



# Walter Infant School and Nursery

*'To be the best I can be'*

## EDUCATIONAL VISITS POLICY

### DOCUMENT HISTORY

Version	Action	By	Date
1.2	Updated	Fiona Prickett	14 <sup>th</sup> March 2017
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**Review Date: September 2022**

### Mission Statement:

*Walter Infant School and Nursery is an equitable, safe, secure and happy place to learn; our children grow as individuals in a stimulating and exciting environment which values respect, kindness, honesty, empathy and resilience.*



## EDUCATIONAL VISITS POLICY

### I CONTEXT OF THE POLICY

The school acknowledges the great value of educational visits in broadening and enhancing both the learning and social experience of our pupils. They are an important addition to the work we do in school.

### II RELATED DOCUMENTS

School - Rainbow Plan  
School - Health & Safety Policy  
School - First Aid and Injury Reporting Policy  
School - Charging Policy

### III ABBREVIATIONS

DfE Department for Education  
EVC Educational visits co-ordinator  
LA Local Authority  
WBC Wokingham Borough Council

### 1 EDUCATIONAL VISITS CO-ORDINATOR

- 1.1 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 the DfE's requirements and LA guidelines concerning such visits and activities.

This school's EVC is Fiona Prickett

### 2 VISIT LEADERS

- 2.1 Any member of staff considering leading an educational visit must read and comply with this policy before, during and after the visit.
- 2.2 All forms referred to in this policy are available from the EVC and are stored on the school server for easy access.

### 3 APPROVAL FOR VISITS

- 3.1 All matters regarding each visit outside school – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC.
- 3.2 Approval of day visits is at the discretion of the EVC and Headteacher prior to a commitment being made. However visits that are either:
- to London
  - residential

- involving an adventurous activity
- involving a journey over 30 miles

will require the additional approval of the LA (online through EVOLVE)

#### **4 PROCEDURE FOR OBTAINING APPROVAL**

- 4.1 As a first step, the Visit Leader must discuss the proposed visit, including the reasons for the visit (see below), with the EVC.
- 4.2 If initial approval is obtained from the EVC for the visit, the Visit Leader, with the support of the EVC, must then use EVOLVE (an online tool for managing all stages of planning, seeking approval and evaluating off site activities) to record details of the proposed trip, including all relevant risk assessments.  
The online form should then be submitted to the EVC for approval. The EVC will then seek approval from the Headteacher and LA if required.
- 4.3 Once the requisite approval has been obtained, the Visit Leader will:
- Book the visit
  - Book the transport
  - Send a letter home to parents (see below)

#### **5 COMPETENCE TO LEAD**

- 5.1 Any member of staff leading a visit will need to have their 'competence to lead' assessed before approval for the visit is given. This will be assessed by the EVC.
- 5.2 In assessing competence to lead, the EVC will take account of the member of staff's experience and qualifications. A minimum requirement will be qualified teacher status (QTS).

#### **6 REASONS FOR VISITS**

- 6.1 It is essential that all visits have sound and clearly stated educational aims.

#### **7 ASSESSMENT OF RISK**

- 7.1 'Risk assessment' is a careful examination of what could cause harm to pupils, 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).
- 7.2 In considering risk, Visit Leaders should be mindful of the normal risks attached to any activity out of school (i.e. the generic risks) and any significant hazard or risk relating to the specific activity (i.e. the event specific risks). During a visit, Visit Leaders should monitor the risks as circumstances change.
- 7.3 Form EV6 should be used initially to assess whether a trip or specific activity has a low, medium or high level of risk. Form EV6 should be completed following the Visit Leader's personal experience of the venue or activity within the last 18 months, or by the Visit Leader in conjunction with a member of staff who has personal experience of the visit or activity within the last year. Any visits or activities that pose a high level of risk will not receive approval under any circumstances. Trips or activities that pose a low or medium level of risk will need extra scrutiny to ensure robust risk assessments have taken place

and that procedures are in place to minimise the risks. Form EV3 should be used to carry out such detailed risk assessments.

