

Educational visits policy

GLEBE FARM SCHOOL



Policy name:	GFS Educational School Visits policy
Version:	V1
Date relevant from:	May 2022
Date to be reviewed:	September 2024 <i>This policy will be reviewed every year unless legislation dictates otherwise. Recent changes in Legislation will need to be read and used to review this Policy.</i>
Role of reviewer:	GFS Headteacher
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Policy level**:	3
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Bodies consulted:	School / department governance bodies
Approved by:	IFtL Board of Trustees
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Key:

*** Publication on website:**

IFtL website

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|---|-----------------------|
| 1 | Statutory publication |
| 2 | Good practice |
| 3 | Not required |

School website

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|---|-----------------------|
| A | Statutory publication |
| B | Good practice |
| C | Not required |

**** Policy level:**

1. Trust wide:
 - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
 - o *Approved by the IFtL Board of Trustees.*
2. Trust core values:
 - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore form the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
 - o *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
 - o *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*
3. School / department policies
 - These are defined independently by schools / departments as appropriate
 - o *Approved by school / department governance bodies.*



Educational Visits Policy

At Glebe Farm School, high expectations of learning, behaviour and respect for each other underpins everything we do. We drive our values through our core statement of 'Ambition, belonging and creativity'. Educational trips and visits are an integral part of ensuring ambition for all by bringing learning to life, establishing a sense of belonging through inclusivity for all through access to these trips and visits, and an opportunity for students to explore creativity.

This policy is written regarding the DCSF guidance document; 'Health and Safety of Pupils on Educational Visits' (HASPEV) and 'Health and Safety, Department for Education Advice on Legal Duties and Powers for Local Authorities, Head of Schools, Staff and Governing Bodies (2011)' and Outdoor Education Advisory Panel's guidelines or the Safe Practice of Offsite Visits/Educational Visits (OEAP)

Introduction

Glebe Farm School positively promotes the active involvement of all children and young people in educational visits and journeys or 'learning outside the classroom' activities. Off-site activities have a great potential for enhancing the educational, personal and social development of children and young people by enabling them to participate in experiences which are not available to them within the classroom or other education or childcare setting.

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.

These are often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They allow pupils to transfer learning experienced outside the classroom and vice-versa.

The benefits of educational visits and outdoor education includes the opportunity to:

- Enhance learning and raise achievement
- Develop independence
- Develop teamwork
- Extend, enrich and support the curriculum
- Develop resourcefulness
- Develop problem solving skills
- Face challenges
- Question values
- Raise confidence and self-esteem
- Develop social skills
- Appreciation of the world at large and environmental awareness
- Extend personal horizons



The management of visits and off-site activities places particular responsibilities of the health safety and welfare of all participants on the Governing Body Head of School, the party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

It is a priority of the school that all visits and off-site activities are safe, well-managed and educationally beneficial.

Glebe Farm School has adopted, MK Council Offsite Visits and Related Activities with National Guidance Revised Feb 2018, and the use of PlumSun Educational Visits Health, Safety and Risk management System.

Responsibilities

The Head will:

- Ensure all visits and off-site activities have specific and appropriate educational objectives.
- Ensure off-site programmes are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group;

The Educational Visits Co-ordinator has delegated responsibility from the Headteacher to ensure that all visits are prepared and conducted in accordance with the required standards. The Educational Visits Co-ordinator requires regular updated training and must stay abreast of updated guidance and best practise.

The Party leader will:

- take overall responsibility for the supervision and conduct of the visit and continues to monitor the arrangements to ensure the on-going health and safety of the group
- obtain the Headteacher's approval (or the EVC on his/her behalf) before any off-site visit or activity takes place.
- follow policy and procedures of the council and the school;
- assess the risks involved and amended as appropriate and previously recorded risk benefit assessment.
- use the school planning checklist to ensure all procedures have been followed; inform parents full about the visit and gain their consent, where appropriate; reassess risks while the visit or activity takes place ensure there is a contingency plan (Plan B) should a significant change to the programme be necessary due to weather etc.

Members of staff, volunteers and parent helpers should:

- o Assist the party leader to ensure the health, safety and welfare of young people on the visit;
- o Be clear about their roles and responsibilities whilst taking part in a visit or activity.

Responsibilities of parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Subject to their agreement to the activity parents should:

- o support the application of any agreed code of conduct;
- o inform the party leader about any medical, psychological or physical condition relevant to the visit;

- o provide an emergency contact number;
- o sign the consent form.

Responsibilities of pupils

Whilst taking part in off-site activities pupils also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- o Avoid unnecessary risks;
- o Follow instructions of the party leader and other members of staff;
- o Behave sensibly, keeping to any agreed code of conduct;
- o Inform a member of staff of significant hazards.

Approval Procedure and Consent

- Before a visit is advertised to parents the Headteacher must approve the initial plan.
- Risk benefit assessments and plans for the visit should be submitted for approval by the Headteacher.
- Once approved bookings can be confirmed and parents informed.
- Written parental consent must be sought confirming that they have understood the purpose, estimated cost and arrangements for the visit and give permission for their child to go on the visit.
- Parents of children with individual needs should be contacted prior to any written communication.
- Opting out: Parents are required to put in writing if they do not wish their child to attend the visit.

