

Educational Visits Policy – October 2016
Alverthorpe St Paul’s CE (VA) School 3-11yrs
(including St Paul’s United)

1. Mission Statement

Alverthorpe St Paul’s Church of England School is built upon Christian values. We will provide the highest quality of education through an innovative and exciting curriculum. We believe that everyone should feel safe, secure, valued and respected. We aim for everyone to be the best they can be in everything they do.

Christian Values

Our Christian values underpin our school ethos. We have six values that are explored in detail as part of our collective worship. They are also addressed through the curriculum and are an integral part of our behaviour policy. These values are:

**KOINONIA THANKFULNESS FRIENDSHIP FORGIVENESS TRUST
COMPASSION**

2. Context

We believe that educational visits are an integral part of the curriculum and learning experience for every child. Appropriately planned visits enhance and improve attainment, and so form a key part of what makes Alverthorpe St Paul’s School a supportive and effective learning environment. The benefit to children taking part in visits and learning outside the classroom include but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities and to examine one of our Christian values Trust (us in them, them in us, them in themselves, them in each other).
- Enhanced opportunities for the ‘real world’ ‘learning in context’ and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts, i.e. encouraging children to become more risk aware as opposed to risk averse.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Our priority at Alverthorpe St Paul's CE (VA) School is to ensure that **all visits are Safe, Educational and Enjoyable!**

3. This Policy applies to:

Any visit that leaves the school grounds, whether it is part of the curriculum, during school time, during St Paul's United time or outside the normal school day (including residential visits).

4. **Additional to this policy** the school has adopted Wakefield Local Authority's Policy for 'The Management of Educational Visits and Learning Outside The Classroom'. (Currently in draft form (April 2016) superseding The Outdoor Policy of Wakefield LEA 2003), Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE (All teachers have access to this via EVOLVE). The School also uses guidance from www.oeapng.info

5. Types of Visits and Approval

There are four types of visits:

1. Visits/activities within the School Learning Area that are part of the normal curriculum and take place during the normal school day. These are managed by Senior Leaders and the Outdoor Learning Co-ordinator. Risk Assessments are written and updated (see Appendix 1). This includes the visits to St Paul's Church. These are handed to the EVC/Headteacher for their files.
2. Local Visits outside the school grounds that are walking distance- teachers will use Evolve to plan and upload Risk Assessments as appropriate. (e.g. walks to the meadows, local shops etc.)
3. Other non-residential visits within the UK that do not involve adventurous activity, e.g visits to museums, farms, theatres etc. These are all entered on EVOLVE by the Group Visit Leader and submitted to the EVC/Headteacher for checking.
4. Visits that are residential or involve an adventurous activity must follow the EVOLVE procedures and submit firstly to EVC/Headteacher for approval who will then forward this onto the Local Authority for approval.

School Sleepovers:

Any part of the school used for sleeping must be equipped with an automatic fire alarm system with smoke detectors and manual call points. This includes school halls and classrooms that will only occasionally be used for sleeping.

Parents must be aware of the sleeping arrangements and have given written permission for their child to take part.

During the sleepover the EVC/Headteacher must accompany the staff leading the sleepover. There must be a first aider on site at all times.

5. Roles and Responsibilities

The Local Authority:

- Alverthorpe St Paul's School will adhere to the guidance issued by the Local Authority.
- And via EVOLVE the Local Authority will give approval for all residential visits or any visits that involve an adventurous activity.

Governors will:

- Approve the Educational Visits Policy and will review it every two years.
- Approve visits that are not walking distance from school.

In the absence of being able to wait until the next Full Governing Body meeting the Headteacher will give approval but will endeavour to contact the Chair of Governors.

Headteacher is to ensure:

- That the school has a policy that adopts the Local Authority Guidance.
- All educational visits comply with the policy and the guidance from Wakefield Council.
- Suitable and sufficient risk assessments are carried out.
- Monitoring of visits to ensure there is compliance with the policy and the delivery of high quality educational opportunities.
- Formal authorization of all educational visits including formal approval from the Chair of Governors for all visits that are not in walking distance.
- All residential visits are submitted to the Local Authority (via EVOLVE).
- Ensure staff (including the Educational Visits Coordinator) are competent to carry out their responsibilities they are allocated and that they are provided with appropriate training as required.
- Suitable child protection procedures are in place, including vetting at an appropriate level for all staff and voluntary helpers as required by current legislation and best practice.

- Consideration is given to staff for the planning and undertaking of educational visits and the additional workload involved.
- The school establishment has appropriate emergency and business continuity response arrangements in place that takes account of educational visits and any Learning Outside of the Classroom.

Educational Visits Coordinator (EVC) is to ensure:

- That he/she writes, reviews and updates the school Educational Visits Policy and shares with Governors every two years.
- The policy is shared with all stakeholders and a copy is on the website for parents.
- They have an overview of what experiences the children have for all visits particularly for those that are not walking distance from school.
- Supports and challenges colleagues over visits and learning outside of the classroom.
- Is available for the first point of advice on visit related matters.
- Will check all plans on EVOLVE before submitting them on to the Headteacher.
- Set up and manage the staff accounts on EVOLVE and upload any generic school documents.

