



# Rossmere Primary School

## Educational Visits Policy

Approved by:

Date:

Role:

Last reviewed on:

Next review due by: Spring 2023

## Contents

1. Introduction .....	3
2. Employers Guidance.....	3
3. Approval of Educational Visits.....	4
4. Roles and Responsibilities.....	4
5. Procedural Requirements/ planning an educational visit.....	5
6. Staff Competence.....	5
7. Emergency Procedures.....	6
8. Parental Consent.....	6
9. Inclusion.....	6
10. Charging/Funding for visits.....	7
11. Travelling.....	7
12. Insurance.....	8
12. Other Topics.....	8
.....	

## **Introduction**

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Rossmere Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include:

- Increased curiosity and resilience
- Improvements in their ability to cope with change
- Increased levels of trust and opportunities to examine the concept of trust
- Improved achievement and attainment across a range of curricular subjects.
- Pupils are active participants' not passive consumers, and a wide range of learning styles can flourish.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Physical skill acquisition and the development of a fit and healthy lifestyle

## **Employers Guidance**

Any visit that leaves the school grounds is covered by this policy, this includes all offsite visits whether during or outside of normal working hours.

In addition to this Educational Visits Policy, Rossmere Primary School:

1. Adopts Derwent Hill Advisory Services Educational Visit Policy and EVOLVE (All staff have access to this via EVOLVE)
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info)
3. Uses EVOLVE for approval and monitoring of all offsite activities

All staff are required to plan and execute visits in line with this policy and the National Guidelines.

Staff are directed to be familiar with the roles and responsibilities outlined within the guidance.

## Approval of Educational Visits

There are 3 types of Educational Visits to be approved:

Category	Definition	Requirement for notification and approval
Category 1	Straightforward routine visits- covered by: <ul style="list-style-type: none"> <li>• A generic risk assessment (regularly reviewed)</li> <li>• Blanket informed parental consent</li> <li>• School/service operating procedures</li> </ul>	Must be recorded on Evolve – approval by EVC and Head
Category 2	Visits requiring enhanced planning with event-specific risk assessment, including; <ul style="list-style-type: none"> <li>• All residential visits not in category 3</li> <li>• Non- residential visits not in categories 1 or 3</li> </ul>	Must be recorded on Evolve – approval by EVC and Head
Category 3	Higher risk visits, defined as; <ul style="list-style-type: none"> <li>• Visits outside the UK</li> <li>• Visits which include adventure activities</li> <li>• Visits to remote or hazardous locations</li> </ul>	Must be recorded on Evolve- approval by EVC and Head at least 4 weeks prior to the visit. Then approval must be sought from Derwent Hill advisory service.

## Roles and Responsibilities

Visit Leaders – are responsible for the planning of their visits and for entering these onto EVOLVE. Visit Leaders should obtain permission from Head teacher or EVC for the visit prior to planning and before making any commitments. Visit Leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirement, and should seek advice from the EVC when necessary.

Educational Visits Co-Ordinator (EVC) is Samantha Hall who will support and challenge colleagues over educational visits. 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 Head. The EVC sets up and manages the staff accounts on EVOLVE and uploads generic school documents etc.

The Head teacher has responsibility for authorising all visits and for submitting those that are overseas, residential or adventurous for Derwent Hill approval.

The Governing Body's role is that of a 'critical friend'. They have an understanding of how offsite activities and educational visits support a wide range of outcomes for children. Their role is to monitor policies and procedures, promote inclusion and ensure that an appropriate EVC is in role.

Derwent Hill is responsible for the final approval via EVOLVE of all visits that are residential or involve adventurous activities.

### **Procedural Requirements/ planning an educational visit**

1. Teacher to choose and appropriate location and focus for a visit. Teacher to check school diary with Admin Team to confirm suitability of date. Admin Team will book the visit/ transport on your behalf.
2. Admin Assistant to confirm booking of visit and transport with visit leader.
3. Visit leader to establish required adult: child ratio dependent on type of visit. If additional support is required, visit leader must liase with line manager at this point in the process.
4. Two weeks before the visit (when possible), visit leader is require to complete a visit form on the EVOLVE system including attaching risk assessments. Risk assessments must contain names of children with specific needs and 1:1 staff supporting them. Where a new venue is being visited, staff should carry out a 'recce' visit if possible. If using an outside provider staff are to check whether they have a Quality Badge if not providers are to complete a provider statement. ( blank provider forms can be found on Evolve)  
*Category 3 visits must be on Evolve and authorised by the Head 4 weeks prior to the start of the visit.*
5. EVC to check the risk assessments are fully completed to the required standard. EVC to communicate via EVOLVE with visit leader about any discrepancies found within the risk assessment.
6. The heads approval must be given before any visit can take place.

### **Staff Competence**

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

- Where staff are new to educational visits they are assigned a more experienced visit leader to work alongside before leading an educational visit
- Supervision by senior leadership staff on some educational visits
- Support for staff to attend training courses relevant to their role

## **Emergency Procedures**

A critical incident is any incident where events go beyond normal coping mechanisms and experience of the visit leader. The school has an emergency plan in place to deal with a critical incident (see appendix 1). All staff on visits are familiar with this plan.

