

Haddenham St Mary's CE School



EDUCATIONAL VISITS POLICY

Context

We believe that educational visits are fundamental part of the entitlement of every pupil to a broad and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so underpin our ethos of 'excellence, care and fun for all.'

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Haddenham St Mary's CE School

1. Adopts the Local Authority's (LA) document: 'Buckinghamshire Council Guidance and Requirements for Off-Site Visits and Related Activities Linking to National Guidance & EVOLVE' Revised: 2020/2021 in Evolve resources
2. Adopts National Guidance www.oeapng.info, (as recommended by the LA)
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and carry out visits in line with school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of activities and approval

There are different types of activities and visits that are offered at Haddenham St Mary's CE School:

- Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day.
These might also be out of hours clubs, eg, craft, tennis, French or Happy Hedgehogs.
These follow the 'School Learning Area' Operating Procedure (Appendix 1).
- Visits/activities outside the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day. These are day visits for certain classes.
These are entered on EVOLVE and submitted to the Educational visits co-ordinator (EVC) for checking. The EVC then submits to the Head for approval.

Roles and responsibilities

The Educational Visits Coordinators (EVC) are Rebecca Richardson and Jo Bevan who will support, mentor and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

Visit leaders are responsible for the planning of their visits. They should obtain outline permission for a visit from the Head or EVC prior to planning, and certainly before making any commitments. The EVC has responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Headteacher has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. They will ensure visits and activities are carried out safely and effectively and in line with school's policy and procedures. Governors will receive an annual report of all educational visits and ensure visits are age appropriate, accessible to all and value for money. Governors attend educational visits when possible as part of their monitoring role.

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

- Out of hours clubs (art, dance, drama, music, science, sport, etc)
- School teams
- Local visits (village halls, libraries, shops, woodlands, places of worship, farms, etc)
- Day visits for particular year groups
- Whole school activities

It is not anticipated residential, overseas or adventurous activities will take place.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role
- Supervision by senior staff on some educational visits
- Support for staff to attend training courses relevant to their role, where necessary

Where it is appropriate the school will ensure that Criminal Records Bureau (CRB) screening is available for volunteer adults assisting with visits and activities.

In deciding whether a member of staff is ready to be a visit leader, the Head will take into account the following factors:

- Relevant experience
- Previous relevant training
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

The school has an emergency plan in place to deal with a serious incident during a visit (see Appendix 2 and 3). All staff on visits are familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school obtains blanket consent at the start of each year for certain other activities, e.g local walking trips within the school day. This is located within the school admission pack.

Specific (i.e.one-off) parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents, so that consent is given on a 'fully informed' basis. Parents consent through the use of Parent Pay or the school's standard consent form.

Inclusion

The Visit Leader will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions. The visit organiser and Headteacher will take all reasonable steps to ensure inclusion for all.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. The risk assessment for the trip will be shared with the pupils and accompanying adults as appropriate before the visit, in order for the children to understand for themselves the type of behaviour that will be expected and the reasons for this.

Charging / funding for visits

Out of school day visits are funded by voluntary contributions from parents/carers. Where sufficient voluntary contributions are not met to break even then the trip will not go ahead. Where funds are available then the PTA may pay for coaches.

Transport

- Private cars

Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Headteacher. The school purchases 'occasional business use motor insurance' annually via Buckinghamshire Council's Insurance team.

- Coaches

HSM uses coach companies that we have used before or have been recommended to us by other schools. At least two quotations for travel are obtained for each visit. The coach company always provides advice on the appropriate seat belt / restraint system to meet the needs of the group.

Insurance

The school purchases 'Annual School Journey' insurance directly from Buckinghamshire Council Insurance team on an annual basis.

Appendix 1 - School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- Do not require parental consent
- Do not normally need additional risk assessments/notes (other than following the Operating Procedure below)
- Do not need to be recorded on EVOLVE if these are ad-hoc activities.

This area includes, but is not limited to, the following frequently used venues: e.g

- Haddenham St Mary's church
- Haddenham Library
- Haddenham Museum
- The local duck pond outside the Church.

