



Wynyard

CHURCH OF ENGLAND
PRIMARY SCHOOL



Educational Visits Policy

Date Approved by the Governing Body: September 2019

Review by: September 2022

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1.0 Purpose

Wynyard CE Primary School has a strong commitment to the added value of learning outside the classroom and beyond the premises. It will seek to provide a broad and balanced range of opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the academy site and out of academy hours, which support the aims of the school. The range of activities to which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc);
- Sports teams;
- Regular local visits (places of worship, swimming, other local amenities);
- Day visits for particular groups;
- Residential visits;
- Adventurous Activities.

2.0 Approval Procedure

Wynyard CE Primary School's Governing Body has delegated the consideration and approval of Educational visits and activities to the Headteacher. The Headteacher has nominated Charlotte McCabe as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents the Headteacher and EVC will approve the initial plan using the EV proposal form. The Headteacher / EVC 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, supported by a checklist in the staff guidance.

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

Type 2 = Residential or Adventurous visits

To be recorded on EVOLVE and approval gained from the EVC and Head.

Type 1 = For each member of staff to record generic local visits on EVOLVE per term and approval gained by EVC or the Head.

3.0 Staffing

Staffing

School recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less-experienced members of staff to work alongside more-experienced colleagues on visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

School values and recognises the contribution of volunteer adults and parent helpers assisting with educational activities and visits. Any volunteer will be approved by both the Headteacher and the Visit Leader and is entered on the voluntary helpers list kept by the academy. They will be carefully briefed on the scope of their responsibility. The academy will, where possible, ask for parents to help on trips who have a DBS / CRB check and therefore help regularly. If further adults are needed, class teachers will liaise with the Headteacher to ensure there is sufficient support, which could come from taking further parents on a one-off basis. Where it is appropriate the academy will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments. Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

4.0 Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

5.0 External Activity Providers

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the academy on behalf of the pupils. All payments for the visit will be made through the academy accounts.

The Visit Leader will make appropriate checks before committing the academy to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

6.0 Parental Consents

School seeks annual consent from parents to take part in 'Type 1 Visits'. Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by school as most of these activities will be of Type 1, take place during school hours and are a normal part of a child's education at the academy. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those of Type 2 that take place outside academy hours. As part of the consent process parents 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.

Personal Information forms requesting additional information about the following should be completed for all Type 2 visits:

- Name and D.O.B. of the child
- Relevant emergency contact information along with a second contact number
- Information about allergies
- Information about any medication that needs to be administered – this must be accompanied with a school medical consent form/inhaler consent form
- Information about tetanus immunisation
- Information about the child's GP and their contact information

This information should also be completed alongside a code of conduct for residential visits and a consent form.

School has policies for Charging, Behaviour and Inclusion, which applies to all visits.

7.0 The Expectations of Pupils and Parents

The academy has a clear code of conduct for visits based on the 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of such a journey home. For Type 2 visits, children and parents will sign a code of conduct highlighting expectations for that particular residential visit.

8.0 Emergency Procedures

School will appoint a member of the Leadership Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate. All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

9.0 Charging for Activities and Visits

The academy may invite, but not require, parents to make voluntary contributions for academy activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution. The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.

School will comply with the law in relation to charges that may be made for the cost of activities provided outside academy hours, within academy hours and for board and lodging on residential courses. School has a policy on remission of charges.

10.0 Approval by the Trust Board

This policy has been formally approved and adopted by the Trust Board

Signed:



(Chair of Trust Board)