



# HILDENBOROUGH CHURCH OF ENGLAND PRIMARY

## Educational Visits Policy



## HILDENBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

### EDUCATIONAL VISITS POLICY

**Nov 2017**

*Christian values underpin all that we do at Hildenborough CEP School. We feel it is important for both adults and children alike to understand that Christian values are based on God and the work of Jesus Christ. We believe that the understanding and application of Christian values strengthens the school community's spiritual development and this is reflected through daily deeds and actions. Core Christian values include hope, righteousness, love, and putting God first in our lives. As a school we have chosen the particular Christian values of love, honesty and courage to enhance the children's curriculum and daily school life.*

Last Reviewed	Nov 2017
Next Review Date	Nov 2018
Ratified by	FGB
Ratified on	22.11.17
Lead Person	FGB
Category	General



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### **Aims and purposes of Offsite Visits**

Hildenborough has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Head Teacher has given their approval includes:

- Out of hours Clubs (music, drama, dancing, sport, etc.)
- Inter-school activities
- Regular local visits (places of worship, other local amenities)
- Day visits for particular groups
- Adventurous Activities
- Residential

### **Approval Procedure**

The Head teacher is the Educational Visits Co-ordinators (EVC) and the Governing Body has approved this appointment and the EVC will receive training by the LEA.

Before a visit is advertised to parents the Headteacher will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. (Appendix A D). This will be undertaken using the Evolve System.

The School has agreed a policy for categorising its visits in line with KCC guidance i.e.:

- Residential and Adventurous Activities must be approved via Evolve a minimum of 6 weeks prior to the visit
- Off site and visits are approved at school level by the Headteacher via Evolve;
- Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on Evolve

### **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be



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a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the volunteer helpers list kept by the School. They will be carefully briefed on the scope of their responsibility adhering to the safeguarding and volunteer policy and must not be left alone with children unless they have a valid DBS check.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff/volunteers, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff/volunteers will not be under the influence of alcohol, or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted. Smoking is strictly prohibited for the duration of the school trip.

### **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment (

### **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge (LOtC) for which no Providers Contracts or other assurance checks are required.

### **Parental Consents**

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school. Parents will be given the timetable for the activities that pupils are involved in and will be informed by letter or phone call through their son/daughter if an activity has to be cancelled.



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For any visit lasting a day or more, parents will be asked to sign a letter, which consents to their son/daughter taking part. This will include a separate medical consent form. The school has a standard model letter, which should be used for this purpose.

### **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This behaviour policy will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity, or must be supervised by a parent throughout the visit. Should it be deemed necessary for a pupil to be withdrawn from the trip alternative educational provision will be provided.

### **Emergency Procedures**

The school will appoint the EVC administrator as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. In which case a member of the SLT will be informed immediately.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

### **Charging Policy for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families. Some activities may not take place if parents are reluctant to support it.



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The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

### Pupil/Adult Ratio Guidance

<u>Age of young person</u>	<u>School Year Group</u>	<u>Suggested Supervision Ratios</u>
<u>Less than 5 years old</u>	<u>Pre school or Foundation Stage</u>	<u>1:4 no greater than one adult for every 5</u>
<u>5-8 years old</u>	<u>Years 1-3</u>	<u>One adult for every 6 pupils</u>
<u>8-11 years old</u>	<u>Years 4-6</u>	<u>One adult for every 10-15 pupils</u>

## OUTDOOR LEARNING AND EDUCATIONAL VISITS POLICY STATEMENT of

### Hildenborough CEP School

#### **Statement of Intent:**

The Headteacher and Governors are committed to establishing and implementing arrangements that will ensure:

- Visits and activities are planned to ensure the safety of pupils, staff and volunteer helpers - including appropriate risk management and assessment that is specific to the needs of the group, the planned activity and the location and environment. This includes any significant risk assessment information being communicated with those attending the visit as appropriate.
- The management of overall visit and activity planning, risk assessment and the visit approval process is carried out by a competent staff member with appropriate experience and training; an Educational Visits Coordinator (EVC) will be nominated in each school or establishment to carry out this role and they will attend an EVC training course, and an



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EVC update course every 3 years. This role can be retained by the Headteacher / Manager or delegated to an appropriate staff member.

