



RYECROFT C. E. MIDDLE SCHOOL

POLICY STATEMENT

EDUCATIONAL VISITS

Part of the Uttoxeter Learning Trust



Approved by Governors: Spring 2019
Review Date: Spring 2021

The Vision of the Staff, Pupils and Governors of Ryecroft C.E. Middle School

Embracing a culture where no child is left behind, we value and respect all the children that God has put in our care.

We enrich the lives of our children and ensure that Ryecroft is a safe, happy and inspiring place, embodying the Christian values of trust, humility and perseverance.

Introduction

Ryecroft C.E. Middle School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of all 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://oceapeg.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.

- School teams
- Educational visits including those 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 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 Educational Visit Co-ordinator, to verify the appropriate dates. The Senior Leadership Team will then determine if the visit can go ahead. Once permission has been granted, they should then add the visit details through the EVOLVE system which will then be automatically passed to the Educational Visit Co-ordinator 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 requiring LA approval should be submitted six 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. When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5m.

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

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 and Remission guidance document.

Roles and Responsibilities

The Headteacher 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 is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has 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 follow employer policy and guidance, and to liaise with the LA as required
- To ensure that there is a sample monitoring of visits in keeping with the recommendations of employer policy and guidance.

Prior to a visit, relevant documentation (risk assessment, pupil listing, medical information and itinerary) should be shared with all accompanying adults.

The Headteacher will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

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.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies. This will include copies of medical forms and phone numbers in the case of residential visits.

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.

Individual emergency consent will be requested for all trips excluding team events. Consent forms with contact details should be passed to group leaders during visit. 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 organization of the visit. A checklist for Visit Leaders is available to staff and should be consulted before the trip.

Risk Management

The risk management of an activity should be informed by the benefits to be gained from participating. Ryecroft C.E. Middle School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the target benefits and learning outcomes.

This appreciation of the benefits to be gained throughout 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'. Health and Safety Executive 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 Ryecroft C.E. Middle School staff adopt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

Very occasionally, 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 will not be undertaken lightly, and would have the widest possible regard to 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.

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 parent and the school 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 to an attending participant, staff member or volunteer, the Visit Leader must contact the school as soon as possible to inform the Headteacher or Senior Leadership Team so that they can decide: -

A) If the incident is of a less serious nature, then the next of kin or parent of those effected 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 to contact Emergencies and Staffordshire County Council, using the emergency contact information.

INFORMATION IN STAFFORDSHIRE COUNTY COUNCIL EDUCATIONAL VISITS POLICY

C) If First Aid is administered on a trip, the school should be contacted so parent can be informed. A copy of any accident form should be requested and returned to the School.

Accident Reporting

All accidents and near misses will be handled in line with the School's Health and Safety Policy. Accident investigation and employee hazard report forms are available from the **Health and Safety** intranet site.

The Governing Body

The following categories of visit require validation of 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 on Behalf of the Governing Body

Chair Date