## **Parental Consent**

Consent is not required for local area visits during normal working hours; however parents will be informed of the nature and purpose of the trip. The school obtains blanket consent on the child's entry to Rossmere School for certain other routine activities e.g. after school football matches. Parents give their consent through a paper consent form.

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 (letters, meetings etc.) so that consent is given on a fully informed basis. As above parents give their consent via a paper consent form.

Where a consent form is not present on the day of the visit or activity the school may seek verbal consent for a pupil from parents/carers by telephone. Where it is given the following information will be recorded

- Member of staff obtaining consent
- Who gave consent
- Date and time at which consent was given

## **Inclusion**

Due to the Equality Act 2010 Rossmere Primary School do not discriminate against, harass or victimise pupils because of one of the protected characteristics (disability, race, religion or belief).

Activities and visits should be available and accessible to all, irrespective of Special Educational or medical needs or protected characteristics. When a visit or activity is being planned, all reasonably, practicable measure will be taken to include all pupils. Every reasonable effort will be made to find venues and activities that are both suitable and accessible and that enable all pupils to participate fully and be actively involved. However, where it is not possible to balance the best outcomes for all pupils with the particular needs of individuals, the impact of this will be given due consideration and suitable alternative provision will be sought.

Rossmere Primary School may choose to exclude a pupil from a visit or activity where their behaviour presents significant, unmanageable and unacceptable risk to the health, safety and welfare of either themselves or others. If this decision is made

it will be communicated to parents/carers at the earliest possible opportunity and consideration given to alternative ways of achieving the same learning outcomes.

### **Charging/Funding for visits**

Rossmere Primary School does not charge pupils for Educational Visits which take place during the school day or form part of the school's curriculum, or for the transport to said visits. This is in line with Rossmere Primary School Charging and Remissions Policy.

However, where a trip or activity does incur a cost to the school a financial donation may be sought. In these cases parents/carers will be informed of the nature and purpose of the visit, the likely value in educational terms and the financial contribution per pupil that would be required if the activity were to take place. The information will emphasise that there is no obligation to contribute and that no student will be excluded because parents are unwilling or unable to contribute. It will also be made equally clear whether the activity or visit is likely to be cancelled if there are insufficient contributions.

Where an activity falls out of school time and does not form part of schools curriculum a decision regarding charging will be made on a case by case basis, however any charge made in respect of an individual pupil will not exceed the actual cost of the activity or visit, divided equally by the number of pupils participating.

### **Travelling**

#### ***Public Transport***

When travelling on public transport an adult/pupil ratio of 1:6 will be maintained and pupils will be given clear guidance on how to stay safe. This will include;

- Getting on via the same doors as their group leaders
- What to do if they are left on board when the group disembarks
- What to do if they are left behind when the group gets on transport

Staff and volunteers will also be reminded to carry out regular counts of pupils in their groups and the party will not set off on a new stage for the journey until all numbers have been checked and confirmed.

#### ***Coach***

If using coaches for transport a reputable company will be used where the drivers are vetted. In most cases the school will seek to use (but are not limited to)

- Hartlepool Borough Council Transport
- Compass Royston
- Richards Coaches
- Roberts of Wingate

## ***Taxis***

If using taxis for transport a reputable company will be used where the drivers are vetted. Pupils will always be escorted by a member of school staff when travelling by taxi. Suitable companies include (but not limited to):

- Twenty 3 Taxis

## ***School Minibus***

If using school minibus. Safety guidance will be adhered to as stated in the Minibus Policy.

## ***Use of staff cars to transport***

If using staff cars to transport pupils staff will have completed and handed in a private car form available from EVOLVE which confirms that they have a current valid driving licence and that their vehicle is legal and road worthy in all aspects. Seatbelts will be worn at all times when travelling in cars. Height appropriate car seats will be used when required for all children in Rossmere Primary School. Staff will never travel 1:1 with a pupil in a car.

## **Insurance**

Rossmere Primary School holds public liability insurance through Hartlepool Borough Council, this covers staff and pupils for Educational Visits. Rossmere Primary School also purchases Travel Insurances for individual educational visits through Hartlepool Borough Council. In addition to the standard public liability cover provided by the Borough, the Council takes out upon application personal accident cover / travel insurance for all school trips/visits at home or abroad for all schools who participate in the Borough's annual insurance scheme. All requests should be forwarded to the Insurance section in advance of each trip. Full details of the cover and scheme are available upon application to the Insurance section.

## **Other Topics**

### ***Swimming Lessons***

As part of the curriculum Upper Key Stage 2 pupils at Rossmere Primary School will be taught to swim. These lessons will take place at Splash or Billingham Forum pool and will be led and overseen by qualified swimming instructors.

### ***Dismissal of pupils after evening activities***

Where a visit or activity finishes outside of the schools usual opening hours, and the school has arranged or provided transport back to the premises, pupils will be dismissed by staff into the care of their parents.