



HILL WEST
Primary

FOUR OAKS

EDUCATIONAL VISITS POLICY

Hill West Primary School is a member of the Arthur Terry Learning Partnership

HILL WEST PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

The school follows guidance and procedures by the DfE and HSE (Health and Safety Executive) for *Educational Visits* and, where relevant the DfES document *Health and Safety of pupils on Educational Visits (HASPEV)* and *Outdoor Education Advisers Panel National Guidance (OEAPNG)*. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

1. Planning an Educational Visit

- 1.1 Staff wishing to plan and undertake a visit follow the school's procedure on educational visits, the OEAP National Guidance document 5.2b *Planning Basics for Outdoor Learning, Offsite Visits and Learning Outside the Classroom*, DfE guidance *Health and safety on educational visits* and HSE guidance *School trips and outdoor learning activities*.
- 1.2 Outline permission will be granted when all the requirements have been considered, the visit can be accommodated within the school timetable and is relevant and curriculum based on learning enrichment.
- 1.3 A risk assessment must be completed for each separate trip in the case of educational visits. Visits that will be undertaken on a regular basis, such as playing fields and swimming must have an initial risk assessment completed and then reviewed regularly – i.e. once per term, or sooner if there are any changes to the arrangements for such visits or to the venue itself.
- 1.4 The risk assessment is the responsibility of the activity teacher or organising teacher– and in the first instance a Senior Manager (to be reviewed annually) – who must consult with the person in charge of the venue and other staff as necessary in order to ensure that the assessment is accurate.
- 1.5 When the visit involves foreign travel or is a residential visit then financial detail of the visit must be approved by the EVC, Head Teacher and Governors to ensure that all the procedures will be satisfactorily completed.
- 1.6 Once outline permission has been received the visit teacher can complete the planning organisation and bookings for the visit in line with safeguarding requirements, including risk assessment.
- 1.7 Following each visit, the teacher will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements.

- 1.8 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Roles and Responsibilities

2.1 The Head Teacher or designated EVC is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the whole school timetable and that the ethos of each visit is one with which the school wishes to be associated. The Head Teacher is also responsible for:

- The day-to-day implementation and management of this policy.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips to parents.
- Liaising with the governing body regarding the organisation of extra-curricular trips and activities, including settling any disputes.
- Being part of the approval process for extra-curricular trips and activities.
- Ensuring suitable safety measures are in place prior to each trip or activity.
- Overseeing the work of the educational visits coordinator, ensuring a whole-school approach is adopted when planning and coordinating extra-curricular trips and activities.

2.2 The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

- To grant verbal permission that a teacher may plan a visit after deciding that the visit is suitable.
- To liaise between all appropriate parties, including the local outdoor education advisor, during the planning and organising of extra-curricular activities and trips.
- To receive forms and check all visit details are completed and records kept centrally for 3 Years
- To check that all systems and procedures for dealing with educational visits adhere to the requirements of this policy and the guidance from BCC ***Policy and Guidance for Educational Visits and Learning Outside the Classroom.***
- To conduct risk assessments prior to school trips and educational visits to ensure pupil and staff safety.
- Appointing an appropriate member of staff to be the designated leader of the trip.
- To liaise with Head Teacher and grant outline permission for a visit to go ahead and signify this by signing form

- To check that the further requirements for residential or foreign travel and additional of high risk activities have been undertaken.
- To grant final permission for a visit when all organisation and planning are complete and to signify this by signing form

The School currently have two EVCs: Hannah Cook – Deputy Head Teacher, and Myra Clinton –Office Manager. Although any tasks not indicated in the above list, remain that of the Head Teacher.

2.3 The designated visit teacher in overall charge of the group is ‘in loco parentis’ and remains responsible throughout the visit. They are responsible for:

- Understanding and operating safeguarding measures throughout the planning, organisation and delivery of the extra-curricular trip or activity.
- Delegating responsibilities to other staff members on the school trip.
- Ensuring all adults on the trip are aware of their responsibilities and that the necessary checks have been carried out on volunteers in line with the DBS Policy.

2.4 The governing body is responsible for:

- The overall implementation of this policy.
- For insurance cover.
- They are informed about educational trips which include overnight visits including outward bound and overseas and give financial approval.
- They will receive reports from the Head Teacher detailing the school visits that have taken place.

3. Vetting Providers

3.1 When considering external providers for activities, the EVC will check whether they hold the ‘Learning Outside the Classroom Quality Badge’ to indicate they meet the nationally recognised standards.

3.2 If a provider does not hold the badge. The EVC will check their insurance arrangements, legal requirements, staff competency levels, safeguarding policies and any other factors as stated in the BCC guidance.

4. Equal Opportunities

4.1 Hill West Primary School promotes values of equality and does not discriminate against any individual or group of pupils when organising a trip.

- 4.2 Due to the popularity of some extra-curricular trips and activities, the school offers places on a first come, first served basis.

5. Parental Consent

- 5.1 Parental consent is not generally required for off-site activities that take place during school hours.
- 5.2 Written consent is required for residential trips, foreign trips and trips outside of school hours.

6. Emergency Procedures

- 6.1 The risk assessment 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 school that may be needed as a link between the party, the parents, and the school in the event of an emergency through Teachers2Parents, School Pod and Mobile text numbers.
- 6.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school or EVC will be contacted as soon as possible to inform the Head Teacher so that they can decide: -
- A. If the incident is of a less serious nature then the next of kin or parents of those affected 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 teacher will be designated to undertake this task, using the schools messaging system, Teachers2Parents.
 - B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Head Teacher, Deputy Head Teacher, Assistant Head Teacher or the school will instigate its critical incident plan.