



# EDUCATIONAL VISITS POLICY

*“At the Parkland Federation, we strive for excellence in all we do. Learning is exciting, inclusive, dynamic and challenging. The highest standards of behaviour are always promoted. Here, the children are supported to succeed through taking risks and learning from mistakes. Pupils are prepared to become responsible, informed and creative global citizens who will contribute with insight, understanding and compassion to the rapidly changing world we live in (School Vision Statement June 2019).”*

Approval Date	Policy Reviewer	Title	Chair of Governors
29th January 2021	Ms Sally Simpson	Head of School	Jane McCarthy-Penman

# THE PARKLAND FEDERATION EDUCATIONAL VISITS POLICY

## Introduction

The Parkland Federation provides many opportunities to enrich the curriculum for its children/young people through off-site activities and educational visits. These include:

- ★ Residential Visits for Year 6
- ★ Day visits for all year groups from Reception to Year 6
- ★ Use of the Local Community and Local Environment
- ★ Visitors invited into school for curriculum workshops

The value of off-site activities and educational visits is well recognised by the Governing body/senior managers and fully supported throughout the establishment. Safety is recognised as important and careful planning and adherence to statutory procedures is required. Off-site activities and educational visits must be well managed and responsibilities recognised.

This document outlines the specific policies and procedures for The Parkland Federation. It supplements and follows the guidance, regulations and advice contained within the following significant publications:

- East Sussex County Council Local Authority's Off-site Activities and Educational Visits: Regulations and Guidance
- The Health and Safety Executive, in conjunction with the DfES, producing their *Health and Safety : Responsibilities and Powers* statutory document (2001)
- The DfES reviewed their 1998 document *Health and Safety of Pupils on Educational Visits* and produced their supplementary guidance in August 2002:
- Part 1 – Standards for LEAs in Overseeing Educational Visits*
- Part 2 – Standards for Adventure*
- Part 3 – A Handbook for Group Leaders.*

## Roles and Responsibilities

### **The Governing Body must:**

- Ensure that arrangements are in place and the County Council regulations and guidance are being translated into working systems
- Ensure that the Governing Body has its own systems in place to support this process: a named governor rather than a group; a signatory for the approval system; dedicated discussion and review time at meetings



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- Have the ability to act on behalf of the parents to ascertain if the specific event arrangements and risk assessments are in place and appropriate.

All off-site activities and educational visits that are residential, hazardous or overseas will need the approval of the Governing Body and the Application for the Approval of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Body And East Sussex County Council form signed by a nominated governor, see Appendix 1.

### The Head Teacher/manager must:

- Ensure that the management of visits and ventures meets the regulations and guidance offered by the County Council, DfES and others, as well as conforming to the establishment's own health and safety policy
- Ensure that the Governing Body are kept appropriately informed and accreditation or verification of providers has been checked
- Ensure that arrangements are in place for the educational objectives of a visit to be inclusive and that issues identified in exploratory visits have been satisfactorily resolved within the risk assessment.

All off-site activities and educational visits will need the approval of the Head Teacher/manager and either the Application For The Approval Of Residential, Hazardous And Overseas Educational Visits By Head Teacher, Governing Body And East Sussex County Council form, see Appendix 3, or the Events planner sheet, signed by the head teacher prior to the off-site activity taking place.

### The Educational Visits Coordinator must:

- Liaise with the Outdoor Education Adviser where appropriate
- Be involved in educational visit management in order to ensure that the County Council's guidance and regulations are followed and to confirm that adequate risk assessments have been carried out
- To be able to confirm that the leadership of the visit is appropriate and to check staff qualifications, this to include accompanying staff and volunteers
- To organise the training of leaders and volunteers, and organise thorough induction of staff and volunteers new to the visit
- Ensure that procedures for Disclosure and Barring Service disclosures are in place as necessary

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- To ensure that liaison with parents and obtaining consent are effective
- Ensure that the establishment has robust emergency procedures in place and knows how to liaise with the County Council team should an emergency occur.
- Ensure that the establishment complies with County Council requirements for reporting incidents and accidents (including 'near misses') online at Czone <https://eastsc.info-exchange.com/> (school users only).
- Support the head of establishment in the management of and evaluation of educational visits:
- Use and apply suitable record keeping practices for both children and young people and leaders off-site
- Learn from previous experience, recording successful practice and contacts, and be able to use them and move on, in particular where staff personnel change
- Monitor and review what is going on, establishing a clear picture of current practice. Be able to both report on successes and set targets for improvement. Be ready to intervene where practice is incorrect or unsatisfactory.

### The Group Leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about the establishment and LA's policies and procedures
- Plan and prepare for the visit and assess the risks with the EVC
- Define the roles and responsibilities of other staff and children/young people and ensure effective supervision of what they do
- Obtain the Head Teacher approval for the visit
- Have enough information on the children/young people taking part in order to risk assess their suitability for the visit or specific activity
- Consider stopping the visit if the risk to the health and safety of the children/young people is unacceptable and have in place procedures for such an eventuality
- Ensure the leaders have details of the establishment base contact
- Ensure the leaders and others have details of the children/young people's special educational or medical needs which will be necessary for them to carry out their tasks effectively
- Take a copy of the insurance policy document
- Take a group photo of the children before they leave to go on the trip.
- Take a copy of the Crisis Management checklist, saved on the School's server.