Group Leader will:

- Seek initial approval from the Headteacher and where relevant from the Governors using the Request for Approval form – see Appendix 2.
- Complete planning on EVOLVE for visits at least **4 weeks (8 weeks** for residential visits) before the visit.
- Take a strong leadership role from the start through to completing the evaluation after the visit on EVOLVE. The Group Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- Share information with all staff involved.
- Use the check list on EVOLVE (EV-CL1) to ensure all aspects of preparation are planned for to ensure they keep all children and staff safe.
- Notifies the office and enlists the support from an Admin Officer with bookings, transport, emergency contact details and permission slips from parents etc
- Where pertinent make a pre-visit prior to completing all Risk Assessments.
- Involve all staff supporting with the visit on all Risk Assessments.
- Ensure Groups are made as small as is reasonably practical (adhering to the minimum adult v children ratio's) – creating 'Quick Count Groups' – with a nominated adult responsible for a small number of children.
- Be responsible for ensuring medical, disability needs are all catered for prior to the visit and if pertinent create an individual Risk Assessment for individuals.
- Leave a copy of the visit destination, timings and coach company in the school office, with any relevant phone numbers prior to the visit taking place.

- Must ensure their mobile phone is on at all times in case the school has to contact them in an emergency.

Supervisory Staff/ Volunteers will:

- Ensure they have read and understood the risk assessments and are fully aware of the itinerary.
- Make themselves aware of any duties they have been delegated to support the Group Leader.
- Be aware of the children, if they have been named to assist with the Quick Count of Groups of children.
- If there are any unforeseen hazards or risks identified once the visit has commenced they must ensure these are quickly brought to the attention of the Group Leader.
- Give feedback to the Group Leader to enable a full review of the visit.

School Business Manager will:

- Ensure the school has got appropriate insurance cover for all Educational Visits.
- The Educational Visit adheres to the charging policy as agreed by the Governors.
- Allocate office support to help the Group Leader gather all the relevant contact details, consent forms etc.
- Liaise with the Educational Visits Coordinator and share any concerns they may be aware of during the planning stage of the Visit. Assist with evaluations for costs and the impact on the School Budget.

6. Arrangements

Proposals

The Group Leader will submit a proposal to the Headteacher within the following timescale for each visit.

Category	Deadline Date for Submission to Headteacher
Local area	No transport and covered by 'parental consent' given when the child joins the school 2 weeks
General non-hazardous visits	4 weeks
Residential visits and any visits that will involve an adventurous activity	8 weeks

- The means of complying with the requirements outlined in the Local Authority planning checklist must be outlined.
- Proposed visits should be clear as to the financial procedures that will be used including charging and remissions.
- Parents/Carers should be given sufficient information to enable them to make an informed decision as to whether the child should participate in the visit. They must sign the relevant consent form(s) and provide emergency contact number(s) and all relevant medical details.

- Where coach, minibus or private car hire travel is to be used it must be in accordance with LA regulations.

7. Undertaking the visit

- Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a Risk Assessment made prior to the alteration taking place.
- A record must be kept of all instances for evaluation and review purposes.
- Any accidents or near misses that occur during a visit will be reported to Wakefield LA using the accident return forms upon return of the group to school. In these circumstances, all paperwork must be kept until the child is 21 years old. However if no accidents have occurred all documentation can be shredded after 6 months.
- Any accidents that result in a child or a member of staff having to go to hospital must be telephoned to the school contact immediately (Headteacher). Upon receipt of any calls the school will inform the Health & Safety Team in Wakefield LA.
- Staff will take emergency contact sheets (Integris reports will provide medical and contact details) and medical information on the visit and leave a copy of the children and staff attending the visit in the school office.

8. Monitoring

- All Group Leaders will write up an evaluation of visits on EVOLVE.
- The EVC will monitor the implementation of this policy and provide an evaluation report for the Governors' once a year.
- On occasions a member of the Senior Management Team will accompany a group.
- The school may also request Wakefield Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

9. Mobile phones and social network

- Under no circumstances should an adult use their mobile phone to take photographs to upload on social media such as 'Facebook' or 'Twitter' and instant messaging.

- Arrangements will be planned beforehand as to who is taking photographs and who is uploading on to Twitter to inform parents. The Group Leader will follow the e-safety protocols (see E-Safety policy). They will ensure all permission has been obtained from parents via the E-Safety policy.
- Only the Lead teacher will communicate with school or parents. The Group Leader may delegate this to another member of staff when the need arises. No other member of staff should make contact with a parent without going through the Group Leader or Headteacher.
- Any information about a child should only be passed onto the child's parent or guardian through the Group Leader or Headteacher.

10. Supervision

As a minimum the **LA guidelines** for supervision will be followed:

Day Visits

Year groups 1-3 1:6 (with higher ratios needed for younger year groups)

Year groups 4-6 1:10-15

Residential Visits:

A minimum of 2 teachers or adults

1 teacher or adult for every 10 children.

Mixed gender groups should have at least 1 male and 1 female.

