

Crosby Primary School
Educational Visits Policy
Reviewed Autumn 2023
Next Review Autumn 2024



Introduction: Rationale

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities that take place away from the immediate school environment.

Visits and offsite activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, teamwork and the application of problem-solving skills, and develop independence and self-confidence. Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

It is a school priority that offsite visits and activities are safe, well managed and educationally beneficial. The management of visits and offsite activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteacher, the Educational Visits Coordinator (EVC), the Visit Lead, members of staff and volunteers, pupils and parents. The school also has other responsibilities to other members of the public and to third parties. This therefore complements the wider school Health and Safety policy.

The school's policy regarding Educational Visits follows the guidance from North Lincolnshire Council. Please refer to North Lincolnshire Educational and Offsite Visits Guidance.

Planning Visits, Risk assessments and Record Keeping

All visits are recorded on the local authority's visits website (EVOLVE). All information is completed online by the Visit Lead. The EVC checks documentation before the Headteacher's authorisation. Governors have access to this site. Guidance is provided to all staff to assist with planning visits. Records that are required for each visit (see school guidance e.g. medication, first aid, accident forms) are returned following the visit to the EVC and either stored appropriately or disposed of in line with GDPR guidance. Records are kept electronically on EVOLVE. The local authority monitors visits by accessing the website.

Visits must be approved by the local authority (Local Authority) or the Headteacher in advance of the visit: at least two weeks in advance (four weeks for Category B visits). Different categories of visits will require either *Approval* by or *Notification* to the Local Authority (Local Authority). For visits where approval is not required by the Local Authority then the approval is delegated to the Headteacher, and notification sent to the Local Authority. All visits must be placed in to either category A or category B so that proportionate planning can be put in place for the visit relative to the complexity and the level of risk involved.

Category A visits – routine, low level visits which include day trips, community visits, or low level/non-hazardous activities held over one day only.

Category B visits – visits and activities that are regarded as having a higher level of risk than Category A, including adventurous activities, residential and overseas visits.

When planning a visit, consideration should be given to weather, clothing, insurance and transport in devising risk assessments following school and Local Authority guidance. Bespoke risk assessments are written for each visit using Local Authority guidance. These cover, for example: walking, coach travel, museum visits and swimming. Specific risk assessments (e.g. for individual pupils) are attached separately. Health Care Plans should be taken into consideration.

Alternative arrangements (Plan B) are included within the planning process where appropriate, for example, where weather conditions or water levels might be critical, or where an overcrowded venue might necessitate an alternative option. Pre-visits are conducted wherever appropriate and in some instances, such as new venues, are essential. The sourcing of any external providers must be done in conjunction with the Local Authority to ensure suitability.

Pupil-Staff Ratios

Visits are normally led by the classteacher. Other staff may lead visits at the discretion of the Headteacher (e.g. for small local group visits). Residential visits will be attended by a senior member of staff.

Although pupil to staff ratios are not prescribed in law, for all visits the visit leader, EVC and Headteacher will make a professional judgement regarding the number and suitability of staff on a visit after consideration of the following factors:

- The type, level and duration of activity
- The nature and requirements of children and adults within the group, including those with additional needs
- The experience and competence of the adults
- The venue, time of year, predicted conditions
- The contingency or “Plan B” options

However, Crosby minimum staff ratios are:

- Nursery (F1) and Reception (F2) - 1 approved adult:4 children
- Y1 and Y2 - 1 approved adult:6 children
- Y3 and Y4 - 1 approved adult:10 children
- Y5 and Y6 - 1 approved adult:10 children

Responsibilities of the Governing Body

To review reports and monitoring of offsite visits and activities, as part of their role in ensuring the organisation’s money is well spent.

To ensure that pupils and employees are not put at unnecessary risk while at school or on educational trips by:

- Ensuring that the school's Health and Safety policy is proportionate, compliant and reflects the context.
- Seeking assurance that procedures set out in the policy are being followed and staff access suitable CPD where required.

- Maintaining effective risk management
- Ensuring that direction from the local authority is being followed
- Evaluating reports from school leaders, including data on accidents or near misses.
- Monitoring the outcomes of independent Health and Safety audits and inspections, ensuring that any identified areas for improvement are acted on. Oversight may be delegated to a committee and supported by a link governor where appropriate.

Responsibilities of the Headteacher:

- To assign an Educational Visits Coordinator (EVC) to whom they can delegate tasks.
- To support the EVC in the organisation of educational visits, and ensure they have sufficient time and resources for this.
- To approve offsite visits and ensure local authority approval is obtained where necessary, and that external providers have met all assurances before bookings are confirmed.
- To ensure all reasonably practical measures are taken to include pupils with medical and special educational needs.
- To ensure specific appropriate educational objectives are stated, inclusive and known by relevant parties.
- To ensure that the staffing ratio is suitable for each visit.
- To ensure all offsite visits and activities are led by competent staff who are appropriately experienced to assess the risks, manage the activity and manage the specific group.
- To check that risks have been assessed and recorded, and safety measures and emergency procedures are in place.
- To ensure there are Emergency Plans in place.
- To monitor offsite visits and activities, and review visit reports.

