

## Educational Visits Policy

### Inspired to be great

At Willow Green Academy we all work together to successfully provide a happy, caring and stimulating environment where children learn through their own curiosity. We challenge children to develop their independence, communicate effectively and become responsible members of our community. Children aspire to achieve their maximum potential now and in the future.

As such, Willow Green Academy recognises the value of off-site visits to pupils as enhancing and enriching their primary school experience, their curriculum learning and their personal and social development. Such visits can improve the individual's affiliation to the school and help generate positive relationships with their teachers. We believe all off-site visits serve an educational purpose, enhancing and enriching our children's learning experiences.

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. Proposals for visits will make clear the aims and objectives of the visit and how it links to the school's curriculum aims. Careful planning and risk assessment will be used to provide assurance that each visit is suitably planned and risk assessed by staff. This policy establishes a clear and coherent structure for the planning and evaluation of educational visits at Willow Green Academy, and to ensure that any risks are managed and kept to a minimum, for the health and safety of all pupils at all times. The school has a strong commitment to learning outside the classroom, some of which takes place beyond the statutory school day.

### Responsibilities/Organisation

The Head of Academy will be responsible for ensuring that visits are planned, organised, undertaken, controlled, monitored and reviewed. The Head of Academy will agree, with a trained EVC, those expectations and duties delegated in this process.

### Educational Visits Co-ordinator (EVC)

Willow Green Academy will ensure that there is at least one member of full-time staff employed who has received full EVC training at all times.

- The EVC will undertake duties agreed between themselves and the Head of Academy.
- The EVC will be fully conversant with guidance for Educational Visits, be kept up to date with training, changes and guidance to best practice.
- The EVC should ensure there is an academy policy for off-site activity.
- Organise training and induction of Visit/ Activity Leaders and Assistant Leaders.
- At any stage the EVC will be happy to offer advice and assistance on completing the relevant documents and associated software(s).
- Ensure all activities and visits meet policy and guidance requirements.
- Monitor trip planning.
- Ensure systems and procedures are reviewed.

### **Visit Leaders**

- The named visit leader will have overall responsibility for the visit during preparation, for and whilst it is underway.
- The visit leader will ensure that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- The visit leader is responsible for ensuring all Supervisory Staff are briefed and have read and understood the purpose, planning and risk assessments prior to the trip taking place.
- Visit leaders will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- The visit leader will ensure the visit complies with the policies outlined on the Evolve system, the Outdoor Education Advisors Panel, Department for Education, National Library and Council for Learning Outside the Classroom.
- Visit leaders will be responsible for uploading this information to Evolve and evaluating/ reviewing the visit afterwards.
- Visit leaders will maintain contact with school and contact the school in the event of an unforeseen incident.

### **Supporting Staff**

Staff will ensure that they understand the purpose, planning and risk assessments prior to the trip taking place.

### **Parents as helpers**

Parent volunteers may be asked to join educational visit on occasions where it is deemed appropriate for parents to assist and support in order to increase the adult – pupil ratio.

Any parent volunteering to support a school trip will have had the opportunity to read and discuss the relevant risk assessments and school behaviour policy prior to the trip taking place. Parent helpers will not be expected to supervise a group of children alone.

### **Risk assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit, including one of transportation. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

## **Planning an Educational Visit Checklist**

In advance of the visit, and in accordance with visit timescale staff should.

1. Cost the proposed trip (including transport) and communicate the details to the HOA.
2. Gather risk assessments from previous visits if available for consideration. Have conversations with staff who have participated in a previous visit to location, where possible.
3. Arrange a pre-visit and plan the itinerary for the trip, identifying any risks or hazards presented by the specific venue.
4. Arrange groups and staff ratio required. Take into consideration any children with specific needs.
5. Add visit to Evolve.
6. Notify parents via letter of trip and cost.
7. Ensure kitchen are informed of trip/lunch arrangements.
8. Arrange pre-trip briefing with staff. Include groupings, outline of the day, mobile numbers, medical information etc. All staff should sign to say they have read and understood the risk assessments.
9. Complete an evaluation of the trip to be stored on Evolve which suggests any amendments to the planned visit, following events throughout the visit.

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the venue's own approach to security and to health and safety.

Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve.

Willow Green Academy will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures. It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed. The visit plan must state both the extent of any risks involved and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits should be built into the overall financial arrangements for the visit itself.

## **Visit Timescales**

Timescale for the approval of visits/activities which are classified as sport fixtures is 1 week.

Timescale for the approval of visits/activities which are part of normal curriculum time and within the immediate locality of the academy i.e. Ferrybridge village is 1 week.

Timescale for the approval of visits/activities outside normal curriculum time and/or beyond the immediate locality of the academy is 2 term time weeks.

Timescale for the approval of visits/activities outside normal curriculum time and/or beyond the immediate locality of the academy and are abroad and/or adventurous activities is 8 term time weeks. These timescales are the minimum requirement.

### **Inclusive Practise**

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may seek guidance from parents or carers to help us to adapt our programme and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Adult – Pupil Ratios**

An activity should have sufficient adults taking part to provide adult pupil ratio. Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. Suggested adult pupil ratios for guidance purposes:

EYFS 1:6

KS1 1:8

KS2 1:10

### **Communication with parents and carers**

Parents will be notified of all visits in writing and will be asked to give their consent for anything other than a local area walk, which is signed for in advance for the whole academic year at the beginning of each new academic year. The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents or carers must give their permission in writing before a child can be involved in any off-site activities. Costs must be made clear to parents and carers in all correspondence about an educational visit at the planning stage.

Before a party leaves school, the school office should be provided with a list of everyone (children and adults) travelling with the party, together with a programme and timetable for the activity.

The visit leader should carry with them a pupil emergency contact details report and a temporary register for the day.

The visit leader should ring the school to acknowledge safe arrival and notify the school of any delays upon return.

Basic first aid kits are to be taken by any members of staff qualified in first aid.

Packed lunches should be brought in plastic bags so that they may be discarded and be clearly labelled with the children's name on. The kitchen should be informed a week beforehand for FSM children who require a packed lunch.

### **Training**

It is essential that all visit leaders have received visit leader training and the Academy has a suitably trained EVC whom must undertake formal training every three years.

### **Further information**

This policy should be read in conjunction with the following policies, including:

- Learning Outside the Classroom Policy,
- Offsite visits Health and Safety Policy Guidelines.
- Operational Procedures.
- Educational Visits Policy.