



Springhill Academy



SPRINGHILL
ACADEMY

Educational Visits Policy September 2018

Date Completed: September 2018

Review Date: September 2021

Educational Visits Policy

The Governors and staff of Springhill Academy acknowledge the great value of Educational Visits in broadening and enhancing both the learning and social experience of pupils.

Under statutory guidance which came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet DfES requirements and LEA guidelines.

Our current EVC is Diane Raftery (Headteacher). The EVC is supported by the School Business Manager, Cheryl Burr.

To enable children and staff to gain a full and enjoyable educational visit it is essential that the following guidelines and policies are adhered to.

These guidelines are to be read in conjunction with the regularly updated information provided by Staffordshire County Council website.

- School visits benefit young people in many ways, including:
- being able to apply a different range of skills than those used in the classroom
- enabling, supporting and complementing the work of the National Curriculum, experimental (first hand) and memorable learning assessing and managing risks (safety)
- developing latent talents, abilities and interests, which can be motivational and have lifelong relevance.

Planning A Visit

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Springhill Academy adheres to the following guidance:

- DfES document: 'Health and Safety - advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (2014)'
- Guidance and procedures issued in the Local Authority's (LA) document: 'Staffordshire County Council Educational Visits Policy'
- National Guidance <https://oeapng.info/>

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

Procedures

Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the headteacher /or educational visits co-ordinator (EVC) for permission to plan the visit.

Outline permission will be granted if the visit meets the requirements laid out in this policy, if the visit can be accommodated within the school timetable and as long as the ethos of the visit is one with which the school wishes to be associated. If the trip involves higher levels of risk, school will seek country approval through the EVOLVE system.

Once outline permission has been approved, the visit leader can complete the planning, organisation and bookings for the visit.

Where the visit includes the use of a venue/ provider, assessment of this provider should be made.

Wherever possible, school will make use of any established approval schemes, including Learning outside of the Classroom certification (LOTC badge). In any cases where this is not available for a provider, school will complete the form EVC1/2 form, which can be downloaded from the Staffordshire Learning Net, to complete its assessment.

Organisations may or may not include the completion of a formal risk assessment using the form available as Appendix A; in line with the requirements laid out in the DfES document 'Health and Safety - advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (2014)' school need not carry out a risk assessment when undertaking an activity which usually forms part of the school day, e.g. taking pupils to a local venue which it frequently visits such as a swimming pool, park or place of worship. Any risks of these routine visits will already have been considered and a regular check to make sure precautions remain suitable is all that is required. Where an activity is planned which involves higher levels of risk and is more infrequent, then staff should review an existing assessment.

If, however a new activity is planned, then a specific assessment of significant risks must be carried out by the visit leader, with support from the EVC if required. The person completing the risk assessment should have a good understanding of the risks, be familiar with the activity that is planned and wherever possible should have made a preliminary visit, to check the venue or provider. Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action.

Parental Consent

The DfES document (2014) states that written consent from parents is not required for pupils to take part in the majority of offsite activities (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. Springhill Academy, however, in line with advice from SCC, will request blanket consent from parents at the start of each academic year to cover any such activities. Parents will then be kept informed as to the whereabouts of their child at all times and of any extra safety measures required when an activity is due to take place. Written consent will be sought individually for any activities that need a higher level of risk management, which take place outside of school hours and/or which require a monetary contribution. Parents have the right to choose to withdraw their child from any such trip.

Staff: Pupil Ratios

Springhill Academy follows Staffordshire County Council guidance on ratios, ensuring that the level of supervision and group management is 'effective';

Ratios are determined by age, gender issues, ability of pupils (including SEND and medical needs), nature and local of the activity (including the type of activity, duration, skill levels involved, as well as the time of year and prevailing conditions) and staff competence.

According to <http://oeapng.info>, which is adopted by Staffordshire County Council, the Early Years Foundation Stage (EYFS) Statutory Framework no longer sets out different requirements for minimum ratios during outings from those required on site. As with other age groups, ratios during outings should be determined by risk assessment, which should be reviewed before each outing.

The appropriate ratio on an outing is always likely to be lower than the legal minimum that applies otherwise (either 1:8 or 1:13 in early years settings and 1:30 in infant classes in maintained schools). It is not unusual for a ratio of 1:1 to be necessary.

As a guiding principle, we follow the following ratios:

- Nursery – one adult to four children
- Reception - one adult to four children
- Years 1 - 2 - one adult to six children
- Years 3 - 4 - one adult to eight children

- Years 5 - 6 - one adult to ten children

The above ratios can be a combination of staff and parent helpers, however the number of staff will always exceed the number of parent helpers.

Charging & Remissions

For information regarding charging for visits please see the 'Charging & Remissions policy'.

Visit Review & Evaluation

Following each visit, the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will provide the EVC/ Headteacher with a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit.

