



**Dringhouses Primary School**

# **Educational Visits Policy**

**Signature of Chair of Governors .....**

**Signature of Headteacher .....**

**Date of Adoption: Summer 2022**

**Date of Review: Annually Summer 2023**

**Reviewing Committee: Resources Committee**

**Statutory/**Non-Statutory****

**This is a NYCC adopted policy.**

## **Introduction**

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

### **1. Scope and responsibilities**

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision. Specific roles and responsibilities are detailed in the employer's educational visits policy.

Governing Body:

The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

The Headteacher has appointed an Educational Visits Co-ordinator. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinator is: Claire Neal, School Business Manager (SBM)

Administrative tasks will be carried out by: The SBM and school administrative staff

### **Establishment policy and procedures**

Dringhouses Primary School Policy for Educational Visits, Outdoor Learning and Adventurous Activities is the employer's policy. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from the Educational Visits Advisor.

### **Consent**

*Routine acknowledgement:* Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be provided in a letter to parents/carers with the acknowledgment request. We will always aim to fully inform parents of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite but this may not be possible.

*Non-routine consent:* Written consent, which may be electronic via the ParentPay consent button, will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents of the nature of each visit, activity or series of a similar nature.

*Specific consent:* Written consent which may be electronic via the ParentPay consent button, will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents of the nature of each visit, activity or series of a similar nature.

*Medical information:* We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

### **Staff competence**

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders should be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

### **EVC Training**

The Educational Visits Co-ordinator should attend appropriate training and revalidation as required by the employer.

### **Visit Leader Training**

Visit leaders will be approved by the Headteacher and should have attended appropriate training as required by the employer. Where appropriate visit leaders will attend visit leader training.

## **2. Planning and approval procedures**

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

Risk management is an integral part of the planning and implementation process of an educational off-site visit. A list of basic risk assessments (BRA) for common activities are located within the resources section in the educational visits software (Evolve) and will be used as appropriate. Any risk assessments outside these resources will be developed by the school. The risk assessments are to be adapted to reflect significant and foreseeable hazards that may occur and implement appropriate control measures to safeguard all visit attendees at all times. Additional details and notes to provide context regarding visit specific risks will be recorded in the visit notes. It is the responsibility of the visit leader to ensure the risk assessments are regularly reviewed.

Risk assessments will be undertaken for pupils with special educational needs and disabilities (SEND) health or specific behavioural issues that may cause safety concerns or need extra considerations/resources for the trip. Consultation will be undertaken with relevant staff, visit leader and authorisation from parents for all visits (see consent).

For complex health or SEND external advice or support from a medical practitioner (GP /consultant) may be required. These types of visits will require a pre assessment planning visit to ensure appropriate safety measures are in place, under no circumstances will a dynamic assessment be made on the day of the visit and the specific risk assessment and care plan for each child will be followed. Ad hoc -adaptations to equipment at the visit sites will not be accepted on the day and must be part of the pre planning process so risk assessment can be agreed.

*External providers:* Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning outside the Classroom Quality Badge or adventurous activities Licensing (ALLA) approval. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy. For none LA run swimming pools or other specialist venues such as trampoline parks, climbing walls etc should only be used following relevant guidance on Evolve or further advice from the Educational Visits Advisor.

### **3. Visit Planning and Management System**

A web-based system is used (EVOLVE for CYC) to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Approval of visits will be made as detailed below. Initial approval in principle will also be gained as required in the employer policy. Visits must be submitted in sufficient time to allow review and processing. Any visits requiring approval by the employer requires a minimum of

- 3 weeks for routine visits
- 2-3 months for all visits abroad or complex adventurous trips (self led)

*Appointed Employers Educational Visits Adviser:* Visits abroad and all self-led adventurous activities regardless of location.

