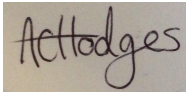


Shirley Warren Primary and Nursery School	Effective Date:	
Policy and Procedure Statement		
<b><u>Educational Visits</u></b>  <b><u>Policy</u></b>  <b><u>(including transporting of pupils)</u></b>	Revision Date:	
	Page	1 of
	Approval by the FGB	18/05/2021
	Signed  (Chair of Governors)	
Head Teacher	Mrs Zoe Newton	
Business Manager	Claire Hughes	

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## **Introduction**

Educational visits are activities arranged by or on behalf of the school, and take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose and/or enhance and enrich our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils. Visits usually take place within the school day.

At Shirley Warren Primary and Nursery Ellie Mears is the nominated Educational Visits Co-ordinator (EVC) and Zoe Newton (Headteacher) the EVOLVE approver.

## **Aims**

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

## **Residential activities**

Appendix D outlines the schedule of residential visits. This takes into account age and confidence of children and we aim to ensure that residential venues chosen enable children to build upon skills and confidence and encourage a team building, problem solving approach.

Residential visits are charged to the parents with costs covering, transport, board, lodgings and instructor expertise and coaching. Cost should not be a prohibitive factor in enabling a child to attend a residential. Should a family have difficulties raising funds, the school will work with parents to find suitable arrangements.

Residentials commonly occur during school hours with the majority of a class meaning that a child's education for that period of time is off site but still relevant. Should a situation arise whereby a child does not have parental permission to stay on a residential, parents should make every effort to get children to the residential site each day to take part in the activities otherwise they risk losing vital team building and learning opportunities.

We are an inclusive school and children with Special Educational Needs (SEN) are always included in residential activities. Inclusion must never threaten the safety of the individual or by this inclusion, the safety of the rest of the group. This may mean having to re-organise where we are visiting, staffing required and can, in some exceptional cases, require a member of the child's family to accompany some element of the visit. A member of staff will never be allowed to share a room with a pupil or a member of a pupil's family.

## **How visits may be authorised**

All Educational Visits must be approved by the Headteacher or her Deputy Head who may act only within the constraints specified by the Headteacher.

Class teachers will assume the role of party leader in the case of a class trip. For other visits a party leader will be appointed by the Headteacher to be responsible for leading the activity. This will normally be a teacher employed at the school.

The Headteacher or the school's EVC will be involved in the planning and management of off-site visits.

Governors' have a responsibility to check EVOLVE throughout the year and at key points such as residential or any of the HCC listed adventurous activities to ensure the school is following this policy.

Staff arranging or otherwise involved in off-site activities must first familiarise themselves with the regulations, advice and procedures published by the National guidance for the management of outdoor learning, off-site visits and learning outside the classroom <https://oeapng.info>, LA (available on the HCC Evolve website) and school policies. All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school, also completing the form in Appendix A for office and EVC/HT use.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the EVC and subsequently the headteacher will seek the approval of the governing body before permitting the activity to take place.

Except for very local visits, all proposals for Educational Visits must be submitted to the EVC at least four weeks in advance of the proposed venture. The EVC then the Headteacher must then approve the activity taking into account all relevant paperwork. Any letters to parents with details of the trip and details of voluntary contributions must be sent out at least three weeks in advance of the venture.

Special exception may be made for local visits that cannot be anticipated long in advance. In these cases the Headteacher will require the basic level of supervision to be observed. The basic level, subject to a venture specific Risk Assessment that may reveal a need for extra staffing will be:

- a) All ventures must be supervised by at least one qualified teacher.
- b) All ventures must have a minimum of two approved adults, including the teacher.
- c) The ratio of children to approved adults must never be worse than as listed in the table below

Activity	Maximum ratios
Local visits close to the school	under 5 1:6 under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:20)
Day visits (more than 60 miles or 1 hour from school)	under 5 1:6 under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:12)
Residential or overnight visit	under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:12) These ratios do not include the centre/ residential base staff