Responsibilities

The headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated. This role is supported by the School Business Manager.

The Educational Visit Co-ordinator's role is:

- Approval of visits and other decisions
- Ensuring that all activities and visits meet guidance requirements
- Ensuring that any visits that require it are formally notified and/or approved
- Ensuring that staff induction and training needs are identified and addressed/ that the visit leadership team are sufficiently confident and competent for this visit with this group
- All visit leaders, including volunteers, are engaged through an appropriate process (including vetting and barring checks where required)
- Staff are aware of how to respond in the event of an emergency
- Accidents and incidents are reported and investigated

The school's current EVC is Diane Raftery. In her absence Cheryl Burr (Business Manager) and Nikita Silvester-Grant (Deputy Headteacher) will act as EVC. Note: Any task not indicated in the above list remains that of the headteacher.

The designated visit leader, usually the class teacher, is in overall charge of the group and remains responsible throughout the visit. The designated administrator will ensure timely completion of all bookings and documentation prior to the visit as well as a follow up final evaluation. See Appendix B.

Emergency Procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school, who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated Deputy so that they can decide: -

A) If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

B) However, if the incident is very serious (e.g. involves a disabling or life-threatening accident, or a fatality) then the Headteacher, Deputy or the home contact will follow the guidance provided in the Staffordshire County Council document 'Coping with a Crisis at School: Advice and Guidance for Headteachers, Teachers and Governing Bodies (October 2015).

<http://education.staffordshire.gov.uk/Procedures/Coping-with-a-Crisis/Coping-with-a-Crisis-Oct-2015PDF.pdf>

The Education Authority, in seeking to provide an effective response, has a procedure in place to ensure that appropriate support is available to assist schools.

When a critical incident happens schools can contact the Education Authority Critical Incident Response Team at 02837512515.

<https://www.eani.org.uk/school-management/in-an-emergency/managing-a-critical-incident>

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

Insurance

Springhill Academy subscribes to the DFE Risk Protection Arrangement scheme for School Journey Insurance which means that all trips and visits undertaken are appropriately insured.

Inclusion and Entitlement

Springhill Academy believes that all pupils are entitled to participate in educational visits, irrespective of social background, culture, race, gender, differences in ability and disabilities in line with the duties under the Equalities Act 2010. With this in mind, teachers will set appropriate learning challenges, responding to pupils' or young people's diverse learning needs and school will make provision, with well-planned reasonable adjustments made to support pupils, enabling them where possible to participate effectively in all educational visits.

Safeguarding

It is the responsibility of the Visit Leader, Group Leaders, and all other staff and adults involved, to safeguard and promote the welfare of children and young people during outdoor learning, off-site visits and learning outside the classroom.

Visits Leaders should ensure that they are informed of any children and young people who may be particularly vulnerable or have specific safeguarding needs, and ensure that other staff/adults are made aware as necessary.

Adults are in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries. They are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. They should operate, and be seen to operate, in an open and transparent way.

Safety During the Visit

- The designated leader should carry a list of all the pupils and adults involved in the visit with appropriate medical and contact details.
- A first aid kit should be carried by a responsible adult and at least one adult should be a qualified First Aider.
- Essential medical items must be carried by a designated adult.
- Whatever the length of the visit, regular head counts should be taken of the children, particularly before leaving any venue.
- All staff should be fully briefed as to the visit, itinerary, safety and medical procedures and know what to do in the event of an emergency, including having the contact number of the school and the visit leader. Staff should carry a list of the pupils in their group.

Staff Mobile Phones

Staff mobile phones, smartphones and social media such as Facebook (or Padlet) and messaging services may be useful as part of visit organisation; for example, they can be used for keeping parents informed about the progress of a residential visit, about changes in arrangements such as travel times, or in the event of an emergency.

Staff should follow the guidelines laid down in the 'E-Safety and Social Media policy' and the 'Staff Code of conduct' at all times.

Adult Volunteers

Additional adults on the visit should be clear about their roles and responsibilities during the visit. They must:

- Do their best to ensure the health and safety of everyone in the group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment
- Follow the instructions of the group leader and teacher supervisor and help with the control and discipline
- Speak to the group leader or teachers if concerned about the health and safety of the pupils at any time.

Pupils

The group leader must make it clear to pupils that they must:

- Follow the instructions of the leader and other helpers including those at the venue
- Not take unnecessary risks
- Dress and behave sensibly and responsibly, in line with the school's Behaviour Policy and expectations
- Look out for anything that might threaten themselves or anyone in the group and tell the leader or helpers about it

For safeguarding and security reasons, pupil mobile phones (or gaming technology) are not permitted on trips or residential and parents are asked to support staff in enforcing this.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit.

Governors

The Governing Body The governing body will receive reports from the Headteacher detailing the school visits that have taken place and those planned for the coming year.