All risk assessment forms are available through EVOLVE or directly from the EVC.

## **8 TRANSPORT**

- 8.1 Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.
- 8.2 If travel is by coach, all pupils must wear an age appropriate seat belt. Staff must ensure that pupils comply with this rule. It is essential that the Visit Leader ensures that the appropriate coaches are booked. Our school coach travel risk assessment form must be included on the initial plan submitted using EVOLVE.
- 8.3 If any pupils are to travel by car, the driver must complete Form EV4 (available through EVOLVE or directly from the EVC). This applies to both staff and parents' cars. A new EV4 form must be completed by the driver every academic year.
- 8.4 The school considers it essential that all children on educational visits should travel by the agreed mode of transport. It is not acceptable for parents to transport their children to the venue by car unless, in exceptional circumstances, the Headteacher has given permission for this to occur.

## **9 STAFFING RATIOS**

- 9.1 A professional judgement must be made by the Visit Leader, Headteacher and EVC as to the appropriate ratio for each visit.
- 9.2 This will be determined by:
- the type, duration and level of activity
  - the needs of the individuals within the group (SEN)
  - the experience and competence of staff and accompanying adults
  - the nature of the venue
  - the weather conditions at the time of year
  - the nature of transport involved
- 9.3 However, the minimum staffing ratios are as follows:
- Foundation Stage – one adult to two children (with a minimum of 2 adults)
  - Key Stage One – one adult to six children (with a minimum of 2 adults)
- 9.4 The adults accompanying the visit should, as far as possible, be employed by the school. If parent volunteers are to be used as supervising adults, they should be well-known to the school and have a current satisfactory DBS certificate. In certain circumstances it may be necessary to take an additional adult helper who does not have a current satisfactory DBS. This will have to be authorised by the head teacher on a case by case basis and an additional risk assessment put in place.

## **10 SEEKING PARENTAL CONSENT**

### **10.1 Local Visits by Foot**

Forms granting parental permission for local visits by foot will be completed on entry to Walter Infant School and Nursery and kept in the School. However, parents will be made fully aware of the nature and purpose of any visit and its management, so that they may refuse permission for their child(ren) to participate on a fully informed basis.

## 10.2 **Other Visits**

Parents should be made fully aware of the nature and purpose of the visit and its management, so they may consent or refuse permission for their child(ren) to participate on a fully informed basis.

The letter to parents should therefore give full details of the visit, the reason(s) for the visit (ie its educational aims), supervision arrangements, the transport arrangements and the fact that there is insurance cover. The letter must also describe any incidental activities included in the visit with any alternative activities, if there are any such activities anticipated. The letter should also state the cost of the visit per child.

The reply slip should include the words:-

"I give permission for my child \_\_\_\_\_ to take part in .....

I have read and understand the information about the visit. I enclose my voluntary contribution."

In addition, a child may only go on the visit if the parent medical consent form (Form EV2, available on the WBC website and through EVOLVE) has been completed and returned to school.

## 11 **FUNDING OF EDUCATIONAL VISITS**

11.1 Educational visits are funded by voluntary contributions by parents, thus meeting the requirements of the 1988 Education Reform Act. All children will be offered the opportunity to participate in these visits and no child will be excluded if parents are unable or unwilling to pay. However, a visit may need to be cancelled if there are insufficient funds to cover the costs.

11.2 The cost of educational visits will include the cost of all supervising adults. Parents will be told in the letter requesting contributions an indication of what costs have been included. If there is a surplus of less than £50, this will be retained by the school for the benefit of the children. If there is a surplus of £50 or more, parents will be entitled to reclaim their share of it from the school and in the event of this surplus arising they will be told how to do so. Any unclaimed surplus will also be retained for the benefit of the children.

## 12 **INSURANCE**

12.1 Educational visits, including local visits on foot, are insured using the Local Authority off site activities insurance.