Operating Procedure for School Learning Area

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

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

These are managed by a combination of the following:

- The Headteacher or Deputy must give verbal approval before a group leaves
- The concept and Operating Procedure of the 'School Learning Area' is explained to all new parents when their child joins the school. Parents are always informed when a local off-site visit is planned
- There will always be a minimum of two adults
- Pupils have been trained and have practiced standard techniques for road crossings in a group. Children and staff will use a walking crocodile and high visibility vests will be worn
- 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
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return
- A personal or school mobile is taken with each group and the office have a note of the number
- An emergency first aid kit is taken.

Appendix 2 - Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office)
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention
6. For visits that take place outside the School Learning Area, the visit leader will carry an Emergency Card.

Appendix 3: Serious Incident Action Card for the Group Leader

- Summon emergency services if appropriate
- Provide first aid / prevent further injury
- Account for all party members including staff
- Delegate a responsible adult to take care of uninjured members of the party
- Instruct no-one to talk to media and secure inappropriate use of mobile phones or email and social media (e.g. Facebook, Twitter etc)
- Activate the emergency procedures by calling

01183 589 332 (+441183 589 332 if calling from abroad)

(This is the Bucks Fire and Rescue Control Room number) **YOU MUST REQUEST THAT THE BUCKINGHAMSHIRE COUNCIL'S DUTY RESILIENCE OFFICER IS PAGED.** If unsuccessful call 07738 501 318 (BC Resilience team back-up phone).

Be prepared to provide the following information which will be passed to the Duty Resilience Office for Buckinghamshire Council by Buckinghamshire Fire and Rescue Service:

- the complete telephone number which we can call you on (including national /area codes etc.)
- your name
- the name of your school /party
- the nature of the emergency

Ensure you leave this information before any further discussion takes place, in case you are cut off.

If possible, also provide:

- your location
- further details of the nature of the incident
- any other contact numbers that can be used

In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader.

Log-keeping:

A copy of the Incident Record sheet can be used to note down the information Record:

- further and full details of the incident, how and why it happened so far as can be established at this stage
- all action taken and conversations held

You should not make any public statements about the incident without prior agreement of a statement with the Council's Incident Control Team.

Ask those in the group to write individual statements of what they saw / heard in relation to the incident

Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police
- Begin to make appropriate arrangements for those not injured to return home immediately
- Arrange any support for the staff and injured in hospital
- Obtain necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays
- Retain receipts for all expenditure connected with the incident.

Contacts

Buckinghamshire Council Emergency Number	Tel: 01183 589 332 (Ask for Buckinghamshire Resilience Team) If unsuccessful call 07738 501 318 (BC Resilience team back-up phone).
Outdoor Educational Advisor	Mike Harwin Tel: 07890 395 028 Email: mike.harwin@buckinghamshire.gov.uk
County Educational Visits Coordinator	Tracey Erasmus Tel: 01296 383030 Email: tracey.erasmus@buckinghamshire.gov.uk
Outdoor Learning teacher / specialist provider of onsite LOTC and INSET / Lead for Bucks Outdoor Network and Forest Schools	Julie Lloyd-Evans Tel: 07561 710590 Email: LearningWithoutWalls@outlook.com
Swimming Adviser	Mandy Carey Tel: 01296 388222 Email: acarey@ahs.bucks.sch.uk Website: http://www.avtp.co.uk/school-swimming/
All about Plants (Mapping of plants in your school grounds)	Dr Karen van Oostrum Tel: 07910 684339 Email: Karenjvano@outlook.com
EVOLVE website	www.buckscvisits.org
Health & Safety	HR Service Desk Tel: 01296 382233 Email: hrservedesk@buckinghamshire.gov.uk
Insurance	Rachael Ruddy Tel: 01296 383197 Email: rachel.ruddy@buckinghamshire.gov.uk Or Sue Clowe Tel: 01296 531168 Email: insurance@buckinghamshire.gov.uk
Transport	Graham Groom Tel: 07885 622175 Email: graham.groom@buckinghamshire.gov.uk
Resilience Team	Andy Fyfe Tel: 01296 382937 Email: andy.fyfe@buckinghamshire.gov.uk