Taken from HCC guidelines

- d) The Party Leader must have pre-visited the location to be visited. Any variation to this must be approved by the Governing Body.
- e) The details of all party members, including adults must be left, with a named adult, in the school office prior to departure. The details of which children are travelling in which vehicles must be left with the school office and any subsequent changes mid-visit must be phoned through by the party leader to school.
- f) The current medical history of all participants will have been examined and the outcomes related to the venture specific Risk Assessment. E.g. The need for extra staffing or the taking of appropriate inhalers or medication.
- g) All ventures will have been Risk Assessed prior to the venture and, in order to adhere to Good Practice guidelines, entered on EVOLVE with the risk assessments and itinerary.
- h) All staffing for any venture will have met, in advance of the venture, to be briefed by the Party Leader on the organisation, the required safety control measures to be applied as a result of the venture specific Risk Assessment, and the clarification of specific individual responsibilities.
- i) The Headteacher (or Deputy in her absence) will need to agree any volunteers who are to support the visit in order to ensure the safety of the children and school ethos is maintained. Although

we will endeavour to use school based staff on trips it may be necessary to call upon parent/external volunteers.

Where this is applicable the head teacher and group leader will discuss suitability based upon

- The capability to maintain the school ethos and work within the school guidelines
- The school's prior knowledge of the person's capability
- Their knowledge and understanding of the children on the visit and venue and activities to be visited and undertaken.

Further guidance is found in the Local Authority guidelines and the locally produced checklist (Appendix B).

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The Risk Assessment template for all school visits can be found in Appendix C.

This also includes guidance about preliminary visits, pupil/teacher ratios and transport.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys (full details and requirements are available in Appendix F) and double-checking that each driver has been subject to the DBS check which all volunteers are required to undertake. At the point that this paperwork comes into school annually, the driver should produce documentation from the DVLA to show that they have no more than 3 points on their licence and no other driving convictions. If there is any change to this during the academic year, the driver takes the responsibility of notifying the school at which point records will be amended and resigned. A completed 'Agreement to drive and record of details' form (Appendix F) should be completed for each driver.

The School Office keeps a record of adults with this paperwork completed and any new adults should be flagged up by the School office at the time of arranging the trip. The Headteacher will pre-approve any drivers and check paperwork is in order before filing with the school office. Teachers also have a copy of this list and should double check any decisions made by the office. The ultimate accountability for this rests with the lead adult on the visit (usually the class teacher).

### **Staff Induction**

No NQT will lead a trip during their NQT year, however they will work alongside the EVC, their NQT mentor or the Headteacher to plan and run off-site visits.

All classroom based staff will receive training on the leading and running of off-site visits.

## **Volunteers**

The wealth of experience and skill within our parent/community body is not to be underestimated and we recognise the value that their knowledge and experience can add to an educational visit, however, children's safety and well-being come first. All volunteers involved in School visits will need to undergo a DBS check in line with our School's Child Protection Policy. Teachers only ask adults who are known to be effective on school visits to support them, this is in agreement with the head teacher and/or EVC. This is based on prior knowledge of support and their suitability to support fully. The safety of all children comes first and foremost and must never be at risk by a choice of volunteer.

Regardless of a parent volunteering on the trip, the Class teacher and School employed support staff remain responsible for the safety and welfare of all children, including the volunteer parent's child/ren.

## **Transportation of children**

The Health & Safety of children is paramount at all times, including when transporting children to and from an event.

Car drivers are listed with the School office which will ensure all relevant checks of paperwork are completed and approved by the Headteacher.

For groups of over 4 children travelling together, there must be one additional adult in the vehicle with the driver. This ensures that the driver can pay full attention to the task in hand.

Vehicles must always draw up to the nearside kerb. Where this is not practicable, no child should exit the car onto a road and no children should exit a car until the driver or at least the additional adult has left the car, checked for safety and then gets children out of the car and onto the safe side.

Where transport will be shared between coach/minibus and cars driven by staff or parents, the visit return form will have an option for parents to check that they give their permission for their child to travel in a known adult's car given that the school have already checked for paperwork, including insurance, driving licence and MOT.

