

St Anne's RC Primary and Nursery School

Educational Visits Policy

MISSION STATEMENT

*"To help every person here to achieve his or her best in work and play.
To celebrate whatever is good and to follow in the footsteps of Jesus
by supporting and forgiving each other, for the honour and glory of God."*

RATIONALE

"It has long been acknowledged that pupils can derive a good deal of educational benefit from taking part in visits with their schools. In particular they have the opportunity to undergo experiences not available in the classroom.

Health and Safety of Pupils on Educational Visits – DfES 1998

"Outdoor learning supports academic achievement, for example through fieldwork projects, as well as the development of 'soft' skills and social skills, particularly in hard to reach children. It can take place on school trips, on visits in the local community or in the school grounds.

House of Commons Education and Skills Select Committee – February 2005

Outdoor Education gives depth to the curriculum and makes an important contribution to students physical, personal and social education

Outdoor Education- Aspects of good practice – OfSTED – Sept 2004

An educational visit can therefore be seen as any aspect of a pupil's education that takes place off the main school site and should include visits to such places as parks, museums, swimming pools etc. as well as residential trips and visits abroad.

The school has adopted the guidance in 3 key documents and all guidance within this policy MUST be read in conjunction with the detailed advice contained within them. These are:

- **KCC Regulations and Guidance for Safe Practice of Offsite Activities**
- **Health and Safety of Pupils on Educational Visits (HASPEV) – DfES 1998**
- **The 3 part supplement to the above issued in 2002**

These can all be found as appendices to this policy and as such form part of the policy itself.

The Key Document is Safe Practice of Offsite Activities. The other documents supplement our own regulations and guidance

GUIDANCE

RISK ASSESSMENTS

Risk assessment and risk management are legal requirements. For educational visits they involve the careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The programme of a visit, as set out in the risk assessment and the consent form, should not be deviated from.

INSURANCE

When a trip is undertaken as part of the normal school curriculum, even though it is conducted off school premises, the insurance arrangements for the school will prevail.

VOLUNTARY CONTRIBUTIONS

The basic principle underlying the charging provisions of the 1988 Act (ERA 1988) is that education provided by any maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours. Please refer to the school's Charging Policy.

PRIOR TO THE VISIT

All teachers will ensure that:

- ✓ all educational visits are planned for well in advance
- ✓ all visits form part of the theme the class is studying to support the teaching and learning opportunities.
- ✓ all visits are approved as necessary by the head teacher and LEA prior to the confirmation of bookings.
- ✓ all aspects of risk management have been considered and that risk assessments for travel and activities have been carried out prior to departure.
- ✓ they have prior knowledge of the venue including an exploratory pre visit.
- ✓ all questions about a visit's educational objectives are considered.
- ✓ the objectives are appropriate to the age and abilities of the pupil group.
- ✓ the visit inclusive for all students
- ✓ the visit is best value for money
- ✓ parental consent is obtained on a basis of full information so that parents can consent or refuse consent on a fully informed basis.
- ✓ the head teacher is consulted and informed of the progress of the visit
- ✓ all visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.
- ✓ emergency arrangements are in place including an emergency contact .
- ✓ records of individual visits including reports of accidents and 'near-accidents'
- ✓ all assistants are selected for their ability to support the children

- ✓ planning and guidance is relayed to all participants so they are aware of their roles, including the supervisory responsibility to each adult for named pupils, that each adult knows which pupils they are responsible for.
- ✓
- ✓ all adults involved in supervising the visit are aware of the risk assessments including 'Plan

B' and the expected standards of behaviour.

- ✓ the itinerary is planned for in such a way as to account for all times on the visit including meal and 'down' times.

Children will:

- ✓
- ✓ be aware of the risk assessments including 'Plan B'.
- ✓ know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- ✓ understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- ✓ understand and accept the expected standards of behaviour.

On the day of the visit

The lead member of staff will ensure that the head teacher and office staff are provided with

- ✓ an exact register of the children present and absent.
- ✓
- ✓ All risk assessments and plans for emergency medication should the need arise and details of specific medical plans for individual children.
- ✓
- ✓ Mobile telephone numbers for at least two members of staff.
- ✓
- ✓ A list of all assistants and the children they are responsible for.
- ✓
- ✓ The leader must remain in contact with the school (and visa versa) during the time off-site.
- ✓
- ✓ In the event of an emergency the school must be contacted immediately (or as soon as is practical) in order that the Head Teacher can take charge of the management of the incident. This procedure will follow the schools Emergency/Crisis Plan.

This policy will be reviewed annually by the Curriculum Committee of the Governing Body in conjunction with the EVC.

Review Date: 13th September 2016