

St Nicholas C of E Middle School, Pinvin
Offsite Educational Visits Policy



Date Reviewed: Summer Term 2013

Review Date: Summer Term 2015

EDUCATIONAL VISITS POLICY

Educational Off-Site Visits and outdoor experiences complement the range of learning opportunities that can be provided in the classroom. All off site visits must be carried out in accordance with DfE and LA guidance. The Worcestershire County Council (WCC) 'Guidance on Off-site Visits, Field Studies and Outdoor Education' is available in the School Office.

"The benefits of outdoor education are far too important to forfeit and by far outweigh the risks of an accident occurring. If teachers follow recognised safety procedures and guidance they have nothing to fear from the law." David Bell, OFSTED Chief Inspector, September 2004

Aims

In accordance with the whole school aims of St Nicholas C of E School, all children, irrespective of their gender, ethnic origin or special needs will be given equal opportunities for off-site visits and outdoor experiences to enable them to:-

- develop and broaden the children's experience of a range of activities and environments
- boost self-confidence and motivation
- develop social skills in different contexts
- promote health and fitness

- promote a sense of community and the ability to cooperate with others in a team context
- promote an understanding and respect for the environment

Roles and responsibilities

The Headteacher (or Deputy) has overall responsibility for ensuring that off-site visits are approved and carried out in accordance with Health and Safety policy and procedures, and informed by risk assessments. The Headteacher will be responsible for: -

- approving proposed visits and risk assessments
- making Governors aware of planned visits
- providing a 'Base/Home' contact number and will be responsible for contacting the County Council's Emergency Planning Service when necessary
- delegating tasks to the EVC, giving due regard to WCC guidance

The school appoints an Educational Visits Coordinator (EVC) and arranges for attendance at the appropriate LA training.

The **EVC** is responsible for : -

- ensuring risk assessment arrangements are in place and meet employer and establishment requirements,
- leading on assessing competence of prospective leaders.
- supporting the Head with approval and other decisions
- organising induction and training,
- ensuring parents/careers are properly informed and give consent
- ensuring appropriate emergency arrangements
- keeping records of visits, accidents and incidents
- monitoring and reviewing systems and practice eg post-visit feedback sampling

The **Visit Leader** has overall responsibility for the supervision and conduct of the visit, including the health, safety and welfare of pupils. From September 2011, all those staff that lead, facilitate or take responsibility for sub-groups within a visit, will be required to have undertaken WCC Visit Leader training. i.e. WCC Visit Leader training will become a Worcestershire "must" after September 2011. School will implement such training during 2010-11.

The Visit Leader; -

- **MUST** plan and prepare for the visit and carry out a risk assessment. For any venue not previously visited the visit leader must have visited the venue prior to the date of visit. Any variation to this must be discussed with the Headteacher or EVC.

- is responsible for recording and documenting risk assessments at the planning stage,
- must be approved to carry out the visit, and be suitably competent and knowledgeable about the LA and school's policies and procedures
- define the roles and responsibilities of other staff and pupils to ensure effective supervision

Other adults accompanying a visit have a responsibility to take reasonable care of their own and others' health and safety.

Governors have a responsibility for ensuring that off-site visits comply with school and WCC requirements and policies. They will approve and monitor off-site visits including accompanying some visits. Planned visits are notified to Governor's meetings.

Procedure for Off Site Visits

In all cases, when staff wish to take pupils on an off site visit, [educational visit, sport and dance fixtures or residential visit]; the following procedures must be carried out.

1. Permission must be obtained from the Headteacher & then discussed with the EVC.	<input type="checkbox"/>
2. The organiser should check that the date is convenient and does not clash with any previously arranged visit. Educational visits should be planned at the start of the term/year so that they can be discussed at the next Governors Meeting.	<input type="checkbox"/>
3. Educational Visits should have clear aims and objectives that are achievable.	<input type="checkbox"/>
4. The details of the visit must be planned and prepared in line with the WCC Guidance Document and Government Publications.	<input type="checkbox"/>
5. Full details of the visit must be given to the school secretary, who will make the necessary arrangements and cost the visit, including Insurance arrangements.	<input type="checkbox"/>
6. Where a visit is off site an individual parent Consent Form is needed. For Residential Visits forms OS3, OS4 must be completed. OS5 must be sent to the Authority at least 4 working weeks before the visit.	<input type="checkbox"/>
7. Parents/carers should always receive a letter outlining all the essential details to cost- meals, pocket money, times of departure and return etc. There should be a Parent's/Carer's meeting for Residential Visits. It must be stressed that the school cannot be held liable for loss or damage to cameras etc.	<input type="checkbox"/>
8. The ratio of pupils to adults should not be more than 15:1; with additional parental provision the ratio will normally be much lower and this is to be	<input type="checkbox"/>

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encouraged. For Residential Trips the ratio should be no more than 10:1.	
9. A Risk Assessment form must be completed, all adults participating in the trip must read it and sign to say that they have done so, and all teachers on the trip should carry a copy. All adults should have CRB clearance.	<input type="checkbox"/>
10. The organiser must complete the 'Emergency Contact Information' form & carry it with them on the visit. They must be aware of medical, SEN and Child Protection issues.	<input type="checkbox"/>
11. The Deputy Headteacher must be given a list of all children and adults who will be out of school in time for appropriate curriculum cover arrangements and lunchtime cover to be organised.	<input type="checkbox"/>
12. There should be a firm expectation that children will obey specific and clear instructions on behaviour. Discipline and control requirements must be clear and any known disruptive pupils should not be included if enforced by the Head teacher.	<input type="checkbox"/>
13. Before the visit, children must be warned of potential hazards. For Residential Trips children will also be expected to consider their own responsibility for keeping themselves safe and to know what to do in the event of accident/emergency/being lost etc.	<input type="checkbox"/>
14. Before the visit the organiser should arrange with the named First Aider to have the Backpack First Aid Kits and buckets available.	<input type="checkbox"/>
15. On the day of the visit a list of all children and adults out of school must be pinned on the board in the office, together with a copy of the Risk Assessment.	<input type="checkbox"/>
16. All teachers must carry checklists of names and contact details, other adults should have lists of the children they are responsible for and this should be reinforced by regular 'headcounts'.	<input type="checkbox"/>
17. After the Trip the appropriate Offsite Review Sheet must be completed and filed along with the Risk Assessment in the folder. Any problems must be discussed with the EVC and any accidents reported in the Accident Book.	<input type="checkbox"/>

DfE and Authority Publications

Off-site Visits, Field Studies and Outdoor Education Guidelines

Worcs County Council

Health and Safety of Pupils on Educational Visits [HASPEV]

DfES HSPV2

Health and Safety: Responsibilities and Powers

DfES/0803/2001

Standards for LEAs in Overseeing Educational Visits

DfES/0564/2002

<http://www.teachernet.gov.uk/visits/>

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