



## **DEAL PAROCHIAL C.E. PRIMARY SCHOOL**

# **EDUCATIONAL VISITS POLICY**

**Off site visits coordinator: Mrs M Bowles**

**Head Teacher: Justine Brown**

**Policy Updated April 2020**

**Presented to Governing Body July 2021**

**Updated October 2022 – Learning & Development Team**

**To be reviewed: October 2025**

**Kindness, Trust, Friendship, Respect, Courage, Forgiveness**

### **Vision statement**

**Our School is built on the teachings of the Bible and inspired by The Gospel Values of Faith, Hope and Love.**

**Our Christian ethos is upheld by respecting humanity fostered through our community**

**that is welcoming, inclusive and forgiving.**

**Together we flourish through courageous learning, friendships and generosity.**

**TO BE THE BEST THAT I CAN BE – THE WAY GOD INTENDS**

## Deal Parochial Educational Visits Policy

This policy is based on the KCC Outdoor Learning and Educational Visits policy 2018.

At Parochial we believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These are often the most memorable learning experiences, helping us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experienced outside the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance.

This policy reflects the **Kent framework for safe practice educational visits 2018** and the **Outdoor learning and visits monitoring framework guidance 2018**. Further guidance can also be found in **Health and safety of pupils on educational visits** handbook.

We purchase the Outdoor Ed Advisory service support package and monitoring is carried out through the Evolve visits system.

**Current EVC: Justine Brown and Michelle Bowles**

### **Responsibilities.**

When planning an Offsite visit the **Head Teacher or Educational Visits Co-ordinator (EVC)** must ensure:

- The Headteacher **must** agree the outline proposal for all trips a **minimum of 3 weeks** (due to specialist transport requirements for some pupils) before arrangements are made.
- The teacher in charge **must** have made a survey of the venue prior to the visit and completed a new detailed risk assessment (found on the staff server) which includes special consideration of children with complex needs. A checklist of what to consider when booking and planning a trip can be found at appendix 2.
- Each visit has a relevant learning intention **and is related to the school's ethos / learning words**.
- A suitably qualified group leader has been identified.
- **Visits that are residential in nature, take place outside of Kent or involve being in water must have obtained approval from the local authority.** This should be done by the EVC and reported to the Head teacher when complete

using the online **Evolve** website. The evolve team have the responsibility to assess risk against the current terrorist activity level and will advise as necessary.

- **Coastal visits must be carefully assessed for risks including tides and beach debris. No swimming (or paddling) should be allowed unless fully risk assessed prior to the visit and check by the Headteacher/EVC.** The 'Educational visits handbook' gives further guidance for this on pages 14-15.
- **Farm visits contain a risk of E.coli and should also be carefully risk assessed.** Pupils will not eat snacks or sweets while touring a farm and **hands must be washed** after handling animals, before lunch and before boarding the coach as young children may suck thumbs. Anti-bacterial fluid should be available to wipe after handling or the location of suitable hand basins identified. The 'Educational visits handbook' gives further guidance for this on page 16.
- The risk assessment has been reviewed by the Headteacher prior to the visit. All identified risks have been assessed as Low following action identified in the risk assessment.
- Parents are informed of all trips, including details of specific activities that will be undertaken by the children.
- Trips involving the use of transport will require specific parental consent.
- A class summary of current medical needs must be obtained from the office when writing the risk assessment.
- **All adult helpers appear on the DBS checks if regular support; one off helpers are fine as long as groups are supervised by school staff.**
- All transport allows each pupil to have their own seat with a seatbelt unless using public transport. Parent will always be informed when public transport is being used.
- Where it is known that the trip will extend beyond office hours, emergency contact numbers will also be carried.
- At least two adults, one of which must have a working mobile phone, travel in each coach with pupils (not including the driver).
- Details about the trip should be passed to the office staff prior to leaving. A copy of this form can be seen at appendix 1.

- Where **the school** has arranged for adults to transport pupils by car, they will be fully DBS checked and have fully comprehensive insurance cover.
- At the destination pupils will be escorted in at least the following ratios of adults to pupils:
  - **Year 1-3**, one adult for every 6-10 pupils (Year R should have a higher ratio)
  - **Year 4-6**, one adult to 10-15 pupils.

This ratio may be lower depending on the activity e.g. woodland, but never higher.

- For residential trips there must be a meeting to discuss the visit with parents.

