

Dame Ellen Pinsent School

Educational Visits Policy



Dame Ellen Pinsent: Where children develop independence and confidence; learning through curiosity, play and enquiring

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| Next Review: | July 2024 | A.Whittaker C.Burden | Policy Type: | Best practice |
| Last Review: | May 2022 | K.Parker | Adopted from: | BCC |
| Date Ratified: | | | Governing Body: | Curriculum |
| Pages: 7 | | | Review Period: | 2 years |

Educational Visits Policy and Guidance

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| Status | <p>This is a non statutory policy</p> <p>We are currently in the process of moving to an electronic portal for requesting and risk-assessing educational visits. This is called eVisit and the policy will be updated and ratified again once the new system is up and running.</p> |
| Aims | <ul style="list-style-type: none">• To encourage and promote external activities which give added value to the curriculum.• To ensure that all Birmingham City Council regulations are followed in respect of risk assessments, insurance requirements and the obtaining of permission to go.• To promote a broad range of off-site Educational Visits whilst ensuring safe practice and competent supervision.• To regard every member of school or visitor as of equal worth and importance, irrespective of his/her creed, culture, class, race, gender, (including gender reassignment), disability, sexual orientation, religion and belief, marital/civil partnership status or age. |
| Purpose | <ul style="list-style-type: none">• Educational visits form an integral and important part of the curriculum. They offer first hand experiences and enhance pupils' learning, social development and self confidence.• During their school life pupils have an entitlement to certain experiences. Many of these can be gained through taking part in educational visits. |

Procedures

- All educational visits should have validity in curriculum terms.
- All visits should be well planned.
- All Educational Visits must have an approved competent Visit Leader who is a BCC employee.
- Approval for an Educational Visit is made by the Extended Leadership team but final approval is made by the Senior Leadership Team.
- **Risk assessments must be carried out for all visits using the school pro-forma.** Risks will be discussed with pupils (where appropriate) and other staff prior to the visit taking place and all staff must sign to say they have understood and read the risk assessment.
- For visits that return out of school hours, parents will be expected to make arrangements for their children to get home, unless staff (who are authorised to drive pupils) are willing and able to take them.
- The school will ask parents/carers for a voluntary contribution towards the costs of visits and petrol.
- For non-residential visits that take place wholly or mainly during school hours no pupil can be refused the opportunity to go on the basis of non-payment. However, if insufficient funds become available the visit may be cancelled.
- Before each proposed visit, where there is a contribution required, there must be a letter to parents explaining the nature of the proposed activity and it should indicate the contribution per pupil, which would be requested.
- As pupils and staff are not insured for their personal belongings – they must be made aware that this is necessary through their own personal home insurance. There will be a sentence of this nature in the school brochure for parents.
- All coaches hired by school must have seat belts.
- Visit leaders will use their professional judgement on pupil/staff ratios – dependent upon the needs of the pupils. They will also use their professional judgement about the need for taking a First Aider. If for instance, the visit is to a centre that has a First Aider, then they may decide this is not necessary.

- Students and volunteers who know the pupils and the staff may be used on educational visits and included in the ratio. However they, and students, must never be left unsupervised with pupils at any time. It is not our policy to take parents on trips, unless they are there to supervise their own child.
- Staffing of trips should be based upon professional experiences. It is not always necessary for a teacher to attend an educational visit if, for instance, a teaching assistant is more experienced at the activity – i.e. Aston Villa football.
- Where reasonably practical a member of staff will make a pre-visit.
- Access to educational visits will not be dependent upon physical ability. All children should have access to all educational visits arranged, regardless of disability.

Residentials:

All residentials must include a member of staff who is First Aid trained.

When self catering – some staff must have a food hygiene certificate.

If it is necessary to limit numbers on a residential visit, then parents can be asked for a deposit, which would secure a place for their child on the visit.

Extra insurance will be taken out to cover pupils and staff and their personal belongings on a residential trip.

There will be a contact person listed every evening, who is available in case of emergency. On a week residential, it is necessary to have more than one contact, and for them to be available on a rota basis, so that they are not on “duty” every evening. All lead staff will have a folder containing a complete list of all pupil and staff information and phone numbers, as well as location of the trip and surrounding areas. They will also have a copy of “critical incident management” plan.

The visit provider must complete a form pre-visit ensuring that they have the necessary qualifications and insurances.

Staff and Pupil Debriefing will take place after all Residential Visits.

Adventurous Activities

‘Adventurous activities’ include seaside visits, rambling, canal walks, camping, orienteering, cycling, hill walking, mountaineering, climbing, caving, water sports, pony trekking, skiing etc., field studies which take place in wild country areas; all Duke of Edinburgh Award expeditions.

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| | <p>There are various forms that need to be completed for adventurous activities. A copy of these must be sent to “Outdoor Education Service” for monitoring purposes. These must be sent one month in advance of the visit. Staff arranging any visit of this nature must liaise closely with the EVC. If attending one of Birmingham Outdoor Education centres, it is not necessary to complete the same level of paperwork.</p> |
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| Roles and Responsibilities | <p>The Educational Visits Co-ordinator/Admin Team/SLT will ensure that:</p> <ul style="list-style-type: none"> • Approval is given for all visits and signs all forms. • Gives final approval for staffing and pupil numbers and risk assessments for all visits. • See sight of driving licences and insurance documents for those staff taking pupils in their car. • Tracks pupil involvement for monitoring purposes. • EVC’s must retain and record all supporting documentation centrally. • Supports and advises colleagues in planning visits, where necessary. |
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All staff are expected to:

Ensure that no visit should take place without the appropriate school form and risk assessment being approved.

That risk assessments are done on each child before any visit out of school and all risk assessments are shared with all staff attending. The main considerations in undertaking risk assessments are:

- Type of Group
- Staffing (ratios and competency)
- Equipment
- Venue/Activities
- Travel
- Emergency Procedures
- Medication
- Individual pupil risk assessment factors

Ensure that a Visit Slip listing those going, the date and times and the destination is left in the School Office. Sign out all staff and children on the electronic signing in machine.

Ensure that the Transport Supervisor is informed, if the return is planned for after school hours.

Ensure all visits are written into the school diary and the cook is informed of any requests for sandwiches or if the pupils will not be in school for dinner at least 2 weeks prior to visit.

All staff need to be aware of any dietary requirements and/or allergies and follow the necessary school procedures in line with Natasha's law.

Use a booster seat for a child under minimum height, when taking pupils in their car.

Ensure that at least one adult on the trip carries a mobile phone.

Take pupil contact numbers and risk assessments on the trip with them.

Talk to pupils before a visit and agree the code of conduct for the visit. Where possible risk assessments will be done with the pupils.

Ensure they are au fait with all pupils medical needs and that any medication required is taken on the visit.

After the visit

A post visit evaluation report should be completed regarding any accident/incident/near miss details recorded and the risk assessment reviewed appropriately.

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| | <p>Where possible encourage children and adult helpers to contribute to this report. A copy of the report should be given to the EVC.</p> |
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The Head Teacher is expected to:

Ensure the (EVC) is competent, trained and is revalidated/accredited through Local Authority Top-Up courses every three years as a minimum.