

# **Thorntree Primary School**



## **Educational Visits Policy**

**September 2018**

## Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Thorntree Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants, not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

## Application

Any visit that leaves 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 Educational Visits Policy, Thorntree Primary School:

1. Has an EYFS Educational Visits Policy
2. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'** (All staff have access to this via EVOLVE.
3. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA)
4. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## **Types of visit**

There are three types of visit:

1. Routine local visits in the 'extended learning locality'
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are overseas, and/or residential, and/or involve an adventurous activity.

## **Roles and responsibilities**

**Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

**The Educational Visits Coordinator (EVC)** is Miss K Tupling who will support and challenge colleagues over visits and 'learning outside the classroom' activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before approving them (visit type 1 and 2 only). The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Head Teacher** has responsibility for approving all educational visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

**The Governing Body's** role is that of a 'critical friend'. Individual governors may request 'read only' access to EVOLVE.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## **Staff Competence**

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher/ EVC will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## **Staffing and Ratios**

We operate a staffing ratio of at least 1:3 for all off-site visits involving children in our Nursery and 1:4 in our Reception class. In Years 1, 2, 3 the staffing ratio is at least 1:6 and in Years 4,5 and 6 the ratio should be at least 1:10. There is always at least one Teacher, one of whom will have been designated in charge of the visit. The Teacher and/or one of the Teaching Assistants is qualified in first aid. We frequently invite parents to volunteer to help with off-site visits. Volunteers are never allowed to supervise children alone and are thoroughly briefed about their roles beforehand.

## **Approval**

The approval process is as follows for each type of visit:

1. Local visits follow the same procedures as day visits.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 14 days in advance, and then forwarded to the Head for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval. These must be submitted at least 6 weeks in advance.

## **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 (see Appendix 1). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

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 the local authority.

## **Educational Visits Checklist**

Thorntree Primary Schools Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. Thorntree Primary Schools Educational Visits Checklist may be downloaded from EVOLVE Resources as well as being available from the main reception area.

## **Parental Consent**

The school obtains blanket consent at the start of each year for activities that fall within the 'extended learning locality' (see Appendix 2). This is a paper copy.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc), so that consent is given on a 'fully informed' basis.

## **Inclusion**

Under the Equality Act 2010, it is unlawful to discriminate against disabled participants because of their disability, without material or substantial justification. Thorntree Primary School will make reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination 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.

## **Transport**

### **Private cars**

Where a private (staff) car is to be used to transport young people then this must be approved by the Head teacher, and a PRIVATE CAR Form (Appendix 3) must be completed and retained by the establishment on an annual basis. All relevant documents relating to the car/driver will be updated annually and kept on file.

### **Coaches**

Thorntree Primary School use a variety of coach companies to provide transport on educational visits. Copies of insurance details and relevant information is obtained by the school before booking. All coaches booked are required to have front facing seats with seat belts and drivers are required to have appropriate safeguarding checks.

## **Insurance**

In addition to the standard public liability cover which is in place the Council has taken out 'blanket' personal accident cover / travel insurance for all trips/visits at home or abroad. This cover only applies to establishments who are insured under the Council's central insurance arrangements. Full details of the cover and scheme are sent directly to establishments each year at renewal in April.

Thorntree Primary School also makes their own insurance arrangements for visits taken outside of Middlesbrough.

## Appendix 1 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be the Head Teacher/ an experienced member of the senior leadership team, or will be able to contact an experienced senior leader at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry an LA Emergency 'Card' (see Appendix 4).

# PRIVATE CAR FORM

## Use of a private car to transport young people

<b>1</b>	To: The Head of <u>                    </u> <u>                    </u> <u>                    </u> Thorntree Primary School
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**I confirm that I am willing to use my own vehicle for transporting young people on educational visits. I accept responsibility for maintaining appropriate insurance cover (see below). I have a current valid driving licence and will ensure that my vehicle is legal and roadworthy in all respects.**

<b>2</b>	Signed: _____  Print name: _____
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<b>3</b>	Address: _____ _____ _____ _____
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<b>4</b>	Date: _____
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The LA and the establishment reserve the right at any time to request copies of any relevant documentation i.e. Registration Document, MOT, Insurance, Driving Licence

	<b>Insurance cover required</b>
For teachers, youth workers, or other LA employees	<i>Use by the Policyholder in connection with the business of the Policyholder'</i>
For parents and other volunteers	<i>Use for social, domestic and pleasure purposes'</i>

## Appendix 4 Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit  
In the event of a significant incident or accident that **does not** involve serious injury or fatality, and/or **is not** likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Leadership of Thorntree Primary School.

In the event of an incident that **does** involve serious injury or fatality, and/or **is** likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.  
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** and request the help of the Emergency Response Team.

**Middlesbrough Council Emergency Contact**  
**Office Hours – 01642 726001**  
**Out of Hours – 01642 726050**

Ask for the Emergency Response Team  
 Be prepared to give:           Your name and Establishment/Group  
   Phone number & back up phone numbers  
   Exact Location  
   Nature of Incident  
   Number in the Group

You will be called back within 30 minutes so try not to make outgoing calls until contact is made.  
 You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Home	Mobile
Thorntree Primary School	<b>01642 242309</b>	
Middlesbrough Council Emergency Call Centre (for <b>initial</b> contact during an emergency only)	<b>01642 726001</b>	-

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact	<b>01642 726050</b>	
Head of Establishment / Chair of Governing Body (optional)	Known by all staff	Known by all staff