



## **Educational Visits Policy**

Responsible Staff member: Tamsyn Blinston

Governor Lead: Curriculum Governor

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## **Guildford Grove Primary School**

### **Policy for Outdoor Education & Educational Visits**

**School Values: A culture of achievement where all can succeed.**

At Guildford Grove, we

- are responsible and respectful members of our diverse community
- are empowered to make safe, informed choices
- have high aspirations and a “can do” attitude to learning and we
- develop and foster our individual abilities and interests.

#### **Aim**

It is our task as teachers at Guildford Grove School to promote and support our children’s learning and enable each one of them to achieve their full potential. We endeavour to provide a school day that excites, challenges and motivates each child, and allows them to develop as independent learners. Our organisation of their learning promotes enjoyment, perseverance and self-discipline. We encourage the children to achieve personal excellence in all aspects of work and behaviour. At Guildford Grove we aim to provide many opportunities for our children to enrich and enhance their learning through the use of Outdoor Education and Off-site Educational visits. We believe that these activities enable our pupils to make real life connections with their classroom curriculum, make sense of the world around them and improve their self-confidence in managing relationships with their peers and others.

#### **Key Aims of the policy**

- To outline the Roles and Responsibilities of key staff in the organisation, running and monitoring of school visits;
- To give guidance for staff as to the correct procedures to follow when organising a school journey

#### **Roles and Responsibilities**

##### **The Governing Body**

The value of off-site educational visits is well recognised by the Governing Body and fully supported throughout the school. The Governing Body recognises that a culture of safety must prevail, that there is a need for careful planning and that there is an adherence to statutory procedures. The Governing Body must satisfy itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance is followed.

## Local Education Authority

All off-site visits that are residential or hazardous need to be approved by the Local Education Authority through the EVOLVE website. This will be updated by the class teacher and then approved by the EVC and the Headteacher where appropriate.

## The Headteacher

Authority is delegated by the Governing Body to the Headteacher to approve all off-site educational visits of a perceived low risk, local, daily or regular nature.

## The Educational Visits Co-ordinator (EVC)

The EVC ensures that all off-site activities follow the correct procedures. The EVC will approve the group leader for every visit and monitor the written risk assessment to ensure good practice. In addition, the following responsibilities and duties are undertaken:

- Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers;
- Ensure that DBS disclosures are in place where necessary;
- Arrange the Emergency Contact Officer and draw up proper procedures (Operation Duke cards) to be followed in such an event;
- Keep records and make reports of accidents and 'near accidents',
- Review and regularly monitor procedures;
- Liaise with the LEA Outdoor Education Adviser to ensure the proposed visit complies with the LEA regulations.

## The Group Leader

- The Group Leader is responsible for identifying the purpose of the visit, undertaking a **pre-visit** and for following the **checklist** published in the LEA guidance (Appendix 1);
- If a coach is required for the visit, the school's Coach Booking Form should be completed and handed to the office at least a month before the journey. Staff should consider submitting this paperwork earlier for trips taking place in the summer term due to high demand on coach companies;
- A **risk assessment** is necessary for all off-site visits. Significant risks and their control measures should be recorded and filed with the EVC. This will take account of Generic risks, Event Specific Risks (as identified from a pre-visit or through knowledge or experience of the environment, accommodation, the leader's competence, the group and other factors such as transport) and on-going risks (identified by the professional staff responding to changing circumstances and the success of planned activity and procedures). The participants and staff should be fully briefed on the

purpose and the risk assessment control measures. The group leader must review the visit and add any additional comments about the risks to help inform future risk assessments.

- The group leader must ensure that they are familiar with the **Emergency Procedures** in the case of an emergency or fatality ('Operation Duke' Visit Leader Emergency Card) and that first aid kits are carried by key staff;
- The group leader must ensure that individual risk assessments are written for children who pose a risk to themselves and others. This risk assessment must be written with careful thought about the event specific risks for this child. This individual risk assessment must be shared with the parents/guardian and the child in question. The group leader, parent/guardian and child must agree to the measures put in place and sign the individual risk assessment before the visit takes place.
- The group leader is also responsible for completing the necessary paperwork in order to seek **approval for the visit** from the EVC, Headteacher, Chair of Governors and LEA at least 4 weeks before the journey. This includes:
  - **Guildford Grove Application for approval of Visits** for all day trips
  - **Surrey County Council Application for approval for educational visits** for all residential journeys must be completed through the EVOLVE Surrey County Council Website where the EVC, Head teacher and LEA will approve it.
- **Parental Consent** and **Medical Questionnaire** must be completed for residential journeys or a **Routine Permission Letter** should be used for day trips.
- **Parental Voluntary Contribution.** Parents will be asked to make a voluntary contribution towards a school trip. Parents will be told that the resources of the school are limited and as a result the proposed visit will not take place if there are insufficient voluntary contributions to cover the cost of the trip.
- **Residential Trips.** Charges will be made for board and lodging for residential trips. The school will offer financial support to families in difficulty.

## Child Protection

- If a child makes a disclosure on a residential visit, the group leader will follow the guidance from the school's **Safeguarding and Child Protection Policy**. The DSL (Designated Safeguarding Lead) will be contacted by the Group Leader who will inform them of the disclosure. If the group leader cannot contact the DSL, they will then contact the Deputy DSLs or the Headteacher.

## Safeguarding on school visits

- It is essential that the Group Leader ensures the safety of both the children and adults on school visits.
- Children should not be left unsupervised at any time.

- For residential trips, only school staff members or governors are picked to go on the visit. All of the adults will have had a DBS check. Adults on these residential trips must ensure that they are never left alone with a child.
- If any adults have a concern about the behaviour of one of the other members of staff on a residential trip, they will be advised to follow the ***Safeguarding – whistle blowing Policy***. The DSL or Headteacher will be immediately contacted.
- Often on day visits, parents are used as additional adults to ensure there is adequate provision. These parents must be selected carefully and must, ideally, be well known to the school. These parents will have a check against the Children’s Barred List for the purpose of the visit. Group leaders will be advised by the EVC to ensure these parents are not left unsupervised and spend the day guided by a teacher or teaching assistant.