

TERRINGTON ST CLEMENT COMMUNITY SCHOOL

EDUCATIONAL VISITS POLICY

Any visit leaving the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this policy Terrington St Clement Community School also:

1. Follows guidance for Educational Visits and Related Activities with National Guidance and EVOLVE' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oeapng.info
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

This policy is reviewed every two years unless other guidance is released from any of the above organisations.

All staff plan and execute visits in line with this policy and National Guidelines. Staff must be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

Types of Visit & Approval

There are three 'types' of visit:

- Visits/activities within the school environment which are part of the normal curriculum and take place during the normal school day.
- Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, farms, theme parks, theatres, etc. These are entered on EVOLVE by the visit leader and headteacher who risk assess each activity/visit together.
- Visits which are overseas, residential, or involve an adventurous activity. These follow point 2 above, but the Head then submits the visit to the LA for approval. Additional paperwork is required for adventurous activities and organisers of visits must allow time for this.

Timescale for Evolve submissions

All staff undertaking educational visits must follow the guidelines and timescales outlined in the Educational Visits flowchart. This is to make sure the headteacher can confidently approve the activity.

Food

The school provides a packed lunch for children in Reception and KS1 and all pupils in KS2 eligible for free school meals. Children in KS2 not eligible should either order a packed lunch or bring their own. No nuts should be included in packed lunches. No fizzy drinks should be included or glass bottles.

Food must not be shared with other children due to health and safety and allergies.

Supervision

The teacher leading the trip **must not** have his or her own group of children. It is important to have a sufficient ratio of adult supervisors to pupils. The ratio will be decided upon discussion with the headteacher and will depend on the nature of the year group and the activity. Pupils who normally need support 1:1 must be given the same support on educational visits. Pupils with SEN will not be excluded from any visits.

Whatever the length and nature of the visit, regular head counting of pupils must take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

Additional support:

Parent helpers are welcome on educational visits and will attend a briefing with the lead teacher before the visit. Helpers who are not DBS checked will not be alone with children and must be guided by school staff at all times.

Mobile phones and social network

- Under no circumstances must any adult use their mobile phone to take photographs or make phone calls.(unless in an emergency and only to report back to the named person at school or to call the emergency services. Only the Lead teacher and class teachers will have the phones switched on to communicate with the school or in case of any emergency).
- No photos are to be posted on social media such as 'Facebook' and 'Twitter' or instant messaging services such as 'WhatsApp'.
- Any information about a child must only be passed onto the child's parent or carer through the class teacher or Head teacher.
- If parents or carers need to make an emergency call to a pupil whilst on a visit, this must be done through the Lead teacher and school emergency point of contact.

First Aid

First Aid provision must be considered when assessing the risks of the visit. For most trips, a member of staff with a good working knowledge of first aid will be adequate. A decision based on the risks and children involved should be made for each visit.

Trips for the Early Years must have at least one qualified Paediatric First Aider.

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

Parental Consent

Parents should be given information about the purpose and details of the visit **at least two weeks in advance**. Consent is not required for activities within the school which are part of the normal curriculum and during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents- via letters, meetings, etc. so that consent is given on a 'fully informed' basis.

Swimming lessons are given blanket consent at the time of the first lesson and do not require Evolve completion.

Cycling proficiency lessons are given blanket consent at the time of the first lesson and do not require Evolve completion.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. We 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 young person should not impinge unduly on the planned purpose of the activity.

We will not exclude pupils with special educational or medical needs from school visits. Every effort will be made to support them 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. We will work with families to find ways so all children can attend educational visits.

Charging/funding for visits

Parents will be asked for a voluntary contribution for any visit which does not fall within the scope of the everyday curriculum (such as Holt Hall) .

Parents will be asked for a voluntary contribution to the entrance fees for any visit which falls within the scope of the curriculum. The school always pays for the transport for this type of visit.

Transport

Once the pupils have boarded the transport they must be seated and seatbelts checked to be safe and done up. Pupils must not sit near stairwells, on the front seat or on the back seat in the middle.

Pupils must not use the toilet on transport unless the transport is stationary and the pupil is accompanied/supervised by the lead adult.

Use of staff cars to transport pupils

Very occasionally this may be necessary but is not preferable. If necessary, staff must have appropriate car insurance and MOT and this must be checked by the headteacher. The headteacher must also undertake a physical check of the car to make sure it is roadworthy concentrating particularly on tyres and brakes, lights and indicators, safety belts and where necessary use car seats (pupils must be measured using the gauge outside the office). Two adults must travel in each car. In exceptional circumstances one adult may drive pupils on their own but the car with two adults must travel behind them and both cars must stay in convoy. The lobe driver must always have more than one pupil and they must all sit in the back of the car, never in the front.

Insurance

The school holds insurance for trips.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit. The lead teacher phones the emergency services if appropriate and then phones the designated emergency contact back at school.

Staff and any parents accompanying the visit **MUST NOT** make personal phonecalls in the event of an emergency as this could make any situation worse.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from NCC Critical Incident team. This information is held in the Red Book found in the school office and near every phone throughout school.

The designated emergency contact person in school will decide how to communicate with parents and carers with the advice of the NCC critical incident team if necessary.

Reviewed August 2018

To be reviewed August 2020