and Training Limited. B and S are to be notified of trips of this nature via an F2 form. B and S will be in position to offer advice and support in the unlikely event of an emergency situation.
- For each visit, of whatever distance or duration, a Group Leader is identified.
- The Governing Body also has a specific role to play in all Educational Visits.

The roles for these are defined in detail in 'Standards for LEAs in overseeing Educational Visits. In brief:

- The **Governing Body** is responsible for:
- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that she has the appropriate time and expertise to fulfil her responsibilities;
- asking questions about a visit's educational objectives and how they will be met;
- ensuring that appropriate checks have been made before bookings are confirmed;
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;
- ensure that they review procedures with the Headteacher on an annual basis.

The function of the **EVC** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that Risk Assessment meets requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;

- review systems and monitor practice.

The **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff. This emergency procedure must include getting support from the LA's public relations unit. See also the school's Critical Incidents Procedures.

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;
- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

**Adult volunteers** who are not teachers at the school must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader.

## **Procedure for Running Educational Visits**

- A set procedure is followed for all Educational Visits, although the nature of each visit will determine the level of preparation required. Each Group Leader will, in liaison with the EVC, complete the SAGED Planning Card (attached). A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made. A Visit Evaluation sheet must also be completed by the Visit Lead after/during consultation with other adults/children who participated in the activity.

## **Risk Assessment**

- Risk assessments are made for all Educational Visits (see attached Risk Assessment form). This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:
  - identify significant hazards;
  - assess the risk of harm;
  - put control measures in place;
  - check if anything else is needed;
- Risk Assessment considers the site and its environment, the group, the activity and the leaders.

## **Financing Educational Visits**

- The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school's Charging and Remissions policy.

## **Emergency Procedures**

- It is the responsibility of the EVC/Headteacher to ensure that emergency arrangements are in place for all Educational Visits. This includes:
  - ensuring that all involved know who is the emergency contact point in the school, for each visit, in the LA and B and S Educational Systems and Training Ltd.
  - having access to an emergency (Critical Incidents) plan appropriate to the visit;
  - ensuring that the contact point – or rota – is effective throughout the visit;
  - ensuring that staff's next of kin and children's parental contact information is up to date and accessible.
- ensuring that medical needs of children, staff and any other accompanying adults are known

## **Policy Review**

- As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis this responsibility is delegated to the Headteacher who will report back to the governing body as appropriate.
- This policy is a working document, and will be reviewed every regularly.