Alverthorpe St Paul's CE (VA) School Child/Staff Ratio:

	Walks with Road Hazards	Other Visits including those involving members of the public	Classes
Foundation Stage	1:2 (nursery) 1:3 (Reception)	1:4	Nursery – 26 children (12 adults for and visits involving roads and 7 adults no roads involved) Reception (6/7) adults for a class of 30 children
KS1	1: 6	1:6	Rec/Yr 1 class – 6/7 adults for a class of 30

			Yr1/2 class - 5/6 adults for a class of 30
KS2	1: 10	1:10	Classes of 36 -38 4 adults

All visits must have a minimum of two adults. We would endeavour to lower the number of children to staff/adults. The above is the absolute minimum for the visit to proceed.

If required for health and safety or medical reasons, a child may have 1:1 or 1:2 support.

Parents are welcome to assist school for local visits in and around the school area. But for other visits we ask parent helpers to have a DBS check completed prior to attending the visits. DBS forms* can be collected from the school office.

*It takes a few weeks for clearance for the DBS checks.

Factors influencing the nature of supervision

The nature of supervision, the size of party and the teacher and adult/pupil ratios will be dictated by the age and experience of the children, the competence of staff, the nature of the activities, and the venue. It is important to ensure that there are sufficient competent staff to deal with an incident. In an emergency, safe and efficient action may be necessary with one or more children whilst adequate supervision is maintained for the rest of the group.

Active Supervision

Effective supervision means active supervision. Exercising active supervision means being able in a position of awareness of what is taking place in a given situation and being able to act effectively should the need arise. It does not always mean direct visual contact but it does mean the ability to anticipate potential problems and to take appropriate preventative action. Effective supervision depends on the application of sound judgement made by competent leaders.

Supervision can be close or remote but must always be in place and active:

- **Close supervision** is when pupils are within sight and/or contact of the supervisor
- **Remote supervision** occurs when as part of planned activities a group works away from the supervisors but is subject to stated controls (e.g. on a Duke of Edinburgh's Award, or souvenir shopping in a town centre). The supervisor is present though not necessarily near or in sight, but his or her whereabouts are known and there is a planned means of contacting them.

(Alverthorpe St Paul's does not plan activities involving remote supervision outdoors. However, indoors we do expect children to be able to return to their dormitory to collect something they have forgotten without being closely supervised!)

- **Down-time or recreational time**, for example during the evenings, may involve close or remote supervision, but should not be unsupervised – the supervisors continue to be in charge and owe a duty of care to the children.

10. First Aid

First Aid provision should be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of First Aid (Basic First Aid Training) will be adequate.

Visits for Early Years there must be at least one qualified Paediatric First Aider.

For adventurous activities, there should be at least one trained first-aider in the group.

11. Parental Consent

Parents should be given the purpose and details of the visit at **least two weeks** in advance.

Consent is NOT required for activities within the School Learning Area and for visits to St Paul's Church that are part of the normal curriculum during school time.

The school asks parents for permission to go out and about in the community that is within walking distance. Permission slips are kept in the filing cabinet in the Management Room and the Group Leader can seek the information of who has not given consent from the school office.

Parents must be informed by Group Leaders if they intend to take children out and about in the coming weeks.

Specific Visits require parental consent for all visits. The visits must include sufficient information so that parents are fully informed of the remit of the visit.

12. Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. The Group Leader is required to make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Equality Act does not require responsible bodies to place employees or participants at

inappropriate risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled child should not impinge unduly on the planned purpose of the activity.

At Alverthorpe St Paul's CE (VA) School we will not exclude children with special educational or medical needs from visits. Every effort will be made to formulate an individual Risk Assessment to support the child 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. The school will work with the families to find ways so that all children can attend educational visits.

13. Charging/funding for visits

Day Visits

Parents will be asked for a voluntary contribution. Group Leaders need to plan to ensure they can find the funds for the trip.

Residential visits

The visits are subsidised by the School Budget. Transport and any additional teaching activities are funded by the school. We ask the parents to pay for the board and lodgings.*

*Parents on Free school meals struggling with financing the visits can get support if they meet with the Learning Mentor. We endeavour for all children to participate.

14. Transport

Coaches/mini- buses/Private Hire cars (Taxis)

- will be booked by a member of the office staff
- Office staff will ensure the Group Leader is given the booking times, the coach company telephone details
- The Group Leader will receive (via email) a completed EN-VN2 to upload on to EVOLVE.
- The Group Leader will make a visual observation as to the state of the coach and will ensure all children are fastened in using seat belts.
- If more than one bus is in use a nominated Group Leader will be named for each bus. All leaders will know who is on which bus travelling to and from the destination.
- A copy of who is on which bus will be given to the office staff.

Use of Staff cars to transport pupils

- Staff at Alverthorpe St Paul's CE (VA) School do not use private cars to transport children.

- The Headteacher has got business insurance cover and may from time to time transport children in an emergency.
- Children with Special Educational Needs may in exceptional circumstances as part of their risk assessment have provision made using a member of staff's car. The school will request a copy of the staff's car insurance and keep a copy on file.

Written by Christine Chell – October 2016
Headteacher and Educational Visits Coordinator

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