Responsibilities of the Educational Visits Co-ordinator (EVC):

- To liaise with the Local Authority to ensure compliance with the current policy & procedures and ensure Local Authority approval is obtained where necessary, and that external providers have met all assurances before bookings are confirmed. Approval should be sought at least three weeks in advance, and at least two months in advance for a residential visit.
- To support the head of establishment in ensuring that competent staff are assigned to lead and accompany visits, as providing support for approvals and other decisions.
- To prepare guidance for staff having regard to current national and local guidance.
- To oversee the management of the EVOLVE website for the establishment and ensure that all staff leading or accompanying visits have their own EVOLVE account.
- To assist with preparation of risk assessments with the Visit Lead.
- To organise emergency arrangements.
- To assess the competence of Visit Lead and other adults.
- To ensure only competent people lead and supervise offsite visits.
- To liaise with Visit Lead throughout the process.
- To monitor and review offsite visits, visit reports and management practice.

- To liaise with SLT and classteachers to assist with preparation of risk assessments for any pupils whose behaviour may jeopardise the safety of themselves and/or others on the visit.
- To attend relevant training – at least every three years.

The school's EVC is Mr T Sykes

Responsibilities of the Visit Lead:

- To be responsible for organising all aspects of the visit or activity.
- To follow the school's guidelines for educational visits.
- To have overall responsibility for the supervision of the visit or activity.
- To follow the policies of the school.
- To risk assess all aspects of the visit, set cut off points for abandonment, and record the results.
- To ensure all other staff, helpers and parents are aware of the risk assessments, and their roles and responsibilities, and sign to this effect, and how to contact the Visit Lead during the visit.
- To fully inform parents about the visits, and obtain their written consent (this should contain specific approval for any swimming related activities, and information on the pupil's abilities).
- To obtain up to date relevant medical information and emergency contact details for the pupils.
- To ensure a contingency plan (plan B) in case of changes, i.e. bad weather, and risk assess this plan.
- To make 'ongoing' risk assessments during the visit, and amend plans or cancel activities as required.
- To have an agreed emergency plan for contacting services, school management and parents.
- To evaluate the visit on return to school (EVOLVE).

Responsibilities of Additional Staff/Volunteers Taking Part in Visits and Offsite Activities:

- To assist the Visit Lead to ensure health, safety and welfare of pupils and staff.
- To be clear about their roles and responsibilities whilst taking part in a visit or activity.
- To report any concerns or incidents to the Visit Lead.
- To be informed about the planned activities and their risk assessments, contingency and abandonment plans.
- To know which pupils are under their supervision, and how to contact the Visit Lead/other staff.
- To record any medication administered and pass to the principal first aider on return.

Responsibilities of Pupils

Whilst taking part in offsite activities pupils also have responsibilities about which the Visit Lead, or other members of staff, should make them aware. For their own health and safety, and that of the group, pupils should:

- Avoid unnecessary risks.
- Follow instructions of the Visit Lead and other members of staff.
- Behave sensibly, keeping to the Golden Rules.
- Inform a member of staff of any significant hazards.

Responsibilities of Parents

Parents have an important role in deciding whether any visit or offsite activity is suitable for their child.

Subject to their agreement to the activity parents should:

- Support the application of the School's Golden Rules.
- Inform the Visit Lead about any medical, psychological or physical condition relevant to the visit.
- Provide an emergency contact number.
- Sign a consent form (electronically using ParentPay) to show that they agree for their child to take part in the visit and the activities planned.

Provision of Training and Information

Appropriate training is made available to leaders, prospective leaders and other adults taking part in offsite activities in order to reflect identified school health and safety priorities and educational priorities. Staff who have little or no experience of leading offsite visits, will be given opportunities to gain such experience, under the direction of experienced staff.

Charging

Reference should be made to the school's charging policy.

Action in the case of an Emergency

The Emergency Plan (which has been drawn up using Local Authority guidance) should be followed. The Headteacher ensures that emergency arrangements are in place for all offsite visits and activities. This includes emergency contact numbers for designated staff during school hours and outside of school hours (e.g. senior members of staff, or the Governing Body). The designated contacts hold all details of the visit i.e. names, contact numbers etc. Staff, volunteers and pupils should not speak to the press.

Accidents and Incidents

First aid kits should be carried on all visits, which should include a nominated staff member. Any accidents, incidents and near misses, including the administration of first aid and/or medication, that occur during offsite visits and activities must be reported, and recorded in accordance with the school Health and Safety policy. North Lincolnshire Council and the Health and Safety Executive will be informed of notifiable accidents and incidents. In the case of a fatality the Health and Safety Executive must be informed immediately. Accidents and incidents will subsequently be reviewed within the school to identify any learning points.

Child Protection

Reference should be made to the school's Safeguarding and Child Protection Policy. This should be included in any risk assessment.

Inclusion

Under the Equality Act 2010, it is unlawful to discriminate against participants because of one or more of their protected characteristics, without material or substantial justification. The school makes reasonable adjustments to avoid participants being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or participants at inappropriate

risk if a health and safety issue arises. It is also the case that the adjustments made to include a disabled young person should not negatively impact on the planned purpose of the activity.

Management of Specific Offsite Visit Provision

With respect to local visits e.g. for walks around the local area, parents/guardians complete a general consent form on the child's admission to school. However, parents should be informed of the offsite visit. Parental consent should be sought for all other visits.

Swimming lessons: there is adult supervision on the bus and at The Pods, parental/guardian information is given at beginning of the swimming programme.

Double decker buses should not be procured for visits across the Humber Bridge or to Far Ings.

Monitoring and Review

This policy is monitored and reviewed by the governing body annually.

Last reviewed Autumn 2023.