



Alsager Highfields Primary School

Educational Visits Policy

Prepared by Mrs M Dyde

December 2023

Chair of Governing Board: Mr Alan Stancliffe

Signature: *AS Stancliffe*

Date: *19th March 2024.*

Date created: December 2023

Date to be reviewed:



Educational Visits Policy

Introduction

Educational visits are a valuable way to motivate pupils and can often offer unique educational experiences. Alsager Highfields aims to ensure that pupils are engaged in their learning and are given opportunities to explore this in more practical settings. Experiences which are exciting and take place in stimulating environments, sometimes provided outdoors, will lead the pupils beyond the classroom.

Educational visits are activities arranged by, or on behalf of our school, which require pupils to leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

The school takes the health and well-being of our staff and pupils very seriously and as such this policy has been designed in line with DfE and HSE guidance and details our responsibilities for pupils and staff members while out on educational visits and school trips. Such visits supplement and enhance the curriculum; expand pupils' education, and provide enriching social and cultural experiences. We also believe in their value of teaching life skills, and in promoting independent learning, and form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils, and volunteers when it comes to visits. It applies to activities taking place within and outside of normal school hours. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

Legislation and Guidance

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- The Health and Safety at Work Act 1974
- DfE (2018) Charging for school activities
- DfE (2018) Health and safety on educational visits
- HSE (2011) School trips and outdoor learning activities
- DfE (2013) Driving school minibuses'
- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

This policy also complies with our funding agreement and articles of association.

ROLES AND RESPONSIBILITIES

The Headteacher

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours.
- Appointing an educational visits coordinator.
- Liaising with the educational visits coordinator and communicating information regarding any planned trips.
- Making sure staff, including the educational visits co-ordinator, have received any necessary training.
- Being part of the approval process for extra-curricular trips and activities.
- Working with the governing body to approve residential trips of more than 24 hours.

The educational visits co-ordinator (EVC)

Marianne Dyde is the appointed EVC at Alsager Highfields. The EVC role is to:

- Oversee all issues and controls regarding extra-curricular activities and trips.
- Oversee and guide staff in arranging and organising educational visits
- Guide staff in the process of being able to act as trip lead for each visit
- Ensure the competency of the designated trip leader, in consultation with the headteacher, by organising training for staff and volunteers
- Ensure relevant details and quality assurance is acquired for outside activity providers
- Advise the headteacher regarding trips, who would advise the governing board when requesting approval for residential trips
- Access the necessary training, advice, and guidance
- Assist staff in evaluating visits once complete, from planning to the visit itself, and use this to improve future arrangements.

Trip lead

Every educational visit will have 1 member of staff designated as the trip lead who will act 'in loco parentis' and who has a duty of care to all pupils on the trip. The trip lead will:

- Seek and obtain approval for all educational visits from the headteacher
- Plan the proposed visit, considering the health and safety risks to pupils, staff, and volunteers
- Assign staff and volunteer roles, as needed
- Make sure the school has accurate and up-to-date information about the trip destination, linked to both the Cheshire East risk assessment and that submitted through Evolve
- Make sure the needs of everyone taking part are considered, including co-ordinating any additional support needed
- Make sure parents and carers are given accurate information about educational visits, including any costs
- Communicate key details about the visit and all locations to staff, pupils, and parents/carers, including roles and responsibilities and expected behaviour
- Make sure staff are capable and able to fulfil their roles at all times while responsible for pupils and others

Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the necessary procedures or processes in order to prepare for trips, as well as how to act while taking part. Staff will:

- Carry out any required risk assessments, assisting the trip lead in a successful trip
- Communicate with parents and carers and make sure trips are inclusive of all pupils' needs
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign the electronic consent forms and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip

Volunteers

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

Pupils

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip
- Take responsibility for their own safety and the safety of others, reporting any concerns to a staff member or trip supervisor
- The school will retain the right to remove a pupil from a trip if there is a safeguarding concern. The decision will be made by the Headteacher, following consultation with the Chair of Governors.

Pupils will always be reminded of our behaviour expectations before going off-site for a visit and will be expected to uphold the school's behaviour policy at all times. Our behaviour policy can be accessed on the school website.

Planning and Preparation

The decision on whether or not a visit will take place will be made by the headteacher and be based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by staff proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteer, and physical supplies
- Accommodation options, where needed
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

In cases where a trip involves activities for more than 24 hours, an overnight stay and/or travel overseas, the headteacher will seek approval of the governing board.

