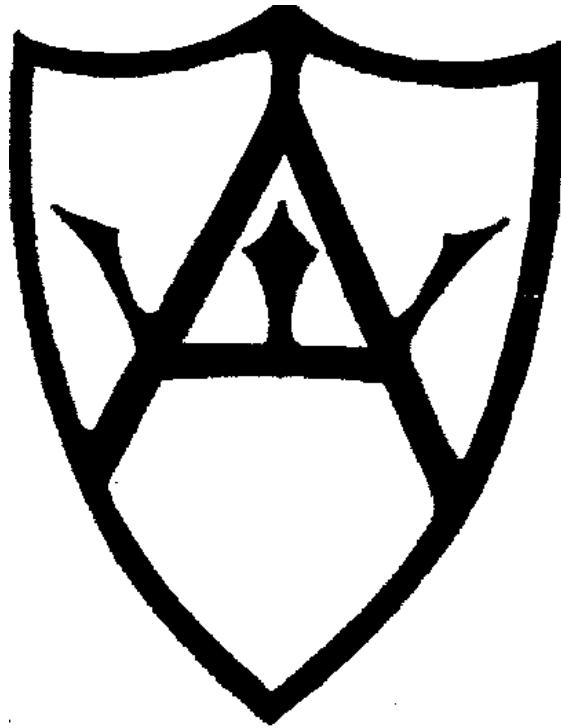


Alfriston School



Educational Visits Policy

Reviewed: Nov 2017

Next Review: Nov 2018

This policy provides details of the procedures and processes we have in place at Alfriston Primary School for planning and approving offsite trips and educational visits. We follow the requirements and guidance from East Sussex County Council (ESCC) offsite activities and educational visits policy and also refer to National Guidance produced by the Offsite Education Advisors Panel.

Contents

1. Introduction
2. Roles and responsibilities
3. Planning educational visits, including risk assessment

1. Introduction

This policy applies to most situations where our staff in the course of their employment take responsibility for children taking part in offsite activities and visits, as well as when taking part in on-site outdoor activities.

- At Alfriston Primary School we provide a number of offsite activities and educational visit opportunities for all children within the establishment.
- We fully understand the benefits of learning outside the classroom and each visit will set out a clear purpose and learning objectives, which will be reviewed at the end of each visit to see if they have been achieved.
- The safety of pupils and staff on offsite visits is paramount and we will follow the requirements and guidance from ESCC offsite activities and educational visits policy and also refer to National Guidance produced by the Offsite Education Advisors Panel (OEAP).

2. Roles and Responsibilities

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. In the case of Alfriston Primary School this is the Governing Body.

Employers have duties to ensure, so far as is reasonably practicable:

- the health, safety and welfare of all employees and volunteers
- the health and safety for all children for whom the Director of Children's Services is responsible under the Children Act 2004.

At Alfriston Primary School we ensure that the roles and responsibilities of all adults involved in offsite activities and visits are clearly set out. These details are below:

Role	Responsibilities
Governing Body Named Governor - Ivor Fabb	<ul style="list-style-type: none"> • Ensure there is a policy in place for offsite activities and educational visits that is reviewed annually.

	<ul style="list-style-type: none"> • Ensure there is a trained Educational Visits Coordinator (EVC) in place for the establishment. • Ensure training opportunities provided. • Ensure there is a visit approval procedure in place and that it follows ESCC policy for approving visits. • Ensure there is a monitoring system in place by meeting with the EVC at least twice a year. • Ensure visits support the principles of equality and inclusion. • When necessary support the Headteacher in assessing risks and agree possible adjustments. • Access to Offsite Educational Visits risk assessment folder. • Has 'read only' access on Exeant (the ESCC Offsite Education Risk Management System) to have an overview of all the offsite visits taking place. • Approve all residential visits.
Head Teacher	<ul style="list-style-type: none"> • Ensure offsite activities comply with ESCC policy and National Guidance produced by the OEAP. • Ensure that visits receive appropriate approval before they take place. • Ascertain that all staff involved in offsite visits are competent to carry out their role. • Ensure a suitable EVC is appointed and that they have undertaken training. • Ensure that suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. • Be confident that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained and competent to carry out any allocated tasks. • Ensure visits support the principles of equality and inclusion. • Seek the support of the Governing Body when necessary to assess risks and agree on possible adjustments.
Educational Visits Co-ordinator (EVC) Rachel Crystal	<ul style="list-style-type: none"> • Have experience of leading visits, or qualifications or leadership experience. They will be an experienced visits leader. • Attend EVC training. • Support staff to ensure visits are planned and prepared appropriately following ESCC Offsite

	<p>Activities and Educational Visits Policy (use the Educational Visits Checklist).</p> <ul style="list-style-type: none"> • Ensure staff have access to training to support their role in Offsite Activities and Educational Visits. • Approve visits that comply with school and ESCC policy. • Check that all visits have an emergency contact and the emergency contact is an appropriate person. • Ensure staff evaluate visits that have taken place and report accidents and near misses appropriately. • Meet with Named Governor for Offsite Visits at least twice a year to enable monitoring of the system and to review the risk assessment folder.
Visit Leader	<ul style="list-style-type: none"> • Have experience of leading offsite visits. • Have been inducted by the school and have knowledge of the school and ESCC policy and procedures for offsite visits and crisis management. • Be approved as competent by the school. • Liaise with the EVC. • Plan and prepare for the visit using the Educational Visits Checklist. This includes the risk assessment, ensuring it is in line with ESCC and school policy and includes the ratios of adult to child supervision and the first aid provision. • Ensure other staff on the visit, parent helpers and volunteers are clear about their roles and responsibilities. • Evaluate the visit and report and record any accidents and near misses. • When meeting children at the visit location ensure they are handed over to a member of school staff (not volunteers or parent helpers).
Assistant Visit Leader	<ul style="list-style-type: none"> • Be competent and knowledgeable about the school policies and procedures that affect the responsibilities they have been assigned. • Ensure they have been sufficiently involved in the planning and preparation for the visit, including contributing to the organisation of risk management. • Ensure they understand the role and responsibilities they have been assigned and how these integrate with other staff especially that of the visit leader.

