

**SHOTTERY CE PRIMARY SCHOOL POLICY FOR EDUCATIONAL VISITS
NOVEMBER 2016**



This policy needs to be reviewed every three years, next review 2019

This policy has been written to ensure that the organisation of educational visits will be planned to ensure safe practice is followed. This is a summary document, for detailed guidelines please refer to the Educational Visits folder kept on the admin shelves above the computer. **All educational visits regardless of cost must follow adult pupil ratios as defined in the LA guidelines.** (Exception has been granted by the LA for trips to church, Anne Hathaway's Cottage, the weekly coach trip to swimming and the walk to PE where a minimum of 2 adults must accompany the group; giving a ratio of approximately 1:20; likewise generic risk assessments and trip forms are held for these. This decision has been taken based upon the regularity of these trips and the proximity of the venues.)

Procedures

1. All educational visits must have a group leader this will normally be a member of staff but in specific circumstances may be a parent helper. **The group leader will have overall responsibility** for group supervision and safety. All adults on the trip must be briefed appropriately as to their role by the group leader.
2. The group leader must complete an Educational Visit form at least 14 days in advance of their intention to take a group of pupils off site. **All off-site visits must comply with this.** By completing this form all necessary elements of pre-trip safety will have been considered and documented. Once completed it is expected that the Senior Admin Manager will inform the Headteacher for her authorisation. The form will then be filed and the EVC informed.
3. If a pre-visit trip needs to be made, the group leader should claim petrol expenses, but also should endeavour to obtain a complimentary ticket from the venue. Where a complimentary ticket cannot be obtained, the cost of the teacher's ticket will be added to the cost of the trip and shared equally amongst the pupils.

4. A competent first aider must accompany all off site trips and Accident and Emergency Procedures must be fully prepared. Children should wear an emergency wristband, these are stored in classrooms and provide school contact details.
5. For each trip there should be an emergency contact point in school, this will normally be the school business manager, for trips including all members of staff a member of the governing body should act as the emergency contact. Emergency contact numbers should be held by the accompanying member of staff, a list of medical conditions should also be taken.
6. Non-cost trips and those where payment is not made are covered by the generic local trip letter. No parents should be expected to pay more than £10 per child in any one term, *with a maximum of £30 per year with the exception of the bi-annual Y5/6 residential visit.*

Categories of Risk

Category A visits are school approved, Category B and C visits require OS1 LA approval. Please check LA guidelines for comprehensive lists of activities within each category.

Visits returning after the end of the school day

A telephone tree will operate for visits returning after the close of the school day and the trip leader will ensure that contact information for a senior member of staff is taken on the trip. Updates will also be placed on Twitter.

Role of the Senior Admin Manager

- To support staff in completing the Educational Visit documentation.
- To keep records of trips – trip form including risk assessments and letter to parents
- To supply class teachers with medical and emergency information for pupils in their care.

Role of the Group Leader

- To complete any necessary paperwork in due time, ensuring staffing ratios are met and adults briefed on their role.
- To ensure pupils are given wristbands and hi-vis jackets and are aware of safety and behaviour expectations
- To ensure all relevant contact information is taken.

Role of the Headteacher /Educational Visits Coordinator (EVC)

- To ensure trips meet guidelines and that safety procedures are being followed and to inform group leaders if otherwise.
- To comply with EVC training as provided by WCC

Role of the Governing Body

- To ensure that the Headteacher/ EVC are supported in matters relating to educational visits and that they have the appropriate time and expertise to fulfill their responsibilities.
- To ensure that the school has an up to date policy for Educational Visits, which meets requirements and that consent is obtained as required.
- To ensure that training for the EVC is up to date.
- To provide, should there be a need, a complaints panel to resolve difficulties.
- The governing body will not normally be expected to approve visits, however from time

to time where visit costs or venues are either exceptional or could prove to be controversial, they will, at the headteacher/ EVC's discretion, be informed prior to booking. **The governing body will receive updates on trips through the school life section of the Headteacher's report.**

- To ensure that the headteacher and the EVC have taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit.

Every 3 years Reviewed November 2016

LA Guidance issued August 2016

Please find below the link for the new Warwickshire County Council, Offsite and Outdoor Learning Policy: [Learning Outside Of The Classroom and Offsite Visit Policy 2016](#)

To ensure all of our advice and support will remain current and available, the new policy has been written in-line with and linked to the [National Guidance](#) and the Outdoor Education Advisers Panel website [OEAP Information](#)

The new policy is active with immediate effect, replacing the Offsite Activities Document 2007 and going forwards will only require WCC notification of **Category C** visits.

The advice and support service you currently receive will remain the same, but with the added benefit of 24 hour on-line National Guidance.

Our [Offsite and Outdoor Learning Web Page](#), also gives access to updated OSA (Offsite Activity) and Risk Assessment forms, to support visit and activity planning as well as other useful links and information.

From today please email only **Category C** visit notifications, on the new [OSA1 Notification 2016 Form](#) to sherandent@warwickshire.gov.uk

EDUCATIONAL VISIT FORM AND RISK ASSESSMENT

Date of Trip _____ Venue _____

Group Leader _____ Class _____ Number of Children _____

Required staffing ratios for school approved visits Class 3 (1:8); Class 2 - 1:10; Class 1 - 1:15

Names of other accompanying adults (please indicate first aider) _____

Proposed Cost _____ Proposed Date Sufficient time for notice to parents YES/ NO

Brief Details of Trip

Has a previous visit been made to this venue YES / NO, if NO a pre-trip visit is required, please state the date this will take place _____

Transport Company _____ Post trip please inform the Business Manager if Transport Company is not suitable to be used again.

Risk Assessment

Risk assessments must be completed on the form below. They will be informed by location and environment and will take into consideration the group of pupils, activities to be carried out and the qualifications of the leaders. Generic LA risk assessments may where appropriate be modified to be site specific. Assessments should identify significant hazards, assess the risk of harm and put control measures into place.

Have accompanying adults been briefed on their roles? Yes/ No

Activity/ Process/ Operation	What are the hazards to health and safety?	What risks do they pose and to whom?	Risk level H/M/L	What precautions have been taken to reduce the risk?	Risk level achieved H/M/L	Further action required to reduce risk?

Accidents or near misses (to be completed after the trip if applicable)

Educational Visits Policy Review Cover Sheet

Date of this review: **Autumn 2015** (copy of policy attached)

Comments (if any):

Please ensure Headteacher's views are sought prior to forwarding to Link Governor

Signed

(Headteacher)

Barshah

11/11/15

Comments of Link Governor (if any):

Signed **Date**
(Link Governor)

Forward to Committee Meeting held on **11/11/15**
. for approval

Comments (if any):

Signed **Date**
(Chair of Sub Committee)

To full Governors' Meeting on **25/11/15**. for final presentation and signature of Chair of Governors.

Signed **Date**
(Chair of Governors)