### Parents must:

- Provide the EVC with emergency contact number(s)



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- Sign the consent form
- Give the EVC information about their child/young person's emotional, physiological and physical health which might be relevant to the visit
- Agree the arrangements for sending a child/young person home early and who will meet the cost

### The children/young people must:

- Not take any unnecessary risks
- Follow the instructions of the leader and other supervisors including those at the venue of the visit
- Dress and behave appropriately and responsibly
- If abroad, be sensitive to local codes and customs
- Look out for anything that might hurt or threaten himself or herself or anyone in the group and inform the group leader or supervisor

### NB: Trips outside of Sussex E.G. London

Ensure that:

- Visits outside of Sussex are recorded on Exeant for ESCC notification.
- The visit leader's number is correct and contactable for the duration of the visit (they should regularly check for messages)
- The emergency contact number provided for the school is correct and contactable for the duration of the visit.
- An itinerary is provided with clear timings and locations.

### Staffing

The Parkland Federation recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.



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The Trust recognises that it is good safeguarding practice to ensure that any volunteer adults assisting on educational activities and visits should be DBS checked.

The staff:pupil ratios will not exceed those as follows:

Foundation/Nursery: 1:4

Year 1 – Year 3: 1:6

Year 4 – Year 6: 1:10

SEN pupils should have additional adult support assigned to them to ensure their needs are met. It is recognised as best practice that the visit leader should not be assigned a group. If adult numbers dictate that a group leader must have their own group, adults and groupings should be arranged so that an additional adult is with them.



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## Appendix 1

The leaders need to know that in an emergency they should:

- Ensure the children/young people are safe
- Contact their emergency contact person and give them the details
- Follow the procedures to be followed in the event of a serious accident/incident or fatality.
- See Crisis Management Procedures** – School Office Noticeboard & Policies File/school website.

It is recommended that on off-site visits there is a trained first-aider and a first-aid kit is carried, check with the EVC about how this will be arranged.

On return from the visit, the group leader should report to the EVC and complete an evaluation report where necessary, e.g. when the visit involved an external organisation/was notable in terms of positive outcomes/gave rise to significant concerns, a copy of which should be sent to:

Offsite Education Adviser: [Offsiteactivities@eastussex.gov.uk](mailto:Offsiteactivities@eastussex.gov.uk) PHONE: 01273 482522

If there has been an incident, then the appropriate report form must be completed: <https://eastsc.info-exchange.com/>



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## Appendix 2

Off-site Activities and Educational Visits Checklist.

This checklist should be used in conjunction with the East Sussex Off-site Activities and Educational:

### Visits Checklist: Regulations and Guidelines (OAaEV)

1. Is there an identified group leader who meets the definition of a leader in the OAaEV?
2. Is there a clearly identified purpose and specific objectives for the visit?
3. Is there an identified location for the visit which suits the purpose?
4. Have the risk assessments been written for:
  - a) the journey(s)
  - b) the down time if necessary
  - c) the activities if necessary
5. Have the risk assessments for the activities provided by the centre/venue been seen by the group leader according to the OAaEV?
6. Have the plans been discussed with your EVC and approved by the Headteacher?
7. If the visit is hazardous according to the OAaEV, and/or residential and/or abroad, have the plans been approved by the Governors using Appendix 3 from OAaEV at least seven weeks before the visit?
8. Are the staff and volunteers suitably qualified and competent?
9. Have DBS checks been carried out if required (essential for residential visits)?
10. Are the staff/children ratios acceptable according to the OAaEV and for the activities proposed?
11. Does the gender of adults reflect the pupils' gender (essential for residential visits)?
12. Has a preliminary visit been made?
13. Has parental consent been obtained?





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14. Have the staff and volunteers been made aware of the children's dietary and medical needs?
15. Is a first aider and first aid kit available?
16. Is insurance arranged where necessary?
17. Have EHIC cards been acquired for visits to Europe?
18. Has appropriate legal transport been arranged?
19. Have adequate arrangements been made to finance the visit?
20. Have all the children been properly briefed e.g. clothing, significant hazards, rendezvous points, groups, behaviour?
21. Have all the staff and volunteers been properly briefed e.g. roles and responsibilities, supervision styles, significant hazards and their management, groups, emergency procedures?
22. Has an emergency contact person been arranged through the establishment who has copies of the children and visits information?
23. If the visit is hazardous according to the OAaEV, and/or residential and/or abroad, have the plans been approved by the Outdoor Education Adviser using Appendix 3 from OAaEV, at least six weeks before the visit?
24. Have other staff who will be affected by the visit been notified?
25. Have arrangements been made for an evaluation after the visit to be shared with the Headteacher/Outdoor Education Adviser?

Head	Sally Simpson
EVC	Liam McDonald (trained: refresher 2020)
EVC Trained	Alison Das (trained: 2020)
EVC Trained	Sally Simpson (trained: 2020)

