



**Marshbrook First School
Educational Visits Policy
November 2014**

1. Introduction

Marshbrook First School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisors' Panel 'Employment Guidance' (available at <http://oeapeg.info/>)

Normally these activities will be available to all children within the specified group for which the activity has been organized. Whilst there is no obligation for parents/carers to contribute, visits will only take place if sufficient funds are received.

Aims

- to broaden the curriculum beyond the boundaries of the school
- to help pupils see the relevance of their school studies to real life
- to give all pupils the opportunity to experience cultural, religious, environmental, historical and team events
- to help develop an awareness of the local and wider community
- to foster an enquiring mind
- to allow further opportunities for pupils and staff to develop good relationships

Objectives

- to detail the procedures required when organising a school trip
- to define the types of trips that should be encouraged to take place
- to identify educational objectives of planned visits

Planning Procedures

The planning procedure is designed to ensure that the following standards are adhered to:

- trips are of a suitable educational nature
- the safety and welfare of both staff and pupils is assured
- the trips are financially viable

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should initially discuss the proposal with senior management/subject leaders to verify the appropriateness and dates of visit. Once permission has been granted, they should add the visit details through the EVOLVE system which will then be automatically passed to the EVC (Educational Visits Co-ordinator) for checking and approval and that the planning and risk management for the visit follows employer policy and guidance. The Headteacher will further be asked to verify the above and to declare that the Visit leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment led. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits requiring LA approval should be submitted 6 working weeks before a visit is set to take place and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used it is a requirement for them to hold Public Viability Insurance cover with a minimum limit of indemnity of £5M

2.Roles and Responsibility

The Headteacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated in the timetable and the ethos of each visit is one with which the school wishes to be associated.

The Educational Visits Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks:

- to check and approve that the planning and risk management for visits follows employer policy and guidance and to liaise with the LA if required
- to support staff in the planning and risk management of visits
- to ensure there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The school's current EVC is Jill Gould, Assistant Headteacher.

The Headteacher will ensure that the EVC, visit leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits

Visit Leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. A pre-visit is strongly recommended. Relevant visit information is shared with parents and consent is sought where necessary.

The visit leader is responsible for producing a full pupil and accompanying adult register and risk assessment, a minimum of 24 hours prior to the event and to ensure that all medication, care plans and equipment are taken.

For all residential visits parents/carers will be invited to a meeting where they can ask for clarification of the itinerary or organisation of the visit.

3. Risk Management

Risk Assessments are to be carried out for each visit and control measures considered and documented. The risk assessment is to be shared with Educational Visits Co-ordinator and Headteacher prior to approval being granted and preferably added to EVOLVE as an attached document.

Very occasionally, when a pupil has difficulties with their behaviour that may result in placing themselves or others in danger; it may be necessary to withdraw the offer of a place or in some circumstances request parental supervision. The decision would not be taken lightly and would have the widest

possible regard for the health and safety of all pupils and adults on the visit. Parents would be consulted prior to the decision to remove the offer/ request parental support on the visit.

4. Emergency Procedures

If a visit extends beyond the school day a home contact from the school will be identified who may be needed as a link between the party, parents, school and County Council in the event of an emergency.

In the event of a delay (of more than 1 hour) or of an incident resulting in harm to any participant, staff member or volunteer, the visit leader must contact the school as soon as possible to inform the Headteacher or designated deputy so they can decide:

A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (eg. That the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far.

B. If the incident is very serious (eg. Involving a disabling or life threatening accident or fatality) then the Headteacher, deputy or home contact is to contact Staffordshire County Council using the emergency phone number and details given below.

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322 and the school will instigate its critical incident plan (as identified in *Coping with a Crisis* document)

5. Accident Reporting

All accidents and near misses will be handled in line with Staffordshire County Council's Accident Policy. Accident investigation and employee hazard reporting forms are available from the Health and Safety intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the strategic

Health and Safety Service should be attached to the visit form on EVOLVE.

6. The Governing Body

The Governing body wishes to be informed about the following categories of visit prior to them taking place (if any)

- visits abroad
- residential visits
- outdoor adventurous or high risk activities other than those run by Staffordshire County Council Outdoor Education Services.

This policy will be reviewed every three years or earlier if necessary.