



## **Broadfield Primary School Educational Visits Policy**

<b>Approved Date 21/06/2018</b>
<b>Approved By Full Governing Body meeting 21/06/2018</b>
<b>Review Date 21/06/20</b>

### **Rationale**

At Broadfield Primary School we believe that offsite activities can significantly enhance the learning experiences and enjoyment for children. At Broadfield children will be provided with the opportunity to participate in high quality and well organised offsite visits which will enrich learning and enable children and adults to achieve more.

### **Aims**

- To provide quality experiences to enrich the taught curriculum in as safe an environment as possible;
- To give children the opportunity to develop knowledge and skills developed in the classroom. Children will be encouraged to make links between classroom experiences and experiences of their educational visits;
- To provide varied experiences unavailable within the school grounds;
- The School will ensure that visits are highly planned and organised, follow health and safety procedures and through assessing of every aspect for potential risks hazards and dangers;

### **Equal opportunities/Differentiation/Special Educational Needs**

Opportunities for every child to participate in educational visits will be made available providing this does not result in potential hazards to the group as a whole. No discrimination will occur because of sex, religion, race or culture. Those children considered to have recognised special educational needs will be provided with appropriate support to access educational visits and that the supervising adults are competent and well trained to meet their needs. Risk assessments will be undertaken if the activity could potentially be harmful or dangerous to a person with special needs.

### **Recording / Reporting / Evaluation**

The process of planning an educational visit will be recorded via using the Oldham Educational Visits website (EVOLVE) [www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk)

Photographic records of the successes of the visit are encouraged.

Evaluations and recommendations may be made available to other staff (including those of other schools) planning educational visits.

### **Implementation of the Policy**

The Headteacher will ensure that:

- A Leader is appointed for every offsite visit who has relevant experience, training and proven competency of organising and managing offsite activities.
- A thorough risk assessment is undertaken of every activity to identify potential hazards and dangers. These will be shared with adults and staff supervising the trip to prevent accidents.
- Parents and adults supervising the visit have the appropriate vetting and checks in line with the Safer Recruitment Policy and Procedures.
- Permission consent forms have been obtained for all children taking part in the offsite activity.
- Children and adults with special needs or medical requirements will be accompanied by an experienced member of staff capable of meeting their needs.
- Methods of transport are appropriate for the distance being covered and coaches or vehicles which are hired are safe, road worthy and meets current legal requirements for carrying children and passengers.
- The activity has adequate insurance cover and copies have been made and retained by the Headteacher,
- The Leader has emergency contact details for all children and activity participants.
- Qualified First Aiders will accompany every offsite activity.

### **Roles and Responsibilities**

## **Educational Visit Co-ordinator is Elaine Jolley**

The Educational Visit co-ordinator's role is:

- To monitor the quality of educational visits including the purpose and health and safety arrangements made;
- To ensure all visits are recorded online using the EVOLVE system;
- To give value to educational visits by encouraging the staff of the school to identify clear educational objectives for visits and celebrate the successes of learning through these visits;

The Head teacher's role is to encourage good practice and ensure that the educational visits policy is being followed by staff;

## **The Educational Visit Leader**

- Where possible the Educational Visit Leader should visit the proposed venue prior to the trip. Visits must be made to venues not visited before or within the last two years;
- Inform the kitchen at least two weeks in advance of catering arrangements;
- Plan and prepare the visit thoroughly and brief staff members and supervising adults of key points and possible danger or hazards;
- Complete a comprehensive risk assessment for approval by the Headteacher;
- Notify the school if the coach or mode of transport is going significantly delayed so that parents can be contacted;
- Clarify how checks will be undertaken during the visit;

## **Supervising Adults should:**

- Follow the instructions of the activity leader at all times.
- Be sensitive and caring to each child in their allocated group.
- Inform the Educational Visit Leader if they are concerned or worried immediately.

## **Responsibilities of Children**

The Educational Visit Leader should make it clear to children that they must:

- Follow the instructions of the adult supervisor of their group;
- Behave calmly and sensibly at all times;
- Children who are posing a danger to themselves or others will be referred to the Leader who will decide on appropriate action which may involve contacting the Headteacher to come and collect the child;

## **Responsibilities of Parents**

The classteacher will provide parents with detailed information about the offsite activity and brief parents in person for longer activities.

Parents will receive information on suitable clothing, lunch requirements and how they can prepare their child for the visit. Parents will also receive a copy of the expected standard of behaviour.

### **Parents must:**

- Sign the permission consent form and complete emergency contact details.
- Provide relevant information about any medical or special needs of their child.