During an Offsite Visit the **group leader** must ensure:

- Adults wear high visibility jackets.
- Adults on the trip are aware of alternative arrangements to be followed if the original venue proves to be unavailable on arrival.
- One of the accompanying members of staff is a qualified first aider unless the provider has first aiders on site e.g. Kingswood.
- All consent forms, medication and a school first aid kit must be taken.
- The school meals catering company have been given notice so that packed lunches may be provided to those entitled to a free meal if requested.
- The teacher in charge has a working school **mobile phone** and the school number for emergencies.
- Numbers in groups are checked before departure, throughout the visit, and before returning to school.
- Staff in charge of each group of pupils (if separating) have:
  - If groups plan to separate then each must carry a mobile phone
  - Special needs or allergies are identified via coloured bands as follows:  
Red= epipen Blue= asthma Yellow= allergy Green= dietary
  - First aid kit, sick bags (yellow), litter sack
  - Schedule of the visit with map and toilet information
  - Relevant literature, work sheets & clip boards if being used
  - Instructions regarding learning intention
  - A list naming all pupils within their group

**Visits where parents transport children**

If parents are taking children to an event (e.g. a sports fixture), a member of staff will **ideally** be at the venue in advance of the parents in order to ensure children are met on arrival, **however pupils should never be left unattended**.

## **Charges**

Children are not required to meet the costs of an educational trip. Requests for voluntary contributions can be made to parents. The cost of the accompanying adults, travel and entrance fees will be notified to parents and included in any per capita charge made.

## **Major Incidents and emergencies**

A major incident is defined as when a pupil or employee suffers serious injury or fatality. In this eventuality the procedure is to contact emergency services as appropriate, then contact the school office who will inform parents. The school must also immediately inform the District Area Office, who will organise help and support, particularly for dealing with the media.

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

The Visit Leader will leave full details of accompanying adults on the visit with the school, including emergency contact numbers.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Outdoor Education Unit should also be advised of any serious incidents or accidents.

## **Local Visits**

Local visits by foot to augment experiences to further the curriculum should be risk assessed and shown in weekly planning sheets but may occur at relatively short notice if the opportunity presents itself. The Head Teacher must be consulted and each class must be accompanied by the correct number of adults. The class and staff must be signed out of the school and a mobile telephone and consent forms should be taken.

## **Evaluation**

1. Trips are reflected upon and educational benefits assessed to inform future visits.
2. Incidents, accidents and near misses are reported to the Head Teacher on the school's Accident/Incident Form.
3. Risk assessments are reviewed and updated in the light of experience so that changes can be implemented for future visits.

4. The EVC will undertake write a short report as part of the Head Teacher reports to governors of the activities involved in the visits when asked.

**Information:**

Outdoor Education Advisor - Tel: 01580 715854

Outdoor Education Unit 03000 410901

Evolve:

[https://evolve.edufocus.co.uk/evco10/evchome\\_public.asp?domain=kentvisits](https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=kentvisits)

**Appendices**



**Appendix 1: Information to office**

**School Trip Information**  
**To be handed to the office on the morning of the trip.**

Date:	
Class:	Teacher:
Venue	
Telephone number:	

Leaving school at :	
Returning to school premises at:	
Coach company (if required)	
Telephone number:	
First Aider	

**Medical Needs (list medication being taken)**

Name of Pupil	Medication	Dose/Time

**Adults Attending/Contact details**

Name	Emergency Contact Numbers

<b>Checklist:</b>	Class list	Yes/No
	First Aid bag	Yes/No
	Medical/allergy bands assigned	Yes/No
	Lunches collected from the kitchen	Yes/No
	Mobile phone booked from office	Yes/No

Signed:.....Head teacher

Date:.....

Signed:.....

Date:.....

**Appendix 2: checklist when planning a trip**

**Checklist for Educational Visits**

**Use this checklist to ensure all responsibilities are fulfilled. The Head Teacher / EVC and Group Leader are jointly responsible for any Educational Visit.**

1. All visits are agreed by the Head Teacher and EVC before any arrangements are made.

2. Visit venue, consult checklist for farm visits if necessary (section A10 in KCC guidelines) Consider plan of action if first choice venue is unavailable on day of visit.

3. Check eating and toilet facilities. Consider wet weather arrangements.
4. Identify volunteer helpers and check DBS status
5. Check adult/pupil ratio.
6. Undertake written risk assessment.
7. Pass risk assessment to Headteacher.
8. Book venue.
9. Book coach, check for seatbelt availability. Check journey time with Coach Company. Give kitchen staff notice and order any free school meal packed lunches if required.
10. Write to parents setting out cost implications, and requesting medical consent if not a local trip.
11. Emergency contact numbers only needed if trip extends beyond office hours (5.30pm).
12. After trip, evaluate and annotate risk assessment as necessary to inform any subsequent trips.

Remember to take as appropriate:

School telephone number	Bucket sick kit and tissue
Group lists	Coloured wrist bands
Asthma medication etc	Change of clothes
Packed lunches and drinks	School mobile phone if split groups (own if not)
First aid kit	Extra drinks
Work sheets	Equipment required for tasks
Pencil	Instructions for helper



