



## HILDENBOROUGH CHURCH OF ENGLAND PRIMARY SCHOOL

### EDUCATIONAL VISITS POLICY

**November 2016**

*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*

Last Reviewed	November 2016
Next Review Date	November 2017
Ratified by	FGB
Ratified on	23.11.16
Lead Person	FGB
Category	Curriculum



### 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 has nominated David Hemsley as the Educational Visits Co-ordinators (EVC) and the Governing Body has approved this appointment and the EVC will receive training by the LEA.

Staff will use appendix C as a check list for planning the visit

Before a visit is advertised to parents the Headteacher and EVC 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 Headteacher's Approval Form.

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 EGO minimum of 6 weeks prior to the visit (Appendix B);
- Off site and visits are approved at school level by the Headteacher and EVC;
- Day visits that do not include adventurous activities but involve groups travelling outside the County of Kent will be registered (Notification) on the above system (e-Go)

### 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 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 (*example risk assessment appendix D*).

### 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.

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.

### Review by the Local Authority

The school is supported in its arrangements for offsite visits by Kent County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad, around water and any that involve adventurous activities will be notified to the LEA prior to departure using the Ego electronic booking system. The LEA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the LEA and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

### 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.

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.



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## 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>



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 teacher
- 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.



Details of planned school visit for approval by Headteacher to be submitted for approval before finalising arrangements

<b>Visit leader</b>			
<b>Attendees, i.e.</b>			
<b>Approximate no. of attendees</b>			
<b>Destination</b>			
<b>Date (s) of visit</b>			
<b>Checked date is clear in school diary</b>	YES - and entered provisionally		
<b>Purpose of visit</b>			
<b>Intended Outcomes</b>	□		
	□		
	□		
<b>Writing Opportunities.....</b>			
<b>Mode of travel</b>			
<b>Accompanying adults</b>	• 1 adult per children	<b>Name of staff</b>	<b>Name of volunteers</b>
<b>Costings, i.e.</b>	• Venue		
	• Coach		
	• Additional staffing		
	• Other		
<b>Charge to parent</b>			
<b>Submitted to Headteacher</b>		<b>Approved by Headteacher</b>	
<b>Submitted to EV Coordinator</b>		<b>Submitted to EV Administrator</b>	



## Adventurous Activities

- Abseiling
- **Angling**
- Archery
- **Assault Courses**
- Ballooning
- **Beach Activities - below High Water Mark**
- Bungee Jumping
- Camping
- Canal Boating
- Canoeing (and Kayaking)
- Caving
- Climbing - Outdoors and **Indoors**
- **Cycling (other than Bikeability/Cycle Proficiency via Kent rider scheme)**
- Expeditions (UK and Overseas)
- **Fieldwork - in/by water**
- Flying - other than with a Commercial Company
- Gliding
- High Ropes Courses
- Hill Walking
- Horse Riding
- **Initiative Courses**
- Land Yachting
- **Low Ropes Courses**
- **Motor Sports**
- Mountain Biking
- Mountaineering
- **Paintballing**
- Parachuting
- Paragliding
- Pony Trekking
- Potholing
- Power Boating
- Rafting
- Sailing (Dinghy and Yachting)
- Shooting
- Skiing (incl. Snow Blading)
- Snowboarding
- Sub Aqua/Snorkelling
- Surfing
- **Swimming - other than at public pool**
- Water Skiing
- Windsurfing





Educational Visits Checklist

When booking a trip what do I need to do?

What	When	Done
Choose where you want to go and why.		
Complete a Headteacher's form with as much detail as	2 months before trip.	
Headteacher's form to Office to collect quotes to put on the form.	2 months before trip.	
Headteachers form to then go to EVC to be approved. Without this the trip cannot go ahead.	2 months before trip.	
Once Headteacher's form has been signed give back to Office to confirm and book relevant places and	This must be 6 weeks before the date of the trip.	
Letters sent to parents with section on parent help for the trip.	6/4 weeks before the trip.	
Ensure enough adults are booked for the trip.	2 weeks before the trip	
Visit the venue for a risk assessment	2weeks before the trip	
Risk Assessment must be written and seen by EVC - if neither is available to sign and check HT or DHT can sign it.	2 weeks before trip	
Ensure: Child numbers Adult numbers Risk Assessments Venue is expecting you Medical Issues Are First Aiders needed (Paediatric)	1 week before the trip	



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School Risk Assessment (*Example*)

Appendix D

Risk assessment and management record: Walking to a Visit

Location/Purpose:	Other staff:		
Leader:			
Group Size:			
Lunch out: Yes/No (if yes add to risk assessment)	Time Leaving school: Time due back at school:		
Identifying the hazards-assessing the risks	Risk rating	Control measures reducing the risk	Outcome
Walk to and from Hildenborough Primary School		Correct ratio of adults to children. Behaviour reminder before leaving each location.	
Crossing roads		Cross at appropriate points. Always use an island or crossing if one is available. If not cross at the quietest point of the road and NOT on/near a corner. An adult should be an usher in the middle of the road in case of oncoming traffic.	
Tripping on kerbs		Children to walk on the inside of the pavement and to be made aware of kerbs when crossing a road.	
Medication		Teacher to be aware of all medications being taken. Teacher's responsibility to know where medications are before leaving the school.	
Sickness/accidents		Firstaider (F.A.). Ensure a first aid kit is taken. Ensure enough adults are present on the outing to deal with any issues of sickness that may arise. Telephone numbers to be kept with the teacher. All staff members to have each others contact details.	
Poor behaviour/Other Needs		Children to be reminded of expected behaviour before they leave.	
Toilets (Safeguarding)		Children to be accompanied by a member of staff. A member of staff will supervise other children.	
Child protection, safeguarding		All teaching staff CRB checked. Children not to be left	



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		<p>alone with adults without CRB. Children to be escorted to toilets by school staff member. Toilets to be cleared of the public. All volunteers to read <u>Parent information for off site visits document before visit</u>. All parent helpers must be briefed according to safeguarding summary, with particular regard to appropriate use of mobile phones- all phones must be switched off/on silent and kept out of sight during the time spent with children. Phones must not be used.</p>
<ul style="list-style-type: none"> <li>• Danger of losing a child / adult</li> </ul>		<p>Children to walk in pairs and be assigned to an adult within a group of 4/5. Children and adults to be briefed as to what to do if they get separated from their group and reminded to stay with their adult at all times. Mobile numbers of all adult support taken. Regular headcounts.</p>
<p>On going risk assessment</p> <p>1. Apply the control measures 2. Monitor their effectiveness 3. Change, adapt revise as required</p>		
<p>Completed Date</p> <p>Signed: _____ Print name: _____</p> <p>Authorising officer/role</p> <p>Date</p> <p>_____</p>		

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