

All Saints' CE(A) First School



EDUCATIONAL VISITS POLICY

November 2016

All Saints' CE(A) First School adopts the guidance and procedures issued in the County Council Education Service document **Educational Visits**. 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. These documents are available to all staff on the staff intranet.

The school will comply with the policies, procedures and guidance issued by Staffordshire County Council. (LA Policy kept in school and updated by EVC).

Governors will be informed annually of the range of visits undertaken in the UK. Their permission will be sought for those visits taking place outside of the UK.

The Educational Visits Adviser employed by the LA must authorise any visits that involve Additional or High Risk activities. (For definitions refer to LA Policy and Guidelines).

Educational visits will be arranged for a variety of purposes:

- To enhance the curriculum
- To broaden pupils' experiences
- To provide opportunities for personal and social development
- To provide opportunities for Basic Skills Independence
- As part of the rewards system in accordance with our Behaviour Management Strategy

In some cases parents may be asked to make a voluntary contribution towards the cost. (See charging policy).

Procedures

- All visits must be booked at a minimum of two school weeks (not including holidays) before visit.
- If the visit involves high risk or residential activities this is increased to six weeks (not including holidays) before the visit.
- Check with the administrative staff/headteacher that date is available.
- Log on to EVOLVE - www.staffordshirevisits.org.uk . Password and user name can be obtained from the office.
- Complete a 'new visit' EVOLVE form. There is a question mark icon near the top right corner of the site. It gives detailed instructions for each section of the EVOLVE form. The earlier sections are all press button questions.
- The risk assessment, itinerary and letter to parents / carers have to be uploaded to EVOLVE by you.
- Risk assessments must be relevant to the place you are visiting, the students taken, the activity involved etc. They may be needed to defend future liability insurance claims. There are some examples available on SLN2 and in the archive educational visits folders available on RM Staff. If you are visiting a public space (such as a museum, Waterworld, castle, zoo or Alton Towers) their risk assessment for schools should also be uploaded. Control measures must be understood and complied with by all persons staffing the visit. Where parents and other persons are used as

assistant leaders on normal risk visits this may be achieved by giving a briefing to the students in the presence of the assistant leaders.

- The itinerary must include a brief overview of the visit and the names of all students going (if possible). If any students have behaviour management plans or medicines in school this should be indicated next to their name so that accompanying staff are aware of this.
- The letter to parents / carers should be written with the assistance of the Office and/or member of the SLT.
- Arrangements to cover all duties of any accompanying staff must be pre-arranged.
- If the visit includes lunchtime please inform the school cook.
- If the visit includes outside school hours (eg. return to school at 6.30) the visit leader must check that the janitor is aware of this. They must also arrange with the Head teacher / Deputy Head teacher a contact number because in the event of an accident etc. county have to be informed and parents / carers contacted. They must also take a contact list of parents' / carers' telephone numbers (available from the Office).

If the above instructions are not successfully followed visits may be cancelled.
For assistance please ask the EVC. (Mrs Butterworth)

When EVOLVE is first submitted the EVC checks it. If it is approved it is forwarded to the Head teacher for final approval.

If it is not approved it is returned with notes to indicate necessary changes.

Outline permission will be granted when all the requirements have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.

When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the County Council Educational Visits Adviser by the EVC for approval that all the procedures have been satisfactorily completed. This is based at Standon Bowers. (details on www.sln.org.uk -- Health and Safety – Educational Visits)

Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of 14 days before the visit.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short

report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the head-teacher.

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

Note: Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action.

Charging Policy

Visits that are planned as part of the curriculum (ie. the Medium Term Planning indicates that these are in place of class based lessons) include transport costs, entrance fees / activity fees. Charges must be included on the letter home. The letter should indicate that if the visit is not economically viable it will be cancelled.

Local Responsibilities

The headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated. They grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.

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 receive EVOLVE forms and check all visit details are completed and to ensure the annual record of visits is maintained.
- To check that all requirements for approving a visit, as identified in **EVOLVE resources**, have been undertaken.
- To liaise with the head-teacher and grant outline permission for a visit to go ahead and signify this by submitting the EVOLVE form.
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
- To liaise with the County Council on any visit involving residential or foreign travel and additional or high risk activities.

Head teacher grants final permission for a visit when all organization and planning are complete.

The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

Emergency Procedures

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 the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

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 must be contacted as soon as possible to inform the head teacher or designated deputy so that they can decide: - If the incident is of a less serious nature then the next of kin or parents / carers / guardians 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 leader will be designated to undertake this task.

However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the head-teacher, deputy or the home contact will inform the designated senior officer of the Education Service (Director or Deputy Director) and the school will instigate its critical incident plan (as identified in *Coping with a Crisis*, and business continuity plans). Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

As an employer, 'Staffordshire' is committed to providing emergency planning procedures to support establishments in the event of a critical incident.

For further information please refer to EG document Critical Incident Management for Visits. The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication. **These numbers should be carried by leaders at all times during an off-site activity. Under no circumstances should these numbers be given to young people or to their parents or guardians.**

The Governing Body

The governing body will be informed about visits abroad prior to them taking place

The governing body will receive reports from the head-teacher detailing the school visits that have taken place.