



# Hollywood Primary School Education Visits Policy



Link to National Guidance ([oeapng.info](http://oeapng.info)) guided by B.C.C.

This policy is written in conjunction with Birmingham LEA and Guidance as found in the Safety in Outdoor Education file. It is essential that all Group Leaders read the relevant sections of this file before embarking on an out of school activity. The file can be found in the reprographic room, along with the appropriate Risk Assessment forms, which can also be located in the file and on the school network (Teacher area, folder – ED VISITS).

## **Rationale**

Well-planned and executed educational visits provide our pupils with valuable experiences, which enhance their learning at school. Providing a variety of 'real life' opportunities for our children which enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good primary practise.

## **Purposes**

Educational Visits can provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum. Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

The Governing Body has given its approval to the following types of activities *being* arranged in support of the educational aims of the school:

Out of hours Clubs (music, drama, art, science, sport, homework etc)

School teams away fixtures.

Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)

Day visits for particular year groups

Residential visits

## **Approval Procedure and Consent**

The Head teacher has nominated a senior teacher or Deputy (or the Head will fulfil the role of) as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. This person will have attended the LA EVC training course (and updates) and will be given sufficient time and resources' to carry out the role. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Head teacher or [committee(s)] and has nominated [one or two governors from the relevant committee(s)] liaise, as necessary, on behalf of the governing body.

The Head will keep the Governing Body aware of its Educational Visits events & programme via the normal Head to Governors reporting process.

The school will comply with the LA's guidelines for Educational Visits & Journeys.

Before a visit is advertised to parents the Head teacher & the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit 2 weeks prior to visit.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils.

The LA Providers Contract form will be used.

All payments for the visit will be made through the school's parent pay account.

For regular out of hours clubs, school teams and nearby visits parents will be asked to sign a letter of consent for participation in these activities prior to the event/club for which the school will send a confirmation reply for via text. A timetable for clubs is displayed on notice boards at the start of each half term and parents will be informed by the child, letter (where appropriate) or text or the if an activity has to be cancelled.

For any visit lasting more than 1 day, or adventurous activity parents will be asked to sign a medical letter, which consents to their son/daughter taking part.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential *visits* parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

### **Staffing**

The school 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.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

Where appropriate the school supports additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is satisfied that there is an educational benefit for the pupils.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

### **Pupils**

Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour

Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

## **Remissions Policy**

Where possible educational visits or residential trips will have no charge. School may ask for Voluntary Contributions. Parents should be made aware that the contribution is not compulsory, and that the children of parents who do not contribute may not be discriminated against. It is permissible to ask parents to contribute more than the minimum amount to subsidise those pupils whose parents have not contributed. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.

Residential – Once a child has had their place secured on a residential with a deposit. Should they not be able to attend for whatever reason; then a cancellation fee is chargeable, this will be a percentage of the total cost and can range from the initial deposit to the whole cost. This is in line with the cancellation policy of the company being used.

## **'Suitability Standard' - The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. In the case of a residential visit or those visits of more than one night, a Home School Agreement (HSA) must be signed by parents, this outlines the expectations of the children and staff during the visit and the sanctions imposed whilst away. This code of conduct / 'Suitability Standard' will be part of the condition of booking by the parents, and includes the potential withdrawal of a pupil prior to and during the visit if their conduct may be considered to be either a risk or danger to themselves or to the group including staff and may have also led to a fixed term exclusion from school on three separate occasions during the school year in which the visit takes place. If a child is removed from a visit for the reasons outlined previously then parents will forfeit a percentage of the total cost (which may only be the initial deposit) outlined by the companies cancellation policy. If the child is withdrawn within two weeks prior to travelling then no monies can be refunded as again indicated by the company's cancellation policy.

## **Risk Assessment**

A risk assessment should always be carried out before setting off on a visit using Hollywood's Risk Assessment Evaluation Form (Based upon Birmingham LEAS' model). If a previous visit has been made, the risk assessment from this may be used as guidance to the new group leader, but amended to take into consideration the part that is travelling. It is not sufficient to accept a company's risk assessment as this is not personalise for the group going. All forms and guidance for writing a risk assessment can be found in Ed visits folder in the reprographics room, and also on the school network (Teacher area, folder – ED VISITS). Completed assessment forms should be passed to the EVC or head teacher 2 weeks prior to the visit approval. These can then be filed either electronically or in paper form.

## **Supervision**

There should always be enough supervision to cope effectively with an emergency, but the ratios should take into consideration regardless of the length of a visit:

- Sex, age and ability of group;
- Special needs of pupils;
- Nature of activities;
- Experience of off site supervision;
- Duration and nature of the visit/journey;
- Type of accommodation.

Birmingham LEA do not have official ratio figure for educational visits and advises school so approval figures based on the children and adults involved and the nature of the trip, School minimum guideline ratios approved by the school governors are as follows

Key Stage One, off site on foot	1:10
Key Stage One, off site involving public transport	1:6
Key Stage Two, off site on foot	1:15

Key Stage Two, off site using public transport	1:10
Key Stage Two residential (over night visit)	1:8

Where insufficient staff are available to supervise then adults other than teachers (AOTT's) may be used, these should be well known to the school and be briefed on their role and any pupils who may require closer attention.

Regular head counting should take place during the visit and group leader should have contacts for all other group members and arrange a meeting point for various points for both pupils and other groups.

### **First Aid**

First Aid provision and staffing should be considered when assessing risks for visits. For visits of more than one night at least one member of staff should be First Aid trained with at least one fully stocked first aid box. Group leader and all leading adults should be aware of the first aid location whilst on site of the visit. Guidelines for distribution see First Aid Policy.

### **Emergency Procedures**

The school will appoint a member of the SMT or office staff as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, home contact details of parents/guardians and next-of-kin, as appropriate will be kept in the office for easy reference.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency.

### **Evaluation**

The Group Leader with the EVC will evaluate all visits. A short evaluation report including near misses will be made available for the Governing Body on request.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified through annotation as a result.

Children will evaluate their trip to provide feedback on future visits. This could be in the form of written work or form evaluation.

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