



Thaxted Primary School

Educational Visits Policy

Policy Date: Summer 2022	Review Date: Summer 2024	Responsible Person: Headteacher In Conjunction with: Educational Visits Coordinator
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1. INTRODUCTION

The Employer / Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Thaxted Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Read The Outdoor Education Advisers' Panel (OEAP) National Guidance – Guidance for the Management of Outdoor learning; Off-site visits and Learning Outside the Classroom. (Essential reading documents specific for your role e.g. Governor / Head / EVC / Visit Leader / etc.) see website link : www.oeapng.info/
- The remaining parts should be referred to as and when guidance is sought.

2. REASONS FOR VISITS

2.2. All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

2.2. All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at Thaxted Primary School, we offer a range of educational visits and other activities that add to what they learn at school.

3. VISITS AND CURRICULUM LINKS

3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: e.g.

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to local woods and parks;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, museums;
- Geography – use of the locality for fieldwork, field work further away
- Art and design – art gallery visits, use of the locality;
- PE – range of sporting fixtures, extra-curricular activities;
- Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology – work with local secondary schools;
- ICT – its use in local shops/libraries/secondary schools etc;
- RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there should always be an adult, other than the one running the activity on the premises.

3.3 There will be a formal review at the end of each residential visit to identify any changes that may need to be made prior to the next residential visit taking place

4. GAINING APPROVAL FOR A TRIP

4.1 Governors

- As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.
- The Governors delegate the Headteacher / EVC the responsibility to approve all visits other than those overseas.
- The Governors have adopted a charging and remissions policy, which can be found on the school's website.

4.2 The Headteacher or EVC is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented. They should:

- 4.2.1 ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010
- 4.2.2 ensure the suitability of all staff appointed to the visit.
- 4.2.3 ensure that the visit leader fully understands his/her responsibilities.
- 4.2.4 implement effective emergency contact arrangements.
- 4.2.5 ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- 4.2.6 have a system in place to record, audit and monitor school off-site visits.

An electronic submission process, EVOLVE, is used to log, audit and approve all visits. Approval is made by the EVC, Headteacher and the Local Authority.

5. CHOSING A PROVIDER

- 5.1 After considering the reasons for the visit, the visit leader should check out the provider. www.oeapng.info 4.4h-Preliminary-visits-and-provider-assurances
- 5.2. On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

6. LOCAL VISITS

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure found in Appendix 1.

7. PARENTAL CONSENT

- 6.1. OEAP National Guidance Document: www.oeapng.info (4.3d-Parental-Consent). This guidance reflects the DfE guidance with particular note when consent is NOT required.

- 6.2. Parental consent to off-site activities is not required for pupils to take part in the majority of offsite activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.
- 6.3. At the start of their school time at Thaxted, all parents are asked to sign a consent form which covers children on local trips. This may involve walking or short bus trips.
- 6.4. Parents will always be notified of outside school visits beyond the immediate vicinity that require transport and will be asked to give permission, either by a written slip, or by Parentmail.
- 6.5. Failure to give permission will mean that the child does not take part in the visit.
- 6.6. For residential trips, parents will be fully informed by letter and their written permission will be requested.
- 6.7. If the children are walking locally at no cost, the parents will receive a note to inform them.
- 6.8. Parents should be encouraged to ensure that their emergency contact details are always up to date and list of emergency contact numbers should be taken on all trips. Where possible, a trained first aider should accompany the trip.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours can be seen at this website:

<http://media.education.gov.uk/assets/files/doc/d/dfc%20consent%20form.doc>

8. VISITS AND STAFFING

- 7.1. A checklist for all off-site activities and be found at www.oeapng.info (3.3e-Visit-Leader-Check-List)
- 7.2. The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.
- 7.3. It is the responsibility of the Visit Leader to carry out risk assessment / risk management for the visit. For risk assessment guidance see www.oeapng.info (4.3g Risk Management).

NOTE THAT IN LINE WITH OUR PHOTOGRAPHY POLICY RISK ASSESSMENTS MUST BE CONSIDERED BEFORE THE TRIP IS BOOKED.

9. ON THE DAY

9.1 Leave in the school office:

- An amended list of children present and going on the visit.
- A full list of escorts and staff and groups of children for which they are responsible.
 - Children aged 4-7 years old: The general guide for a day visit or walk is between 6-10 children to each adult.

- Children aged 7-11 years old: The general guide for a day visit or walk is between 10 –15 children to each adult.
- A general guide for a residential is between 10-12 children per adult.

Ensure that you:

- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
- take first aid kit, sick bucket, inhalers and other medication e.g. epipens and school mobile phone.
- Take copies of emergency / critical Incident cards given to all leaders.

9.2 During the visit

- Young children must be kept in their escort's group at all times.
- There should be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups.)
- Courtesy to the public must be shown at all times, e.g. care taken not to block pathways, etc.
- Escorts should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.
- Every escort must be given an emergency procedures card. This will have the school's contact and action plan in case of an emergency.

9.3 On return

- Check all children off the coach and a member of staff must lead the class either into school or to an area of playground where children can be collected by their parents and teachers can check them off, thus ensuring that each child departs with a known parent or neighbour.
- A teacher must remain with uncollected children until all parents have arrived and all children have departed.

10. FINANCING THE VISIT

10.1 When stating the cost for each individual:

Explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Cheques may be made payable to Thaxted Primary School [unless otherwise specified].

10.2 A formal approval from the SLT / School Finance Manager must be sought before deposits are paid.

11. INSURANCE

11.1 Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level

of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

11.2 The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

- The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].
- In respect of pupils, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility, a claim for compensation may be brought.
- There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.
- Indemnity

Please see reference to parental Consent : OEAP National Guidance Document (www.oeapng.info 4.3d-Parental-Consent)

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

- Insurance Provision
Teachers should be aware of the school provision for insurance.

See: Copy schedule of School Insurance for off-site visits: Thaxted Primary School

12. TRANSPORT

See guidance from OEAP NG - www.oeapng.info.pdf (4.5a-Transport- general considerations, 4.5c-Transport-in-private-cars)

13. EMERGENCY PROCEDURES

13.1 See OEAP National Guidance document : <http://oeapng.info> (1a-Critical-Incident-Management-Employer and Emergency Procedures for Visit Leaders).

13.2 All leaders must carry the school's 'Critical Incident form' (Z-Cards) with Emergency Telephone contacts and action plan should an incident happen.

13.3 A critical incident plan is in place which is attached as Appendix 1. This will be referred to in any staff training.

13.4 On return, the visit leader must comply with the school's normal accident reporting procedures.

14. INCLUSION

- 14.1 Thaxted School supports the policy of inclusion and meets the majority of special needs in the mainstream classroom. The Inclusion Manager and the Learning Support Team support children on One Plans and those with EHCPs according to their individual needs.
- 14.2 Where there are young people or children with special needs on the trip, it may be necessary to do a specific risk assessment for a specific situation for a specific young person.
- 14.3 Those additional needs may not be 'statemented' but be emotional or behavioural and in some way need to be managed on a trip - perhaps where the young person might be a risk to themselves or to others. It is only the specific situation where a significant risk is deemed to be present that needs to be risk assessed and written up.
- 14.4 Both boys and girls are encouraged to participate equally in the full range of activities both inside and outside the classroom.

Appendix 1 – Operating Procedures for Local Visits

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module.
- do not require parental consent, but parents must be informed.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

Boundaries

The boundaries of the Local Learning Area are Thaxted and the immediate vicinity. This area includes, but is not limited to, the following frequently used venues: *e.g.*

- *Recreation Ground*
- *Thaxted Church*
- *Baptist Church*
- *Town Street*
- *Windmill*
- *Local field footpaths*

'No-go' areas within the Boundaries

- Town Street on market days

The following are potentially significant issues/hazards within our Local Learning Area:

- Road traffic
- Other people
 - members of the public
 - animals etc.
- Losing a pupil
- Uneven surfaces and slips, trips, and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following:

- The Head or EVC must give written approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- The selected route takes the least busy option
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no-go' areas, and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for crossing a road in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.

- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- A mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, facemasks bag for waste, tissues etc.)

IMPORTANT

- *When crossing Town Street the road should be crossed from Island to Island opposite the hardware store.*
- *The Church should be approached via this crossing and then through the rear entrance gates at the top of Fishmarket Street.*