## **Communication with parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit.

Parents must be informed when a child starts school at Shirley Warren Primary School that all children will be expected to participate in educational visits during each school year.

Parents have the right to know where their children are at all times. Unless the visit is very local and is arranged at short notice, e.g. within ten minutes walking time from school, parents will be

informed by letter. If the visit is local (within walking distance) but not at short notice, advance warning will be posted on the school website and information sent to parents by text message.

If the letter is for information purposes, letters must be received by parents at least two weeks in advance of the venture.

If the letter requires parents to give their consent, eg for a residential visit or for a visit that includes any designated adventurous activities, letters must be received by the parents at least four weeks in advance of the venture. Verbal consent will NOT be accepted for any visit. Parents may write a note to confirm their child's attendance before the visit but not retrospectively.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle in the letters sent home about intended visits.

The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time.

### **Further health and safety considerations**

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity. Direct discussion and agreed procedures about where to gather, how to manage children in car parks and open sites as well as expected behaviour management will be explicitly discussed and detailed in the risk assessment.

The safety of the party, and especially the children, is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the headteacher the possibility of excluding that child from the activity.

If the activity requires any journey by car by either a member of staff, governor or volunteer, the adults in the car must be DBS checked in accordance with the School's Child Protection and Safeguarding policy.

### **Group leaders' planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities. They must initially consult the National guidance for the management of outdoor learning, off site visits and learning outside the classroom for the most up to date guidance <https://oeapng.info> and LA documentation detailing procedures and requirements. The Group leaders visit checklist (Appendix B) must be fully completed and a copy left with the Headteacher and the School office before the group leave for their visit.

### **Induction and briefing**

Given that volunteers may change and have varied experience, staff go in and out of post, induction for any visit needs to be clear and detailed to ensure that children are best protected and cared for.

### **Monitoring and review**

This policy is monitored by the governing body and will be reviewed every two years or earlier if deemed necessary.



## Pre-Educational Visit request Planning list

Before completing this form please make sure you have agreement for the trip to go ahead and have checked the most recent guidance on the trip type and activities to be undertaken on <https://oeapng.info/>

Please complete the following information and return to the admin officer Sarah Worley who will then investigate the coach/minibus costs (if required) and total trip details. She will compile a letter with the appropriate reply slip and wording for your class which then needs to be checked by you as the class teacher and the Head teacher.

This checklist should be completed at least 4 weeks prior to the event or we will be unable to go.

Date of visit:	
Place of visit:	
Place contact details: (inc. named person at centre)	
Time of leaving School:	
Time of return to School:	
Reason for visit:	
What will children need?	
No. of children:	
No. of adults (check ratios):	
Have you checked the medical questionnaires?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it residential or is a listed Adventurous Activities involved? (if yes, seek LA approval) <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Office use only

Medical issues:	
Coach/minibus costs:	
Coach booked:	<input type="checkbox"/>
Minibus booked:	<input type="checkbox"/>
Parents drivers? (list only those with CRBs):	
Staff drivers:	

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Signed.....(Group Leader)

Signed.....(EVC)

Signed.....(Head)

Appendix B  
**Educational visits check list**

**THIS COMPLETED CHECK LIST MUST BE PRESENTED TO ZOE NO LATER THAN THE DAY BEFORE YOUR VISIT**

All of the checks below must be completed BEFORE pupils leave the site for any educational visit. Educational visits are deemed as anything which is off the school site whether before, during or after the school day has finished.

At Shirley Warren Primary and Nursery School, educational visits can be divided into 2 categories; ones within the locality (which are walkable and do not require transport) and ones which require transport and are outside of a 10/15 min walk.

Some off site visits require the group leader to hold an Outdoor Leader Qualification.

## Have you;

### Pre-visit day

- Ensured there is a clear educational purpose for the visit?
- Sought permission for the visit from the HT?
- Completed the costings sheet with basic detail & passed to the office?
- Got Sarah W to research transport options?
- Written to parents to notify them of the visit (written in conjunction with Sarah and checked by the HT or DHT in her absence)?
- Entered the visit on EVOLVE at least 4 weeks in advance? (EVC then HT to check)
- Completed a risk assessment?

