



## Highbury Primary School

‘Valued as Individuals, Inspired and Nurtured as Learners’

Respect, Resilience, Confidence, Kindness, Inclusive, Aspiration

### EDUCATIONAL VISITS POLICY

#### Rationale

At Highbury Primary School we believe that off-site visits can enhance and enrich our children’s learning, by providing them with experiences which may otherwise not be possible. In this policy we aim to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the health and safety of staff and pupils at all times, which is of paramount importance. Within these limits we seek to make our visits available to all pupils, and wherever possible, to make them accessible to those with disabilities.

Highbury Primary adopts the national and local guidance and procedures issued in the Hampshire County Council document “Off-Site activities and educational visits: Regulations and Guidance April 2013”. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits.

#### The aims of our educational visits are to:

- enhance and enrich the school curriculum;
- provide first hand experiences to make learning more meaningful;
- provide a wider range of experiences for our children than could be provided on the school site alone.

#### Curriculum links

We provide a range of activities for all year groups (including visits to the school by specialists) linked to a range of different curriculum areas, including:

- Literacy/drama – visits to the local theatre and theatre groups visiting the school;
- Science – use of the school grounds, farm animals visit and visits to places such as Marwell Zoo;
- History – visits to local museums and Portsmouth Historic Dockyard;
- Geography – use of the locality for fieldwork;
- RE – visits to local places for worship;
- PE – visits by specialist coaches and opportunities for children to take part in challenge days and competitions;
- PSHE and citizenship – visits by people who help us.

## **Inclusion**

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

## **Procedures**

Under and health and safety laws, schools are required to obtain appropriate approval for Educational visits.

We use 'EVOLVE', which is a web based off site and outdoor visits management system which covers authorisation and approvals for off site visits.

All visits involving Adventurous activities, residential activities, visits abroad and self-led fieldwork or activities in rural areas containing significant natural hazards (open country e.g. coastlines, cliff lines, rivers, canals etc). These require LA approval and must be managed via EVOLVE.

Frequent off-site visits to very local areas still require risk management and the Headteacher to sign off and approve, but do not have to be managed via EVOLVE. Visits to locations at distance from school e.g. London museums etc. should be approved using the EVOLVE system.

For certain categories of visits (Type B visits) schools must seek and obtain approval from the Authority (through the Evolve). In distinguishing which types of visits require the Authority's approval, the following categorisation has been adopted:

### **Type A**

- Educational low risk off-site visits, up to one day duration, e.g. Local theatre visits, museum visits, local walk, visits to local schools for an event etc.

### **Type B**

- Educational off-site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.
- Visits involving adventurous activities.
- Visits to farms or theme parks.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK, including Foreign Exchange visits.

Staff wishing to undertake a **Type A** visit should always submit the details on a Risk Assessment form and this needs to be signed by the Headteacher. They should also liaise with the School Office to cost and book the visit.

The Visit Leader must undertake the completion of the Risk Assessment. Venues to be visited may also supply their own risk assessments. It is highly recommended that staff visit venues prior to the visit in order to make informed assessments.

Staff wishing to undertake a **Type B** visit must seek approval from the SLT. After the respective forms and bookings have been checked and approved by the Headteacher, they must be submitted to the Authority **at least 6 weeks prior to the visit taking place.**

## Organising and carrying out an educational visit

When planning an educational visit, the group leader (who is normally the class teacher) must ensure that:

- a visit is made to the venue in advance of making a booking to familiarise her/himself with the appropriateness of it, and any possible risks or hazards;
- a risk assessment sheet is completed, identifying any hazards, and actions taken to minimise these, which must be signed by the Headteacher or Deputy Headteacher
- ensure adults assigned to help with the trips (preferably those employed by the school, governors or regular parent helpers) and the ratio of adults to children is adequate; The following are regarded as the minimum ratio acceptable on any visit:-

1 adult for every 8 pupils in Years 1 – 3. (Under-fives in the Early Years/ Foundation Stage should have a higher ratio).

1 adult for every 10 pupils in Years 4 – 6

- Where possible, all accompanying adults have had satisfactory DBS checks, are given a copy of the written risk assessment with a walking list attached and are fully briefed on expectations regarding their role during the visit including crossing roads.
- Parents' have given written permission for their children to attend the trip. In the event of a local visit a generic permission form will have been signed by the parent when the child joins the school, and a 'trips in the vicinity' reminder note or a text will be sent out for parents information;
- When carrying out a visit, each adult must have a copy of the names of every person on the trip, and these must be handed back to the group leader at the end of the visit to be shredded;
- All children with medical requirements, including asthma and nut allergies have their medication with them;
- Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others, the group leader will discuss with the headteacher the possibility of excluding that child from the activity or additional measures being put in place;
- Where appropriate, adults are allocated a group of children to be responsible for;
- Before the group leaves school, the school office is provided with a list of children and adults going out on the visit;
- During the visit, groups remain together and in sight of the group leader, unless it is part of the leader must ensure that a member of staff (such as a TA) is allocated to oversee the other group;
- A first aid kit, sick bag and spare clothing if needed are taken, and at least 2 of the adults have a mobile phone and the corresponding phone numbers. All adults are provided with an emergency contact number, which will normally be the school number;
- Where possible, children and staff wear fluorescent jackets, particularly when walking to a venue;
- When walking to a venue, the teacher walks at the back of the line in order to see the whole group, and another member of staff, such as the TA, is at the front of the line;
- When using trains, a member of staff such as the TA, is the first on/off the train and the class teacher is the last person to board/leave the train.

- There is a requirement that the school leader will take a copy of the Critical Incident Plan on the educational/residential visit.

### **School Kitchen**

- The school kitchen will provide packed lunches as required for children receiving Free School Meals.

### **Risk assessment**

A thorough risk assessment is carried out by the group leader before the proposed visit, which assesses the risks that may be encountered on the visit, and measures that need to be taken to minimise these.

When carrying out a preliminary visit to the venue, it is also important to take into account the probable weather conditions at the time of year proposed for the trip, and the group leader also takes careful account of the facilities available, with regard to the size and age of the group. The cost of these preliminary visits for staff is funded by the school.

Risk assessments also cover transport where appropriate. We always use the same coach company, which has been approved by PCC or The Trust. Every person has their own seat, and seat belts are provided. It is the responsibility of the group leader to check that everyone wears their seatbelt during the visit.

When using taxis, children are always accompanied by a member of staff.

### **Communication with parents/carers**

The parents/carers of children taking part in an off-site activity are provided with all appropriate information about the intended visit. Other than local visits that they have already agreed to, parents must give written permission before a child can be involved in any off-site activities.

The cost of visits is covered either by the school, or through parental contributions. No child is excluded from an activity because of the unwillingness or inability of the parent/carer to make a contribution.

### **Residential activities**

Pupils in KS 2 have the opportunity to take part in residential visits. This activity takes place during term-time and is linked to the National Curriculum. The residential visit enables children to take part in outdoor activities and environmental studies linked to their history, geography and Literacy work. We follow the Hampshire County council Guidance in the organisation of the visit. There is a requirement that the school leader will take along a copy of the critical incident plan. All specialist activities are undertaken with qualified instructors.

Signed by Chair of Governors..... Headteacher.....

Date: October 2020      Review date: October 2022