Once the risk assessment has been approved by the headteacher, and the governing board where relevant, staff will communicate with parents/carers and provide trip information. Electronic parental consent will be required for all trips. We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

Inclusion

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day. We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate. Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

Risk Assessment

Our risk assessment process is designed to manage risks when planning trips, while ensuring that learning opportunities are experienced to the fullest extent. We will carry out a full risk assessment at least 2 months before any trips including those that are residential and adventurous. This will be completed using Cheshire East Education Visits / Learning Outside

the Classroom Risk Benefit Assessment and the formal risk assessment submitted through Evolve. Documents provided by the destination / designated learning provider will also be used to support this process.

The risk assessment includes the specified outcomes; environmental considerations, transport arrangements to and from the destination, equipment requirements, clothing, an itinerary of programmed activities, supervision competence and overall planning and control measures including any specific medical issues and allergies (for staff and pupils), and special needs requirements.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, those designated as learning providers.

Every risk assessment will be approved by the headteacher, and a copy accessible whilst on the visit and another copy left with the EVC or named member of SLT.

Staff ratios and first aid

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check will not be left alone with pupils at any time
- The trip lead and staff with responsibility for a small group of pupils will take regular headcounts and/or rollcalls

On school visits teachers should retain primary responsibility for supervising the group at all times, so in all decisions about ratios, at least one teacher should accompany any group and be able to manage and supervise the group with their full attention. It is important to remember that ratios in themselves do not guarantee safety.

The ratios suggested by OEAP are as follows:

1:10 for Y4-6

1:6 for Y1-3

1:4 for EYFS

Transport

Transportation for trips will be organised by the school, in line with our safety procedures, in line with our medical needs policy and first aid policy. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

Use of external organisations

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance. This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it's an appropriate organisation to use. We will have a written agreement in place with each external organisation outlining what everyone is responsible for during the activity.

Volunteers

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills and previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit and asked to confirm their attendance in writing. They will also be asked to confirm they agree with the expected behaviour. Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip. Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Communication and consent

We will contact the parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip where possible. Communication will be via letter or via email and information provided will include the date, travel times, destination, and purpose of the visit. We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Clothing and equipment required (if appropriate and required)
- Expected behaviour

When required parents/carers will be asked to provide written consent for educational visits by signing and dating the electronic consent form.

Local visits taken during the school day, as part of the curriculum, fall within the consent of our local visits policy and therefore will not require written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached. The direct phone contacts of parents are available to the group leader at all times.

Recording and reporting incidents and accidents.

Accidents to children, leaders and volunteers will be recorded or reported in accordance with the established procedures. All accidents and emergencies will be recorded, no matter how minor. Any serious injuries must not only be recorded but also reported to the person nominated as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). This person is the School Business Manager.

The types of injuries that must follow these procedures are:

- Fractures, other than to fingers, thumbs or toes
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury or illness resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.

In the case of a serious injury, the parents and the Headteacher will be informed as soon as possible.

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents. There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

Emergency Procedures

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit. In the case of an emergency, the trip leader or other supervising adult will contact the school office or directly, the headteacher. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans.

1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office or the headteacher who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy and the Health and Safety Executive (HSE).

Charging and Insurance

Parents/carers will be asked for a voluntary contribution to the costs of educational visits, but this will be entirely optional (except for residential visits) and will not affect pupils' ability to take part fully in the trip. However, if insufficient voluntary contributions are received to cover the cost of any visit or activity, then the school reserves the right to cancel the visit/activities and refund all contributions received.

We will make sure adequate insurance is in place for all trips, including, but not limited to: cancellation insurance for contracts with external providers, travel insurance, accident and medical cover. A copy of the school's RPA - risk protection arrangements document is available on request from the school.

Residential Visits

The headteacher, together with the governing body, will approve all residential trips longer than 24 hours. The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained at least 1 month before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks

Parents and carers will be given information about the visit and asked for permission at least 2 months before the first day of the visit. Information shared with parents will include:

- The dates and time of departure and return to school
- The full address and contact details of the destination
- Planned activities and options
- Meal provision
- Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
- Clothing and equipment provided, and what pupils must bring themselves
- Public health requirements, including any required vaccinations
- Accommodation options and arrangements
- The names of staff attending

Review

This policy will be reviewed every 2 years or earlier if necessary by the headteacher and the Governing Body.

Links to other policies

This policy links with the following policies and procedures:

Health and safety policy

Charging and remissions policy

Behaviour policy

Safeguarding and Child Protection policy

First aid policy

Special educational needs (SEN) policy