

Woodseaves CE Academy

Educational Visits Policy

1. Introduction

Woodseaves CE Academy acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oeapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Education visits that are essential or enhance the curriculum
- Residential visits

Normally, these activities will be available to all children within the specified group for which the activity has been organised. Whilst there is no obligation for parents/carers to contribute, visits will only take place if sufficient funds are received. If the visit is within school hours, but extends beyond the normal school day, the school will charge for board and accommodation.

Aims

- To broaden the curriculum beyond the boundaries of the school
- To help pupils to see the relevance of their school studies to real life
- To give all pupils the opportunity to experience cultural, religious, environmental, historical and team events
- To help develop an awareness of the local and wider community
- To foster an enquiring mind
- To allow further opportunities for pupils and staff to develop good relationships

Objectives

- To detail the procedures required when organising a school trip
- To define the type of trips that should be encouraged to take place
- To identify the roles of trip organisers, accompanying staff and pupils
- To identify educational objectives of planned visits

Planning Procedures

The planning procedure is designed to ensure that the following standards are adhered to:

- Trips are of a suitable educational nature
- The safety and welfare of both staff and pupils is assured
- The trips are financially viable

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should initially discuss the proposal with the Headteacher, to verify the appropriate dates and discuss the costs involved. Once permission has been granted to proceed visit leaders should then add the visit details through the EVOLVE system using their own individual log on, which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action.

Visits requiring LA approval should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

Regularly repeated 'local' visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

The Headteacher/ EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity guidance document.

2. Roles and Responsibilities

The Headteacher/EVC is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit fits the criteria outlined above.

The Educational Visit Co-ordinator (EVC) must have received relevant training and induction and is delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The Headteacher/EVC will ensure that the Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and sufficiently competent to carry out the responsibilities allocated to them for all visits. All trips should have a member of staff with a first aid qualification attending For Early Years this should be a staff member with paediatric first aid training.

Visit Leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is

sought where necessary.

The visit leader is responsible for producing a full pupil and accompanying adult list, a minimum of 24 hours prior to the event, and to ensure that all care plans, medication and equipment are collected from the office before leaving.

The Visit Leader will take the school mobile phone for emergency use.

Individual consent will be requested for all trips except for 'local visits' on foot, such as the walking to the church, which parents sign a generic form when their child joins the school. Parents will be informed though of when a local visit will take place, so that they will know when their child will be out of school.

For all residential visits parents/carers will be invited to a meeting where they can ask for clarification of any aspect of the itinerary or organisation of the visit.

3. Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. Woodseaves CE Academy recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that Woodseaves CE Academy staff adopt and adapt the risk management materials available from Staffordshire Health & Safety Team as the academy buys into this service. Where an establishment has their own generic risk assessment the Visit Leader must complete a supplementary risk assessment that personalises the trip and looks at the specific group of children visiting to make sure any individual risk factors are met.

Risk Assessing Behaviour

Rarely, where a pupil has a persistent record of very poor behaviour, resulting from their inability to manage themselves appropriately, or negatively influence others, thereby placing themselves or others at risk; it may be necessary to withdraw the offer of a place. This decision would not be undertaken lightly, and would have the widest possible regard to the health and safety of all pupils and adults on the visit. Parents would be consulted prior to the decision to remove the offer of a place on an excursion.

4. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in

the event of an emergency. The Visit Leader will act as the designated person. In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, the Visit Leader must contact the school as soon as possible to inform the Headteacher or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
- B. If the incident is very serious contact Staffordshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her.

Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.

In the event of a party being overdue and without contact by more than 1 hour, the school must investigate the reason and may, where appropriate involve the police.

The Headteacher or Deputy Head will contact the Health and Safety Director of WSMAT to inform them of the incident.

Under no circumstances should these numbers be given to young people or to their parents or guardians.

5. Accident Reporting

All accidents and near misses will be handled in line with Staffordshire County Council's Accident Policy. Accident investigation and employee hazard report forms are available from the Health and Safety intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form .

6. Supervision Guidance

To ensure that pupils are supervised to the best of any adult's ability, the following recommendations should be considered:

- Headcounts — headcounts should take place at regular intervals, particularly before leaving any venue.
- Pupil/adult lists — the group leader should have a list of all pupils and adults on the visit. This should be checked on departure from the school and the visit.
- Uniform to identify Woodseaves CE Academy pupils — pupils should be easily identifiable. They should wear school uniform if appropriate to the visit.
- Badges — pupils should not wear name badges for safeguarding reasons. If needed, use the name of the leader to identify which group children are in.
- Meeting points — the group leader should establish a rendezvous point and tell pupils what to do if they become separated from the group.

6. The Governing Body

The following categories of visit require validation by the Governing Body and prior authorisation from Staffordshire County Council:-

- Visits Abroad
- Residential Visits/ Outdoor Adventurous or high risk activities other than those run by Staffordshire County Council Outdoor Education Service

Approved by full governing body: November 2018

Review date: November 2020