## **Risk Assessments**

A thorough risk assessment will be completed for every offsite activity. The risk assessment will include the following information;

1. Potential hazards and dangers.
2. Who is at risk of potential harm?
3. The estimated level of risk (high, medium or low)
4. Any action which can be taken to reduce or prevent the hazard posing a danger.

The activity cannot take place until the risk assessment has been completed and should be attached to the online EVOLVE form.

## **Supervision**

Broadfield Primary School will ensure that there is a sufficient ratio of supervising adults for the offsite activity.

The Educational Visit Leader will look at the following criteria when deciding on a suitable supervision ratio;

- *Age of participants;*
- *Medical or special needs of participants;*
- *Type and Nature of activity;*
- *Experience of managing offsite activities of supervising adults;*

## **Ratios Required for Legal Purposes**

***Nursery and Early Years:*** 1:4

***Year 1-3*** 1:6

***Year 4-6*** 1:10 or 1-15

## **Procedure for Missing Child on Offsite Visit**

- The Headteacher or the Educational Visit Leader communicates the situation to all staff and adults present and organise a thorough search of the area ensuring the remaining children are supervised.
- The Headteacher or Educational Visit Leader will inform staff at the venue if appropriate.
- If not attending the visit the Headteacher must be informed of the incident as soon as possible

After 5 minutes if the child is not found the following procedures must be followed;

- The Headteacher will immediately inform the police and await instructions on how to proceed.
- The Headteacher will inform the child's parent or carers to explain the situation and advise them of the action being taken.

Staff from Broadfield will escort the remaining children back to the School.

One member of School staff will remain at the venue, continue searching for the child and assist with the investigation. They will meet the police and parents when they arrive.

- The trip leader must complete an Incident Report Sheet on their return to Broadfield
- Staff at School will be de-briefed on the circumstances surrounding the incident and if any changes are needed to policies or procedures these will be made immediately and reported to the Safeguarding Lead.

**N.B - In the absence of the Headteacher, the person who is designated in overall charge in their absence, will undertake the responsibilities of the Headteacher.**

## **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

### **Subsidies for trips**

Broadfield is committed to using its Pupil Premium budget to heavily subsidise school trips for all pupils as set out in the Broadfield Pupil Premium Strategy..

Parents and carers may from time to time be asked to provide a voluntary contribution to enhance the trip – such as the cost of an ice cream. The cost per trip will be reviewed in advance and Broadfield will be mindful of families with multiple children attending the school and so may ask for a donation per family to reduce the overall cost to families.

Certain trips that are provided for the entertainment of the children such as trips to theme parks will be additionally funded by the children's fundraising activities throughout the year.

The governing body has agreed that some activities and visits where charges can be legally made will be offered at no charge or a further subsidised rate to parents/carers in particular circumstances. This will be at the discretion of the Head teacher.

The school undertakes optional residential trips for which parents/carers will be asked to a voluntary contribution towards the cost of the outside provider. This will be for board and lodging and the charge will not exceed the actual cost. Broadfield is committed to heavily subsidising residential trips for all pupil as set out in the Pupil Premium Strategy,

Broadfield will make it clear to parents that an activity cannot be fully funded by the school without voluntary contributions. Broadfield will make it clear that there is no obligation on families to make any contribution.

No child will be excluded from an activity based on the response to a voluntary contribution request.

The school will review the level of voluntary funding given by parents, plus review the level of subsidy available from the school budget. If there are insufficient funds overall, then the trip may be cancelled.

**Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school’s Data Protection Policy.

<b>What ?</b>	<b>Probable Content</b>	<b>Why ?</b>	<b>Who ?</b>	<b>Where ?</b>	<b>When ?</b>
Medical records					
Personal contact details  Parents’ emergency contact details	Personal Identification Data	Legally Required To manage the child’s specific needs  Keeping Children Safe in Education  Communication  Government Legislation	Head teacher and governing body  Passed on to Police / Ambulance service/external agencies if appropriate	Initially Completed On Paper	Slips destroyed on returning to school after the trip

As such, our assessment is that this policy :

<b>Has Few / No Data Compliance Requirements</b>	<b>Has A Moderate Level of Data Compliance Requirements</b>	<b>Has a High Level Of Data Compliance Requirements</b>
		x

## Appendix 1

Procedures for the planning and sanctioning of educational visits:

1. All visits to be processed through the EVOLVE system.  
([www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk))
2. Requests to be submitted at least 1 month prior to date of the visit
3. Each unit to maintain an Educational Visits file which holds:
  - A copy of the letter to parent's / carer's giving the trip details
  - Completed permission slips
  - Any risk assessments that cannot be attached to the computerised request
  - Visit notes and Guidance for adult helpers (Including details of pupils' special educational or medical needs which will be necessary for them to carry out their task)
  - Group details
  - Trip evaluation
4. A check list to be completed for each trip (Appendix 2)
5. A mobile phone should be taken on every school trip

**Where possible the trip leader should visit the proposed venue prior to the trip. Visits must be made to venues not visited before or within the last 2 years**



## Appendix 2

### **ORGANISING TRIPS CHECKLIST**

**PLEASE NOTE – This is not an exhaustive checklist. It has been designed to act as a starting point for trip organisers who should modify it according to their particular trip. Reference should always be made to the schools trips policy**

#### THINGS TO DO

1. Research trip and if necessary organise an inspection visit
2. Put date in school diary – check for any clashes which will impact on the staffing for the trip and also in school
3. Calculate the cost accurately, accounting for transport, VAT and extra insurance, where necessary.
4. Book the trip and coaches/minibus. Ensure that coaches are fitted with seatbelts
5. Complete necessary risk assessments
6. Complete a trip application using authority website- [www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk)
7. Write an information letter to parents. The letter should also have a permission slip. Arrange printing and distribute to the student group concerned. If it is residential trip a behaviour contract should also be sent out with this letter. Ensure a time is given for the return of slips and money.
8. Identify person who will be responsible for collecting in slips and keeping an accurate record.
9. If residential identify person to be school contact
10. Inform school office about the trip and ask them to keep a record of payments

11. Organise an information evening for parents if it is a residential trip
12. Arrange all pupils into groups and allocate a group leader. Pass on copies of groups to the different leaders.
13. Share information from the risk assessments / itinerary / expectation with group leaders (give written notes where applicable)
14. Take all necessary emergency contact and medical information for pupils on the trip
15. Make sure first aid kit / inhalers and any other medication is packed
16. Organise for payment of entry fees etc
17. Phone up the coach company 1 day prior to departure to confirm pick up and drop off times.
18. Complete trip evaluation and place in unit file.  **Appendix 1**

Procedures for the planning and sanctioning of educational visits:

6. All visits to be processed through the EVOLVE system.  
([www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk))
7. Requests to be submitted at least 1 month prior to date of the visit
8. Each unit to maintain an Educational Visits file which holds:
  - A copy of the letter to parent's / carer's giving the trip details
  - Completed permission slips
  - Any risk assessments that cannot be attached to the computerised request
  - Visit notes and Guidance for adult helpers (Including details of pupils' special educational or medical needs which will be necessary for them to carry out their task)
  - Group details
  - Trip evaluation
9. A check list to be completed for each trip (Appendix 2)
10. A mobile phone should be taken on every school trip

**Where possible the trip leader should visit the proposed venue prior to the trip. Visits must be made to venues not visited before or within the last 2 years Appendix 2**

## **ORGANISING TRIPS CHECKLIST**

**PLEASE NOTE – This is not an exhaustive checklist. It has been designed to act as a starting point for trip organisers who should modify it according to their particular trip. Reference should always be made to the schools trips policy**

### THINGS TO DO

19. Research trip and if necessary organise an inspection visit
20. Put date in school diary – check for any clashes which will impact on the staffing for the trip and also in school
21. Calculate the cost accurately, accounting for transport, VAT and extra insurance, where necessary.
22. Book the trip and coaches/minibus. Ensure that coaches are fitted with seatbelts
23. Complete necessary risk assessments
24. Complete a trip application using authority website- [www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk)
25. Write an information letter to parents. The letter should also have a permission slip. Arrange printing and distribute to the student group concerned. If it is residential trip a behaviour contract should also be sent out with this letter. Ensure a time is given for the return of slips and money.
26. Identify person who will be responsible for collecting in slips and keeping an accurate record.
27. If residential identify person to be school contact
28. Inform school office about the trip and ask them to keep a record of payments
29. Organise an information evening for parents if it is a residential trip
30. Arrange all pupils into groups and allocate a group leader. Pass on copies of groups to the different leaders.

31. Share information from the risk assessments / itinerary /expectation with group leaders (give written notes were applicable)
  
32. Take all necessary emergency contact and medical information for pupils on the trip
  
33. Make sure first aid kit / inhalers and any other medication is packed
  
34. Organise for payment of entry fees etc
  
35. Phone up the coach company 1 day prior to departure to confirm pick up and drop off times.