12.2 For day visits a cost of 25p per visit per child will be added to the voluntary contribution from parents to assist with the cost of this insurance.

## 13 **BEFORE THE VISIT**

### 13.1 **Visit Leader**

Despite the most detailed pre-visit planning, things can go wrong on the day, e.g. a member of staff is ill, transport fails to arrive, museum has lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. As a minimum, there should be a deputy Visit Leader and coach companies and venues should be contacted the day before to confirm bookings.

### 13.2 **Supervising adults**

Supervising adults must be:

## Educational Visits Policy: 2020 Fiona Prickett

- fully briefed on the programme, venue, activities, supervision arrangements, emergency procedures and their responsibilities
- given a written list of the pupils in their immediate care
- have a copy of all the completed risk assessments
- given an 'Off Site Activities Emergency Procedures' card as produced by the LA
- informed that it is their responsibility to be familiar with the content of the 'Off site Activities Emergency Procedures' card and to follow the advice on it precisely if a serious accident or incident were to happen

### 13.3 Pupils

Pupils will also be briefed about the activity or visit and the conduct that will be expected of them.

## 14 ON THE DAY OF THE VISIT

### 14.1 The Visit Leader must:

- Collect first aid kit(s)
- Collect sick buckets if appropriate
- Collect asthma inhalers and any other medication
- Brief supervising adults and give them their lists of pupils
- Ensure that their mobile phone is working, and that the school office and all supervising adults have the number
- Ensure they have the school office telephone number and an emergency contact number if the trip does not return before the school office closes
- Ensure they have mobile telephone numbers for all supervising adults
- Ensure they have a list of the pupils on the trip and which supervising adult is responsible for them
- Ensure they leave a list of supervising adults and a list of the pupils on the trip with the school office
- Ensure all relevant medical information for pupils, staff and supervising adults is taken on the trip and shared with others on a need to know basis.
- Count pupils before departure

14.2 The Visit Leader must also remain mindful not only of the risks as assessed prior to the visit, but continue to monitor the risks throughout the actual visit as circumstances change.

14.3 Pupils must be supervised throughout all visits. Particular care must be taken when children are using public toilets, travelling on a coach and walking along a public road or through a car park.

14.4 During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always 'double-count'.

14.5 All pupils are to wear identification wrist bands with the school name and telephone number on them when taking part in an educational visit or off site activity.

14.6 Pupils and supervising adults assisting with road crossing must wear fluorescent tabards while taking part in local visits by foot.

14.7 The Visit Leader's mobile phone should be switched on during the entire visit, including the outward and return journey.

14.8 Mobile phones must not be used to take photographs of the children or for any purpose other than to contact other members of supervising staff, the visit leader, the school office or the emergency services.

## **15 FIRST AID**

- 15.1 The level of first aid provision should be based on the risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid (and has undergone paediatric emergency first aid training).
- 15.2 The Visit Leader must ensure that they have read about and noted any medical conditions declared on the parental consent forms (Form EV2) prior to the visit taking place. The Visit Leader is responsible for ensuring that necessary medication, such as asthma inhalers, are taken on the visit and are easily accessible throughout the day.

## **16 EMERGENCY PROCEDURES**

- 16.1 It is the responsibility of the Visit Leader to decide what should be done in an emergency situation. Other supervising adults must inform the Visit Leader immediately if a child has an accident or becomes unwell. The Visit Leader will then decide whether it is necessary for the child concerned to be taken to hospital.
- 16.2 The Visit Leader and supervising adults must follow the advice on the LA 'Off Site Activities Emergency Procedures' card precisely if a serious accident or incident occurs.

## **17 AFTER THE VISIT**

It is important that after each visit a proper debrief takes place. This should take place within a week of the visit date, and should involve the Visit Leader, accompanying staff and, if appropriate, any supervising adults. The purpose of this debrief is to identify what went well and what could have been done better, in order to inform future planning. The EVC should be notified of any points of note arising from this debrief.