	<ul style="list-style-type: none"> • Contribute to the visit evaluation, and reporting and recording of accidents and near misses.
First Aider/Admin of Medicines (for visit)	<ul style="list-style-type: none"> • Attend First Aid and/or Administration of Medicines training. • Check first aid kit contents prior to visit and ensure it is taken on the visit. • Ensure all necessary pupil medication is taken on the visit, including inhalers.
Parent Helpers and Volunteers	<ul style="list-style-type: none"> • Ensure they understand the roles and responsibilities they have been assigned (parent helpers may not necessarily be in the same group as their own child). • Ensure they do not use their mobile phone to take photographs, make or receive calls, texts or messages. They should ideally have their phone switched off. • Ensure any information about a child is passed on to the visit leader or a member of staff.

3. Planning Educational Visits

The organisation of an educational visit is crucial to its success. With rigorous planning, organisation and control, a visit should provide a rich, learning experience for the children.

Whether the visit is to a local park or museum or includes a residential stay, it is essential that careful planning takes place. This involves considering the dangers and difficulties which may arise and making plans to avoid them.

The following guidelines support the planning and implementation of Educational Visits organised at Alfriston Primary School.

Parental Information and Consent

We believe that it is important to deliver a broad and balanced curriculum, which is not possible to do effectively without making full use of our amazing local environment and community or those further afield.

We are **not** required to inform or obtain consent from parents for children to participate in off-site activities that take place **during school hours** and which are a part of a child's education. However, if an off-site activity is due to take place outside of the village we will provide parents with details of the visit in advance.

We **are** required to obtain consent for off-site activities that take place **outside of school hours and for an activity taking place during and outside of school hours where it involves a higher risk**, such as a long journey or an adventure activity.

For a residential trip, parents will be invited to a briefing session prior to the trip where they will be provided with further information and given the opportunity to ask any questions.

Risk Assessments

Risk assessments must be submitted as part of the approval process. These must be specific and relevant to the children, staff, environment and activity. The risk assessment should be completed by the visit leader with support from other staff attending the visit. Foreseeable hazards should be listed with reasonable control measures put in place and a risk rating generated.

After a visit, the risk assessment should be reviewed if there were any issues, incidents or near misses. If a risk assessment is covering the same group, with the same staff carrying out the same activity it can remain in place for 3 months and then reviewed. For example: every Monday, Year 5 go and raise the flag at St Andrew's Church.

Risk Assessment forms and the Educational Visits Checklist are available on the school's Server 'Staff' Drive. The ESCC Offsite Education Risk Management System (Exeant) is used for all visits outside County and for any adventurous activities or residentials.

First Aid and Administration of Medicines

First Aid provision must be considered when planning a visit taking in to account the risks of the visit and children involved. Trips for the Early Years (children up to 5 years) **must** have at least one qualified Paediatric First Aider.

The member of staff allocated to attend the visit as the qualified First Aider must take a first aid kit with them. If there are any children requiring medication during the times of the trip, then the First Aider will also be qualified to administer medicines. They will ensure that all medicines are taken with them on the trip and the necessary procedures are followed according to the Supporting Children with Medical Conditions Policy. Those children with an inhaler administer this themselves but the First Aider for the trip will ensure the inhalers are taken.

It is important that parents keep the school informed of any medical information or conditions relevant to their child as this forms part of our trip planning.

Effective Supervision

There are no legally set ratios to abide by in respect of staff to pupil ratios because this depends on the nature of outing and the needs of the group. However, as a starting point we the following as a minimum:

Reception Year – 1:5

Year 1 to Year 3 – 1:6

Year 4 to Year 6 – 1:10/15

Ratios should be determined by the result of an effective risk assessment, taking into consideration:

- Staff – experience, competencies, rapport with children, skills, qualification
- Activity – skill level, duration, equipment
- Group – Age, gender, ability, behaviour, SEND,
- Environment – remote setting, easily accessible, crowds, time of year
- Distance from school – transport arrangements.

All visits will have one identified Visit Leader and one Assistant Leader, both of whom should meet the requirements specified by the OEAP National Guidance for these roles. Visits can only take place with one member of staff if the risk assessment deems it appropriate.

Inclusion

The Equality Act 2010 states that responsible bodies of a school must not discriminate, harass or victimise a child to whom one of the protected characteristics applies (disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation) in the way that it affords (or not) the child access to a benefit, facility or service. There is a duty to make reasonable adjustments.

At Alfriston School we will make every effort to ensure that Offsite activities and Educational Visits are available and accessible to all; reasonable and practicable measures will be made to include all children and we will work with parents to help this happen. However, the Equality Act 2010 does not require responsible bodies to place employees or pupils at inappropriate risk if a health and safety issue arises.

Within the risk assessment the school will identify children with protected characteristics, and address how their needs can be met, if necessary we will use an Equalities Impact Assessment. Every effort will be made to support the child whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage. Following this process, if there deems to be a reason that a child cannot attend an off-site activity or visit then the school will provide alternative provision for that child at school.

If there is the possibility of a child being excluded from the visit due to their behaviour, a risk assessment will be carried out by the Headteacher in advance to consider whether the safety risks would still be unmanageable after all reasonable control measures had been considered. The school has the right to omit pupils from activities if their general behaviour does not indicate that the activity will remain safe for themselves and others.