



William Morris Primary

School Visits Policy

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Educational visits are a significant part of a pupil's learning and development, providing them with opportunities to explore the natural world and understand more about their community. Predominately, our visits are within the UK, but we may have some trip abroad in upper key stage 2.

Pupils' physical and moral safety on educational visits is paramount. The School accepts that trips, visits and outdoor activities cannot be completely without risk and it requires that those staff in charge take all reasonable precautions to protect staff and pupils' health, safety and welfare and to minimise the risk of untoward or dangerous situations.

Management Structure and responsibilities

Role of the Headteacher:

- To ensure that they work within the guidelines as delegated by the Governors.
- To ensure that visits comply with the guidelines and regulations provided in this Policy and the School's Health and Safety Policy.
- To ensure that the Educational Visit Co-ordinators (EVC) are competent to oversee the co-ordination of all off-site education, and support the EVC in attending relevant training courses.
- To ensure that the EVCs keep them informed of the progress of all visits and that this information is relayed to Governors and to parents as necessary.
- To ensure that the Visit Leader is competent (experience and training) to undertake the activity.
- To ensure that in the event of a major incident or accident, the School's guidelines are adhered to in terms of informing parents and staff and ensure that serious incidents, accidents and near-accidents are recorded and investigated.

Role of the Educational Visit Co-ordinator:

The EVC's role is to support the Head in ensuring that all visits follow regulations and guidance and all of the school's relevant policies and procedures and will act on behalf of the Head, in particular:

- To support educational visits as agreed by the Headteacher.
- To provide adequate documentation to support planning of all trips and visits, including risk assessments.
- To ensure all off-site visits are thoroughly planned using standardised whole-school documentation.
- To ensure all staff are aware of the guidelines available concerning their particular visit.
- To assign competent people to lead or otherwise supervise a visit. Competence of other adults proposed to provide support or lead activities within a visit, will commonly be done with reference to accreditations from an awarding body and/or previous experience and on the job training.
- To ensure visits have appropriate support ratios and adequate cover for health and safety, first aid, medication and behaviour management.

- To work with the Visit Leader to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- To organise the emergency arrangements and ensure there is an emergency contact for each visit.
- To keep records of individual visits including reports of accidents and 'near-accidents'.
- To ensure that arrangements are in place for the Governing Body to be made aware of visits so that questions can be asked as necessary.
- To ensure that visit evaluation is used to inform future visits and training needs. Further staff training should be made available where a need is identified.
- To arrange for the recording of accidents and the reporting of serious injuries as required. Accident and incident records should be reviewed regularly, and this information used to inform future visits.
- To review systems and, on occasion, monitor practice.

Role of the Visit Leader:

The Visit Leader has full responsibility for the safe running of the activity including pre planning, following guidance and ensuring all participants are aware of their roles. To achieve this the Visit Leader will:

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation and obtain EVC approval for any visit off-site, no matter how short its duration.
- Plan the itinerary in such a way as to account for all times on the visit including meal and 'down' times, particularly on residential trips.
- Have prior knowledge of the venue – the Visit Leader should normally have made an exploratory pre-visit.
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit. All permission details must be sent to the School Office as soon as possible once collected. *(NB Pupils without appropriate consent will not take part in the visit.)*
- Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for.
- To ensure that each pupil knows which adult is responsible for them and that all adults understand that they are responsible to the Visit Leader for the supervision of the pupils assigned to them. **Parent helpers will not normally have their child placed in their group, unless by prior agreement with a member of the SLT.**
- To ensure that all adults involved in supervising the visit are aware of the risk assessments and the expected standards of behaviour.
- To continuously monitor the appropriateness of the activity, the physical and mental condition and abilities of the group members and the suitability of the prevailing conditions.
- To ensure that only activities that have been agreed with the EVC and informed to parents take place on the visit.

Role of the Pupil:

- To be aware of the risk assessments.
- To know who their supervisor is at any given time and how to contact him or her and to alert the supervisor if someone is missing or in difficulties.
- To understand the need to have a meeting place to return to, or an instruction to remain where they are, if separated.
- To understand and adhere to the expected standards of behaviour.

Procedures

The School has in place a clear process to be adhered to in planning and organising an educational visit or trip:

Planning

- Check with School Office and EVCs to ensure proposed date and suitability of the visit.
- Make provisional booking and request risk assessments from the venue.
- If going to a new venue, book in a pre-visit to the site. In most cases, it is very important to undertake a pre-visit. The need for a pre-visit should be discussed with the EVC. If a pre-visit is considered as not being necessary, the reasons must be noted on the visit risk assessment.
- The member of staff arranging the educational visit must ensure that proposed site supports the School's policy to actively promote Fundamental British Values and complies with The Prevent Duty (2015).
- Complete all relevant school forms.
- Confirm details with, and obtain approval for the trip with the Headteacher and ensure that all visits have been entered into the school diary held in the School Office.
- *When the visit is authorised*, letters can be sent to parents as necessary. All such correspondence needs to be completed in conjunction with the School Office.
- Parents must always be made aware when their children are undertaking a visit and will be off school premises.
- Collect reply slips (bearing in mind some pupils in certain circumstances may also need additional permission from both parents). No pupil will be allowed to go on a visit without written parental or legal guardian permission.
- Liaise with the EVC over any changes to the approved itinerary and arrangements.
- First Aider should accompany each visit offsite (a Paediatric First Aider in the case of EYFS educational visits.) There should always be an appropriate First Aid box available for use.

In planning and organising a residential trip or visit involving outdoor and adventurous activities the above process remains relevant together with the following:

- All visits involving a residential (overnight stay) and/or adventurous activities must be approved in advance by the Headteacher.
- Complete any further internal school forms as appropriate.
- Confirm details with, and obtain approval for, the trip with the EVC ***at least a term in advance prior to the visit giving suitable opportunity*** to enable Headteacher to be informed.
- Collect reply slips – to include authorisation for the Visit Leader to act for the child in the event of a medical emergency if the parents cannot be contacted.

- Liaise with the EVC over any changes to the approved itinerary and arrangements.

Trips Abroad

Going away for a few days or more is a powerful way of developing key life skills, building confidence, self-esteem, communication and teamwork

When planning a trip abroad, the Visit Leader needs to consider the relevant requirements regarding the country of destination. These may include checks on the following:

- Passport and visas (six months in advance)
- European Health Insurance Cards (EHIC)
- Extended medical insurance
- Airport transfers
- Hire of appropriate equipment at destination (Ski Trip)
- Close liaison with travel company as appropriate.

The above points are in addition to the procedures followed on a residential trip within the UK.

NB It is important to check individual country requirements for transport arrangements.

The Headteacher and Education Visits Coordinator will review this policy annually.

Signed by Headteacher..... Date.....

Signed by Governor..... Date

Review date April 2020

To be reviewed every year