Policy Review

The policy will be reviewed annually (or sooner in the event of revised legislation or guidance).

Signed: Headteacher _____ Date: _____

Signed: Chair of Governors _____ Date: _____

APPENDIX A

| Springhill Primary Academy | | | | | Completed By: | | | Date: | |
|----------------------------|--------------------------|--------------|-------------|------------|------------------------------------|-------------------------|---------|---------------|------------|
| | | | | | Head Teacher: | | | Review Date: | |
| Hazard | | Initial risk | | | Action plan | | | Residual risk | |
| Details of hazard | Who is affected and how? | Likelihood | Consequence | Risk L/M/H | What controls are already in place | Further action required | By whom | By when | Risk L/M/H |
| | | | | | | | | | |
| Hazard | | Initial risk | | | Action plan | | | Residual risk | |
| Details of hazard | Who is affected and how? | Likelihood | Consequence | Risk L/M/H | What controls are already in place | Further action required | By whom | By when | Risk L/M/H |
| | | | | | | | | | |

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.

| | | | | |
|----------------|----------------|----------------|----------------|----------------|
| Review 1 | Review 2 | Review 3 | Review 4 | Review 5 |
| Date & Initial |

The level of risk is calculated by:

The likelihood

x

The Consequence

- 1- Very unlikely
- 2- Unlikely
- 3- Fairly likely
- 4- Likely

- 1- Insignificant (no injury)
- 2- Minor (minor injury needing first aid)
- 3- Moderate (up to 3 days absence)
- 4- Major (more than 3 days absence)

5- Very likely

5- Catastrophic (death)

Risk rating:

| | | |
|---------|---------------------------------|--|
| 1 – 4 | Low (acceptable) | No further action required |
| 5 – 9 | Medium (adequate) | If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review |
| 10 – 16 | High (tolerable) | Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc. |
| 17 - 25 | Very High (unacceptable) | Do not undertake the activity. Implement immediate improvements |

APPENDIX B



Schedule for Organising Educational Visits and Checklist

4+ Weeks before

- Teacher: Arrange a pre-visit to check out the new venue.
- Teacher: Inform visits co-ordinator, Maria Harvey, of any intended visits. This will enable the school office to monitor the visit.
- Teacher: Check school diary, staff availability (check ratios) and provisionally book the venue.
- Office: Book the coaches.
- Teacher: Once coaches are confirmed contact the venue to complete the booking and book activities.
- Teacher: Enter the visit on the school diary and let the Kitchen know the trip date for them to alter their hot food orders
- Office: Send letter out to parents (after discussing trip cost with DR)
- Office/
- Teacher: Complete checklist.

2/3 Weeks before

- Teacher: Complete Evolve. Attach visit letter, grid for pupil groups/staff and Risk Assessments x 2 (1 for journey and 1 for activities)
- Teacher: Organise groups set out with relevant medical information and group leaders
- Teacher: Check with the office to see who hasn't brought their permission slip in and ask parent's to complete.

1 Week before

- Office: Check again that all permission slips have been handed in.
- Office: Ensure Evolve forms have been approved by SLT.
- Office: Check how the trip needs to be paid for, are they sending an invoice or can the visit be paid over the phone by card?
- Teacher: Do you need to rearrange duties for the day(s) or cancel clubs? Are high visibility jackets needed?
- Office: Give grab bag orders to the kitchen.

On the Day of the Visit

Teacher: Collect packed lunches from the kitchen. Take sick bags, rubbish bags, sick bowl and first aid kit. Check how payment is being made. Collect the trip register from the office with all emergency contact details along with any medical/SEN needs (if more than 1 coach is going then the register must show the split of children travelling on each coach). Take confirmation of booking. If taking an iPad/camera check photo permissions for children. Take completed risk assessments.

After the visit

Teacher: Complete Evolve evaluation.

Teacher: Hand all receipts to the office.

Teacher: Upload photo's to FaceBook and Twitter

EVOLVE

All teachers must log in to Evolve to enter details of all visits, even visits walking to local area's eg: care homes, the fire station, St. Anne's Church. Speak to the school office if you are unaware of how to access Evolve.



SPRINGHILL
ACADEMY

Visit check sheet

| | |
|---|---|
| INFORM MARIA HARVEY OF ANY OFFSITE VISITS | |
| Visit to: | |
| Date: | |
| Leader: | |
| Transport booked (details of company and seats on coach): | |
| Number of pupils and Adults: | |
| Booked on School Diary | YES/NO |
| Cost per child: | |
| Outline approval by SLT: | |
| Letter sent out to parents | YES/NO |
| Names of staff going: | |
| Kitchen informed of number of children out on the visit and number of grab bag orders | YES/NO |
| For the day: | Take: grab bags, sick bags/bowl, rubbish bags, tickets/booking confirmation, list of children's emergency contact details and medical information, first aid/medication, risk assessments, take register before leaving school. |