*Headteacher:* Visits abroad, all adventurous activities, residential visits and non-local day visits

*Educational Visits Co-ordinator:* Local walking visits, bike ability training, local sports fixtures and local swimming visits

## **4. Incident Management**

In the case of an incident during a visit all members of staff will follow the establishment's critical incident management checklist as detailed in the appendix.

## **5. Monitoring of visits and procedures**

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

## **6. Charges for Off-site Activities and Visits**

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to Charging and Remissions policy.

## **7. Inclusion & SEND**

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them is within their competence and is reasonable. Reference should also be made to SEND policy.

## **8. Safeguarding**

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to the Safeguarding and Child Protection policy.

## **9. Insurance**

Young people participating in visits and activities will have annual travel insurance provided under the schools existing insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

## **10. Transport**

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer e.g. transport risk assessment on Evolve. Transport is to be sought from a reputable provider from an approved list, or using an external transport provider form if not on the list or following further advice from the Educational Visits Advisor.

For self drive follow the employers guidance e.g. for minibus e.g. MIDAS trng, MOT, daily vehicle checks and insurance. Appropriate checks to be undertaken for volunteer drivers. Guidance contained in Evolve.



## Dringhouses Primary School

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# ACTION CARD

### EDUCATIONAL VISITS CRITICAL INCIDENT

<b>ACTION BY GROUP LEADER (or other if group leader injured)</b>	
	Call ambulance / fire service / coastguard ( <b>999</b> )
	Account for all members of the party; move uninjured people away from immediate area
	Preserve the scene; only move items needed to gain access to those injured
	Instruct witnesses not to leave the scene until police/authorities interviewed them
	<b>Assess the situation and allocate key roles (where feasible):</b> <ul style="list-style-type: none"> <li>● An adult to supervise the group and keep everyone together.</li> <li>● An adult to accompany casualties to hospital</li> <li>● An adult to remain at site of incident to liaise with emergency services</li> <li>● An adult to make arrangements for a return to school asap</li> </ul>
	Instruct all members of the party <b>not</b> to speak to the media and <b>not</b> to communicate home or via social media (to prevent uncontrolled release of information)
	<b>Inform head teacher:</b> <ul style="list-style-type: none"> <li>● Nature/ date/ time/ location of incident</li> <li>● Names of casualties / details of injuries</li> <li>● Names of others involved so that parents can be reassured;</li> <li>● Action taken so far and action yet to be taken (and by whom)</li> </ul>
	If part of a larger group, communicate the incident to the other group leaders (and advise the same communication restrictions)
	Accurately document all events / facts / times / contacts / telephone numbers / witness details on the relevant incident report form
<b>ACTION BY HEADTEACHER / SCHOOL LEADER</b>	
<b>Inform Director of Education to agree actioning the following:</b>	
	Ascertain what assistance is required at the scene of the incident and organise as appropriate (e.g. extra adults, counsellor)
	Contact police ( <b>tel. 101</b> ) asap (before gossip spreads) to request support to contact closest relatives of casualties (advise them to come to the school if necessary)
	Allocate a telephone number for exclusive use for incident management outgoing calls and that mobile phones are available
	Inform the Health & Safety Executive (HSE) on <b>0345 300 9923</b> (Mon-Fri 08:30-17:00) ( <b>0151 922 9235</b> out of office hours)
	Notify the LA communications team on <b>07767 318082</b> and take advice about contacting the media
	Contact the LA health and safety manager on <b>07767 318245</b>
	Brief staff on an agreed message/ any on-site arrangement for parents/carers
	Brief staff on an agreed, clear/consistent communication to those not directly involved, e.g. <i>"We do not have the full details at the moment; there will be a press statement once we have been in touch with relatives and those directly involved"</i>
	Appoint a member of staff to care for parents who arrive at school in response to the incident.
	Refer any calls/interviews from the media to the LA Communications team
	Organise professional help/counselling from the Major Incident Response Team (MIRT) – <b>07974 745194</b>
	Keep the media away from distressed pupils and staff