### At least 1 week before

- Visited the site and got a map and plan of the day sorted?
- Checked any car drivers have the necessary paperwork with the office?
- Got an up to date medical list?
- Sorted volunteers and checked with the EVC and head that they meet the school criteria as listed on the Educational Visits policy
- Made a list of phone numbers for every adult on the visit? (with risk assessment)  
*Check ratios, helpers, medical needs, timings*

## At least the day before

- Handed this form along with all other relevant paperwork to the EVC – Ellie Mears
- Left copies of groupings, contact numbers, adult volunteers, drivers and their passengers with the office

## On the day

- Got the first aid kits and any medical items needed for children on the visit?
- Picked up the visits bag from the medical room?
- If travelling by coach or minibus please take 1 'sick kit' per bus and a change of clothes
- Checked risk assessment and adjusted for weather conditions/plan B?
- Left an offsite list with all children who are with you with the school office?
- Have all emergency contact details in a sealed envelope to keep on you at all times
- Given the children the emergency contact cards to wear? (if no cards are available then please print off labels for each pupil and ensure it is not worn on a jumper)
- Briefed all adults on the visit for risk assessment, medical need, transport details and checked phone numbers. Volunteers & staff have signed briefing sheet and a copy of this sheet is left with the EVC (Ellie)
- Got any other bits and pieces (worksheets etc) you need for the day?
- Before you leave for the trip meet with Sarah or Zoe and check through all requirements in this checklist together and all paperwork is handed over

## No later than 1 week after the trip

- Provide verbal feedback to either EVC or HT on the trip including feedback on the quality of the coach and driver, volunteers and the site itself. Would you run this trip again and what would you change to improve it?
- Completed the evaluation of the trip on Evolve

I have followed through all of the processes and checks as listed above and these have been checked by the EVC and/or headteacher

Group leader.....

EVC or HT.....

Trip name.....

Date.....

Site / Group / Activity specific Risk Assessment and Risk Management record Outdoor Education, PE and DofE Service

<b>Establishment:</b>	<b>Leader:</b>	<b>Location:</b>		
<b>Other staff :</b>	<b>Group size:</b>	<b>Ratio:</b>		
<b>Benefits</b> (aims, objectives, intended outcomes...) • •		<b>Who might be at risk?</b> (Tick as appropriate) Participants __ Staff __ Volunteer Adults __ Others (specify) _____		

Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk rating Outcome (H/M/L)
<b>Site and its environment</b> • • •	• • •	
<b>Group / special needs / accommodation / down time/ safeguarding</b> • • •	• • •	
<b>Leader and activity arrangements</b> • • •	• • •	
<b>Transport</b> •	•	
<b>First aid arrangements</b> •	•	

<b>Other factors</b>		
1      E.g. Medical needs • • • •		
<b>Alternative plans (Plan 'B'/Plan 'C')</b>		
• • • •		
<b>Emergency contacts – take the emergency action cards with you!    Group details – ensure you have full details close to hand.</b>		
<b>Base contacts:</b> 1) Name _____ No. _____ _____ 2) Name _____ No. _____		
<b>Ongoing risk management</b>	<b>Examples</b>	
1 <b>Apply the control measures</b>	• monitor the weather	• monitor group and leaders response and motivation
2 <b>Monitor how effective they are</b>	• monitor water/river levels	• monitor behaviour
3 <b>Change, adapt, revise as required</b>	• monitor traffic on road	• assess group risk awareness in different environments
	• monitor conditions underfoot	• monitor the response of your supporting adults
<b>Completed:</b>	Date	Head of establishment or EVC
<b>Signed:</b>	Group leader	

**This document is based upon the HSE 5 Steps to Risk Assessment:**

- 1) **Identify the hazards**
- 2) **Decide who might be harmed and how**
- 3) **Evaluate the risks and decide on precautions**
- 4) **Record your significant findings**
- 5) **Review your assessment and update if necessary**

## Appendix D Proposed Residential outline

Year group	Place		Proposed outline of the visit
4	2 nights at	Spring Term	All activities led by centre staff
6	4 nights at Calshot	Autumn Term	All activities led by centre staff including skiing, cycling, climbing, abseiling, orienteering, archery, sailing and kayaking

## Volunteer checklist for Off-Site visits

At Shirley Warren Primary and Nursery School we believe off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities serve an educational purpose, enhancing and enriching our children's learning experiences.

