Great Massingham & Harpley CofE Primary Schools Federation

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Educational Visits Policy

Policy produced by	Headteacher	
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Reviewed and approved by	Governing Body	
Next review due	Nov 2027	
Published on website	**Yes**	No

Overview

At Great Massingham and Harpley CE Schools Federation Equal Opportunities plays an integral part in all aspects of teaching and learning. The federation acknowledges the

great value of educational visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits. Ideally visits will support the work in the classroom and should be as often as practically possible. Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines. The EVC for the Federation is Mrs Myhill.

Aims and purposes of Offsite Visits

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of 'Learning Outside the Classroom' opportunities for all its pupils. Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

• Out of hours clubs (music, drama, art, science, sport, etc)

• School sports teams

• Regular local visits (places of worship, swimming, other local amenities)

• Day visits for particular groups

• Residential visits

• Adventurous activities

Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils/participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low). In considering risk, there are 3 levels of which visit leaders should be mindful:

1) Generic Risks – normal risks attached to any activity out of school.

2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1.

3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change.

Before a visit is advertised to parents the Executive Headteacher will approve the initial plan. The

Executive Headteacher will also approve the completed plan and risk assessments for the visit before

departure. This will be undertaken using EVOLVE as the planning and approval system.

www.norfolkvisits.org.uk

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 – Adventure Activity, Overseas or Residential

These visits must be approved via Evolve and the LA's on-line approval gained.

These must normally be submitted to LA at least 30 days before the visit.

Level 2 - Day visits approved at school level, entered on Evolve by the EVC administrator and approved by the Executive Headteacher in advance of the visit.

Level 1 - Local regular day visits:Visit within the school's immediate locality, e.g. village walks. A set of standard operating procedures (SOP) or generic risk assessments exists for these

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. These are classed as Level 1 activities and general consent is within the agreements signed when children begin with the schools and this is checked annually. However, parents should be told where their child will be at all times and of any extra information or measures required. Written consent will be requested for Level 2 and 3 activities that need a higher level of risk management or those that take place outside school hours. As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits, parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

First Aid

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Paediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits are available from classrooms; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

Transport Travel arrangements

Transport Travel arrangements should be included in the risk assessment. If travel is by coach or minibus, all pupils/participants must wear a seat belt. If a minibus is being utilised the driver must have the appropriate LA driving permit / minibus licence. Water 'Margin' Activities Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in ROSPAs 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

Cost

In line with the schools Charging and Remissions Policy it may necessary to ask for donations towards a visit, to be conducted during the normal school day, in order to cover the cost of transport / entrance fees etc. For residential activity visits, costs will be calculated to cover any board, lodgings, transport and activities as planned.

Emergency Procedures

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the mobile phone number of the staff nominated as "home" contact must be with the leader at all times.

Ratios

There is no exact requirement for ratios for off site trips except EYFS standards. Ratios are risk related.

Yr R EYFS 1:8 if a teacher is not directly with the children but 1:13 if a level 6 (i.e. teacher) is directly with the children. For EYFS offsite this would normally be a higher ratio for additional safety.

- General guidance Yrs 1-2 (KS1) - 1:6
- General guidance YRS 3-6 (KS2) - 1:10

Other school policies that this Educational Visit policy relates to are:

• Charging and Refund Policy

• Pupil Premium Policy

• Behaviour Policy

• Policy for Managing Medicines