



EDUCATIONAL VISITS POLICY

Values

We are a Church of England School and all our work is underpinned by core Christian values of faith, hope and love.

Vision

To provide a high quality, holistic education, enabling everyone to flourish and achieve through developing their intellectual, spiritual, physical and emotional wellbeing.

Aims

Create a safe, enjoyable and nurturing learning environment

Provide outstanding pastoral care for everyone

Value, encourage and equip every member of the school team in their respective roles

Create a culture of high expectations through all areas of school life

Create a motivating learning environment through inspirational teaching

Support all children to engage fully in their own learning and promote a love of learning

Encourage each child to develop self-confidence, practise care and respect for others

Welcome difference and celebrate all that we can learn from each other

Rationale

All visits must have an identifiable educational benefit, including providing opportunities for children to develop as well-rounded respectful citizens and broadening their understanding of the world around them.

Every visit must be led by a competent group leader and accompanying adults.

All those involved in leading education visits will comply with ODST and school guidelines regarding health and safety of all those taking part.

The management of all visits will be based on suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are completed as part of the planning process.

It is the responsibility of all staff to ensure the risk to the health and safety of participants is minimised by a process of continuous vigilance and on-going risk assessment.

Procedures

The school always has a trained Educational Visits Coordinator (EVC) who will ensure that educational visits follow National, ODST and school guidelines. This includes ensuring the group leader and accompanying adults are

suitably competent to run the visit.

The EVC will:

- Develop and implement procedures to monitor all education visits
- Develop and implement a procedure for dealing with emergency situations (saved within the school Critical Incident plan)
- Oversee the procedure for investigating and reporting accidents, incidents and near misses

Planning a visit

The group leader has responsibility for planning and risk assessing the visit. If a visit is planned for somewhere unknown to the school, a member of staff will visit to check for appropriateness and for information for the risk assessment. The group leader completes an Educational Visits form and risk assessment and passes this to the EVC at least two weeks before the date of the visit. Once the EVC has confirmed the visit may go ahead, the group leader must:

- Liaise with office administrator to confirm total cost and cost to be requested for each child
- Liaise with office administrator to ensure all transport is booked
- Liaise with office administrator to inform parents about nature, date, purpose and detail of the visit along with request for permission their child may attend (for off site visits)
- Check all parents/carers have given permission for their child to attend the visit
- Ensure provision is made of an incident including first aid, including collecting all medical equipment required for individual children
- Ensure all accompanying adults are selected on basis of their competence and suitable to undertake tasks allocated
- Ensure individual needs of all children are considered and planned for, in particular medical needs
- Remind all accompanying adults they are not permitted to take any photos or videos of any children using their own equipment
- Take a copy of the EVC, risk assessment, medical information for children, first aid kit, mobile phone and details about the location of the visit

During a visit

The group leader will:

- Ensure all those taking part in the visit are as safe as possible, including curtailing a visit or activity if risks to health and safety reaches an unacceptable level
- Ensure accompanying adults are aware of the need of the process of an ongoing risk assessment, including reporting any hazards or potential risks
- Retain ultimate responsibility for all participants at all times

After a visit

The group leader will:

Ensure visit is reviewed and verbal report is made to EVC, to include any incidents or near misses. This will support future planning of visits.

Residentials

Planning and carrying out a residential follows the guidelines above. However, planning for a residential will be completed at least six months in advance of the date of the residential to ensure time for appropriate insurance, risk assessments and information to be shared with parents.

For information regarding requesting donations or payments from parents for school trips and residentials, please see the Charging Policy.

Signed:..... Headteacher

Date:

Signed:..... Chair of Governors

Date:

Policy review date: