



Educational Visits Policy

Date last reviewed:	Spring 2018
Frequency of review:	3 years
Date next review due:	Spring 2021
Version:	2.1

Introduction

Our staff and governors believe that every child and young person should experience the world beyond the classroom as an integral part of their learning and development, complementing and enriching learning in the classroom. High quality education outside the classroom can stimulate and inspire, foster independence, personal and social development and can often motivate reluctant learners. These experiences should be relevant to current themes and activities, stimulating, safely managed, enjoyable, and contribute to meeting the needs of every child.

Aim

We aim to provide a broad and balanced curriculum where school visits are an additional aspect of this. We aim to ensure that all visits are appropriately planned for with the safety and well-being of the pupils and staff attending being met by our policy and procedures.

Guidance

The headteacher, on behalf of the Local Authority, has overall responsibility for planning and arranging outdoor activity visits, but may delegate responsibility for planning and supervising an event to the Educational Visit Coordinator and/or other suitably qualified teachers or leaders on the staff. The Educational Visit Coordinator is Miss Reeves, who has attended relevant training. The school uses the guidance outlined in accordance with the EVOLVE educational visits website.

All visits must comply with this Educational Visits Policy to ensure that the safety of the children and staff is the first priority.

Prior to organising a visit, all teachers must:

- Visit the venue website and visit the venue in advance if possible.
- Load the relevant information onto the EVOLVE site (www.essexvisits.org.uk); ensure that a copy of the letter to parents is attached to the Evolve site.
- Ensure that they have completed a risk assessment (these may be found on the Evolve site and personalised).
- Ensure that all adults assisting have relevant clearance, maintain the expectations for high standards of behaviour, while following the school behaviour policy at all times.
- Ensure that there is an appropriate adult to pupil ratio. This will depend on the nature of the visit, SEND and behaviour concerns within the class, age, location of visit, and transport.
- Gain written parental permission; verbal is not sufficient.
- Approve visits through the EVC. This will then be submitted to the headteacher and Essex County Council through the Evolve Site.



- Critical incident action plans are to be in place. Office staff to follow the procedure listed in the educational visit file.

Additional visit guidelines are included in the appendix attached to this policy. These must be read and followed by all staff organising an off-site visit.

Insurance

Essex County Council Insurance covers all pupils on Education and Off-site visits.

Equal Opportunities

Every effort should be made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, sex, religion etc. All young people should be encouraged to participate in as wide a range of activities as possible. If a visit is to cater for pupils with special needs, a suitable venue should be selected.

Reviewed and updated January 2018

Presented to staff during staff meeting and a recap of the OEAP booklet given to every year group with z cards for reference.

Read *THE 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/

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Appendix 1: Additional guidelines for Educational visits

- Ensure suitable eating /toilet/ hand washing facilities are available for the children. If male toilets are to be used and no male staff are present then the toilets are to be checked and a member of staff is to remain there whilst the toilet is in use.
- Ensure appropriate shade and shelter are available and that children are prepared for all weather.
- Ensure the method of transport chosen has the safety of the children in mind/ children's seatbelts are to be checked by an adult and adults are to wear seatbelts whilst travelling.
- Liaise with the office staff, when making initial bookings to organise for a coach to be booked. It is the teacher's responsibility to ensure the coach or other transport has been booked. It is the 'responsibility of the office staff to book the coach or other transport.
- Provide a full costing for the educational visit, in order to determine the level of voluntary contribution that will be needed.
- Liaise with the office staff before the visit to ensure a letter is sent to parents/carers, including all relevant detail: venue, subject, justification, all the activities that will happen, times, parental contribution, clothing and money for children to bring. Ensure that a copy of the letter is uploaded to the school website.
- The letter should include the following sentence; "A contribution of £ per child is required to cover the cost of the educational visit. Whilst this is a voluntary contribution, it should be stressed that if all parents involved do not contribute this sum, the activity may not take place for any of the children."
- Parents/carers unable to contribute to the visit should be encouraged to see the HT.
- For educational visits within the village please check the child's personal detail pack to ascertain that the parent has given permission for this to take place.
- It is the office's responsibility to ensure all monies received are checked and to deal with discrepancies. Parental permission slips should be returned to the class teachers.
- Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and listed on the Evolve site; work experience students cannot be used to support a group.
- Arrange a meeting with adults before the visit to ensure that they know what the learning outcomes are for the trip, have a full understanding of their role and responsibilities including those relating to Child Protection; ensure that all designated leaders have information packs.
- Prepare pupils for the educational visit by explaining the intended learning, expected standards of behaviour and the importance of following any rules.
- Ensure that children always wear school uniform/ appropriate clothes and shoes/boots.
- List of children's groupings, medical needs and adults responsible for each group together with mobile numbers are to be left with school office. Headteacher, and emergency contacts as stated on Evolve forms.



Doddinghurst Infant School Educational visits check list

HAVE YOU.....?	Tick		
Identified learning outcomes for the trip on planning			
Documented how the trip is the best way to achieve outcomes			
Identified what impact the trip will have on the pupils learning			
Checked the <i>THE OEAP National Guidance</i>			
Visited the proposed venue; check cell coverage			
Completed the relevant risk assessments			
Worked out costings, including coach, entry and any additional items			
Informed office of dates and travel requirements; checked coach booked			
Informed Critical incident team of trip date			
Written a letter to parents with attached permission slip, and had this approved			
If local walk within village; checked permission slips in class folder			
Determined ratio and allocated adult support to an adequate level of support, confirm adults can attend and arrange; checked DBS for adults involved			
Added the trip to the EVOLVE (www.essexvisits.org.uk) website, including any specific notes, itinerary, parent letters and risk assessments			
Had the visit approved by the EVC			
Created a list of adults with their groups, including relevant emergency numbers, names of designated leaders and designated first Aider. Highlight any children with SEND/Behavioural/Emotional/MEDICAL NEEDS Give copies to: office, HT, emergency contacts, adult members on visit			
Collected payment, if required from the office			
Day of trip, have you?.....			
Checked trip boxes contain..... (Tick off on day) ;			
First aid box	Change of clothes	Child's medications	Sick bags
Morning snack	Spare lunch	Spare black bags	Water
Contact details left in office/ Group detail lists			
Cameras/I-pad			
Charged Mobile phones; obtained an optional universal charging kit			
Met with adults to inform them of learning that is expected to take place, expectations and responsibilities.			
Given out groupings, medication and explained purpose of completed Z-CARDS.			
<u>ON RETURN HAVE YOU...?</u> <u>EVALUATED VISIT ON EVOLVE AND RETURNED ALL TRIP SUPPLIES</u>			