- The Governing Body has designated a Governor with direct responsible for oversight and monitoring of Outdoor Learning and Educational Visits; this could be incorporated into existing Governor's Health and Safety responsibilities, or form a new role.
- Visits and activities are planned with clear educational aims and objectives, based on pupils' needs and abilities, to support high quality learning outcomes.
- Visits and activities are planned and led by competent members of school or establishment staff, with appropriate qualifications and experience as required by the activities.
- Appropriate technical expertise is sought in relation to the planning and management of more hazardous or adventurous activities, including the verification of activity leader qualifications, safe activity management, appropriate ratios, etc.
- External providers used to provide services and support, have been appropriately checked to ensure they are suitable for use on educational visits e.g. meeting nationally accepted standards and legal adventurous activity requirements (e.g. Adventurous Activities Licence), have appropriate financial protections in place (e.g. ATOL), etc as appropriate; and hold an appropriate level of Public Liability Insurance for the activities or services provided.
- Appropriate emergency and serious incident procedures are in place to manage accidents, incidents and safeguarding issues, and visit information can be easily accessed by all those who need it in an emergency situation (this may be overnight, at weekend or during holiday periods). All staff and volunteers involved with visits receive appropriate training and briefings on dealing with emergencies.
- Information and documents relating to educational visits are appropriately stored and retained, in line with data protection and document retention requirements, to support incident management and potential investigations / court proceedings after serious incidents and accidents.
- All school and establishment staff are appropriately trained for their roles in leading and accompanying educational visits and activities.
- All visits and activities have been formally approved by the Headteacher or Educational Visits Coordinator (EVC) on their behalf. Approval systems should be clearly evidenced, and involve school Governors as appropriate.



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- Informed activity and medical consent has been obtained from parents / guardians as appropriate for the type of visit or activity, and that parents / guardians are given enough information to be 'fully informed' about all educational visit activity plans if specific written consent has not been gained.
- Full medical information and details of other issues such as behaviour, special needs, dietary requirements, etc have been obtained from parents and are available to visit leaders and accompanying school or establishment staff. These should be shared with provider staff where appropriate.
- Appropriate monitoring and evaluation of visits and activities takes place, to ensure quality and safety.

Signed: _____ _____	Signed:
<i>Head teacher Governors</i>	<i>Chair of</i>
Date: _____	Date:

Review Date:



Parent information for off site visits.

Responsibility-

- Do read the risk assessment.
- Do take note of medical problems of all children, not just a child in your group- it is on the risk assessment.
- Do carry out regular head counts to make sure all children are accounted for in your group.
- Do follow the teacher's guidelines on behaviour if rules are being broken.
- Do make sure your children know a meeting point if anyone is lost.
- Do make sure you are aware of responsibility for children's money. It is different for each class, so ask your teach
- Do check the toilets before allowing children to enter. Children must not go to the toilet if there are adults in there. If a member of the public wishes to go to the toilet when a group of children are in there, ask them politely to wait. Allow them to go in before sending the next group of children in. This is for safeguarding reasons. As a responsible adult you must also wait until the children are safely with another adult before leaving to go yourself.
- Don't share any food/sweets with the children. If a child is without a lunch/drink, speak to the teacher.
- Don't buy the children anything from the gift shop.
- Do make sure you have shared any personal medical/health issues with the teacher if needed, ie epilepsy.
- Do make sure you have filled in your emergency contact details and given these to the group leader.
- Do make sure you have the school's number in case of separation or an emergency.
- Do be aware of ratios of children to adult.
- Do not share any personal information with the children, email addresses, phone numbers etc.
- Do not use your mobile phone or camera whilst on the trip, you are there to supervise the children and some children do not have permission to be photographed



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*Be the best we can, for ourselves, for others and for God*

**LOVE. HONESTY. COURAGE.**