In order to ensure that you are able to fully support the pupils in this visit it is essential that you receive a full briefing from the group leader which will include the following areas:

- The educational purpose of the trip
- The transportation arrangements
- If you are transporting a group you need to know our school policy for: the use of booster seats and seat belts, parking and alighting the vehicle. All recent paperwork must be provided to the school office.
- The risk assessment, please ensure you receive a copy
- The organisation and timings of the day, a copy must be carried with you at all times
- Emergency details, this will be the contact details for the group leader and the school office and/or Mrs Newton
- Details of any medical needs amongst the group, what these needs are and where the medication will be during the day
- The group leader will carry all of the emergency contact details for all pupils, please ensure you know where these will be during the day

I have received all of the information as listed above and have received a copy of all of the relevant paperwork for the off-site visit to.....

Name..... Date.....

Group leader.....

## Agreement to Drive and Record of Details

As part of the Risk Assessment of all who drive on the Council's behalf which includes all volunteers, parents, teachers and youth workers, this form needs to be completed for each and every driver.

### Use of Private Car for transporting Pupils/Clients on behalf of Hampshire County Council, Portsmouth City Council and Southampton City Council

Thank you for offering your services in transporting pupils/clients. As you will agree, it is essential for the Council to maintain the highest standard of safety for their pupils/clients and as part of their Risk Management, the following items needs to be inspected to make sure they agree with the Council's policies, as follows:

- All private vehicles that are driven on behalf of the Council must be insured for Business Use, unless your vehicle is insured for "Social, Domestic and Pleasure" and your insurance company is willing to include driving for the school/centre within that definition. Confirmation in writing must be provided by the insurance company.
- That Road Tax and MOT are valid
- That you have a full driving license which does not have prosecutions for drink driving, dangerous driving, and no more than 3 points
- That you are fit to drive and free from any Drugs, Alcohol or Medicine which is likely to impair judgment and ability to drive.

**I have read the above and have provided the requested information/documentation:**

Car Registration Number					
Driving License Number				Expiry Date	
Car Insurance Policy Number		Insurer		Expiry Date	
MOT certificate Number				Expiry Date	

- I understand that if my vehicle is used for the transport of pupils in a private arrangement between parents, then any claim costs will be borne by the insurance covering the relevant vehicle and not Hampshire County Council, Portsmouth City Council or Southampton City Council.
- The driver of the vehicle will wear a seatbelt at all times whilst driving
- The driver will ensure that pupils are seated and restrained correctly\*

**I have read and understood the information and instructions above and have verified with my motor insurer that I am insured to transport children/young people in my vehicle. I undertake to inform the School/Centre of any change in this circumstance which might prohibit my transporting children/young people.**

Signed		Date	
--------	--	------	--

Print Name	
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Confirmation by School/Centre:

- I have inspected and agreed as acceptable the above particulars on behalf of Hampshire County Council/Portsmouth City Council/Southampton City Council

Signed		Date	
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Print Name	
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This form will be kept on file so that we do not have to repeat this exercise unless your details change within the School year.

**\*Restraints:**

- Legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint from birth until either they are 135 cm (4'5") tall or have reached the age of 12 years (whichever comes first). They must then use a seat belt. Children 3 years to 135 cm in height are allowed to travel in



the rear and use an adult belt in certain circumstances, e.g. for unexpected necessity over a short distance, if the right child restraint is not available

**DBS Checks:**

Alongside the documentation for the vehicle all volunteers at Shirley Warren Primary and Nursery School must have a current DBS in place.

Original Seen (Tick)	Date:
Copy Taken (Tick)	Date:
Valid Until:	