Types of Visit

Level 1: These are visits which last up to one day and:

- Do not involve an overnight stay
- Do not involve adventurous activities
- Are within the UK
- School sports fixtures /enrichment events
- Short visits in walking distance of the school
- Whole day visits needing transport

Effective supervision on visits

Staffing arrangements for off-site visits must be sufficient to facilitate safe and effective supervision of children and young people. Effective supervision should be determined by risk assessment which includes proper consideration of:

- Staff competence and experience

- The nature and location of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing environmental conditions)
- The ability, age and nature of the group and young people, including their behavioural, medical, emotional, and educational needs
- The location and environment of the visit (including all areas)
- The distance away from your local area and means of transport/travel

Staffing ratios for visits will vary according to these aspects. It must be stressed that staff numbers are decided based not merely the number of children on any given visit. In all cases, there must be a minimum of two accompanying adults, whatever the size of the group. The actual ratios required of adults to children and young people will be determined through the risk assessment process and may need to be in excess of the above levels. The use of suitable parents or other adult helpers may be appropriate provided any necessary checks e.g. (DBS) are in place.

When authorising visits, the establishment's Educational Visits Coordinator and Headteacher will ensure that ratios are sufficient to enable effective supervision in accordance with this guidance.

Pupils with Special Educational and Medical Needs

The Headteacher will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. If medication must be given, then staff will need to have received training in administering the medication. Extra training may need to be arranged. All medication that is given is recorded.

Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit.

All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

Any accidents and incidents that occur during off-site visits and activities will be reported and recorded in accordance with the school health and safety policy.

Risk Control

Effective risk management is a fundamental part of the planning and execution of all off-site visits and activities. Staff have a common law duty of care towards all children and young people in their charge, and the purpose of risk assessment and management is to help children to undertake activities safely, not to prevent activities taking place.

Managing Risk Benefits – an educative process

- Risk management is a fundamental life skill.
- As educators we have a statutory responsibility to teach young people how to manage risk.
- It is an essential ingredient of the teaching and learning process both indoors and outdoors.
- We strive to teach children how to deal with and manage the challenge and adventure that life can offer.
- If there is an unmanageable risk we should act to make it manageable – you cannot eliminate all risk however absolutely no unnecessary risks should be taken if there are any doubts about the nature of the cause and the possible outcomes.

Risk benefit assessments do not need to be complex but should address any significant risk and be an active document. However, the Headteacher or the EVC must ensure that the person assessing the risks is competent to do so.

Risk benefit assessments should be based on the following considerations:

- What are the hazards and what level of risk do they pose?
- What are the benefits and do they significantly outweigh the risks?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

The risk benefit assessment will take into account:

- The type of activity and the level at which it is undertaken
- The age, competence, fitness and temperament of the group members
- Any additional educational or medical needs of individuals within the group
- Supervision ratios
- The competence, experience and qualifications of the supervisory team
- The location, routes and modes of transport to it.

There are three levels of risk assessment that should be undertaken:

- generic activity risk assessments, which are likely to apply to the activity wherever and whenever it takes place. They are useful to cover activities which are likely to be repeated and that do not need doing again unless the activity, the environment and/or the nature of the learners change significantly.

- visit or site specific risk assessments are completed by the group leader and are unique to each occasion. They should take into account the site, learners' needs and activity specific needs (environment, group, accommodation, staff, transport, etc). Site specific risk assessments available from activity providers will support this aspect.
- ongoing risk assessments involve professional judgements during an activity in response to changing situations, e.g. weather conditions or ill health of participants. This applies to all categories and is critical to the success and safety of any activity.

All local (establishment level) processes will include checks to ensure that all applicable risk assessments have been appropriately completed before visits are approved. It is the responsibility of the Trip Organiser to ensure that all accompanying staff are familiarised with the risk assessment and to continue to brief staff throughout the trip.

A copy of the completed risk assessment will be given to the Headteacher and all adults supervising the trip.

Preliminary visits and provider assurances

All visits should be thoroughly researched to establish the suitability of the venue and to check that facilities and third party provision will meet group expectations. Such information gathering is essential in assessing the requirements for effective supervision of young people. It is a vital dimension of risk management.

Wherever reasonably practicable, it is good practice to carry out a preliminary visit. A 'virtual tour', where available, using the internet could support this.

It may also be useful to learn from other establishments' experience of using particular providers and gaining verbal or written references from fellow professionals

Where a provider holds accreditation through one of the national provider assurance schemes there should be no need to seek further safety assurances. Examples of such schemes include:

- The Learning Outside the Classroom (LOtC) Quality Badge
- AALS licensing
- Adventuremark
- NGB centre approval schemes (applicable where the provision is a single, specialist activity)

Insurance cover

The Business Manager is responsible for ensuring that adequate insurance cover is in place for any off-site visit, including for transport arrangements through arranging annual school insurance. Visit organisers should clarify through the school what insurance cover already exists, to identify whether additional cover needs to be obtained.

Staff Training

All trip leaders will be suitably trained in:

- risk assessments
- emergency procedures
- first aid

Charging for visits



In all cases group organisers must ensure that there is a clear financial audit trail for all income and expenditure in respect of off-site visits. As a school we may charge or request voluntary contributions for educational visits and journeys. Pupil premium students may receive funding for trips in certain circumstances.

Letters Home

Letters home must be approved by the Headteacher. They must follow the standard school format and be free of errors. Extra copies should be left with reception, extra letters sent as required and finance be fully involved with all monetary correspondences.

Visit Evaluation

- o All visits will be evaluated by the Group Leader with the EVC.
- o The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.