



'We can and we will'

GLEBE PRIMARY SCHOOL

Educational Visits Policy

Mission Statement:

At Glebe School we believe in an ethos that values the whole child.

We strive to enable all children to their full potential academically, socially and emotionally.

Introduction:

At Glebe School we endorse the policy and guidance for Outdoor Education, Visits and off-site Activities (There and Back Again) drawn up by the London Borough of Hillingdon in March 2013. Additional information was provided during a training session for Educational Visit Co-ordinators (EVC) in October 2015 (A handbook for group leaders).

All of this information is held by the EVC. A copy of the key information is kept in a blue Educational Visits folder in the Staff Room.

Each school should have a named EVC (Jenny Griffith). They work in consultation with the Head teacher.

This policy should be read in the context of the school's policies for Charging, Race and Gender Equality Scheme, Equal opportunities, Safeguarding and Health and Safety. Copies of these policies are available from the School Office.

We acknowledge that an essential element of a successful educational visit is good planning.

The value of Educational Visits:

We believe that outdoor education, visits and off-site activities have great potential for enhancing the education of our pupils. Educational visits support the work we do in school and enrich the curriculum. Educational visits help children to:

- Promote a positive and knowledgeable response towards personal health and well-being
- Extend their personal horizons through greater appreciation and understanding of the world and its peoples around them

- Understand the need for sustainable relationships between people and their environment
- Develop self-esteem, take personal responsibility, co-operate with and respect the needs of others
- Enhance practical problem solving and team work skills.

Curriculum Links:

The following list gives examples of the type of visit the children may make to support a particular curriculum area:

- Science – use of the school grounds, farms, environmental centres
- English – theatres
- History – museums, castles, other historic sites
- R.E. – local centres of worship
- Geography – walks round the local area
- Music – concerts and productions

The role of the Party Leader:

Every educational visit has a nominated party leader who will be appointed by the EVC Coordinator.

It is the responsibility of the party leader to ensure that: the correct procedure cited below has been followed. An Educational Visits pack is distributed to all teaching staff by the EVC at the beginning of each academic year.

Non residential Educational Visits

This procedure must take place at least two weeks before the trip is due to take place

1. Pre visit of site if staff have not visited before.
2. Plan itinerary
3. Collect information on meeting the needs of any particular individual pupils.
4. Ensure all parent consent forms have been returned and signed.
5. Prepare risk assessment to cover travel as well as activities.
6. Organise groups.
7. Ensure ratio/ experience of adult helpers has been arranged.
8. Arrange meeting with EVC where all documents are submitted (EVC will complete checklist)
9. Meet with children and adult helpers regarding expectations of behaviour.
10. Hold a briefing meeting for adults on the morning of the trip to identify what could happen in different scenarios and to clarify expectations.
11. Circulate Risk Assessments to all accompanying adults before the meeting to ensure they have opportunity to ask questions at the briefing meeting.
12. All adults should have a mobile phone and have the numbers of all other adults on the trip as well as the school's number. The school office should be given a list of telephone numbers of those accompanying.
13. Complete Form 1Aii (Educational Visits Approval Form) and form EV5 completed and submitted to the EVC and HT.
14. After the trip a review meeting takes place between the group leader and the EVC. A record must be kept by of this meeting in the EVC file.

15. If travelling by Tube then tickets (which are generally free) need to be ordered from the school office around two to three weeks in advance from London Transport.

Residential Educational Visits:

This procedure must take place at least 4 weeks before the trip is due to take place.

- The Headteacher is asked to give their approval for the off-site visit before it takes place – an Off Site Visit Proposal Form should be completed (EV1) and submitted for approval by the EVC and HT
- The Governors must give their approval.
- Once approval has been obtained the trip may go ahead. Transport should be booked through the school office along with booking tickets etc
- If travelling by Tube then tickets (which are generally free) need to be ordered around two to three weeks in advance from London Transport.
- Forms EV2, EV3 and EV6 (or their equivalent) must be completed.
- Residential trips need to have the approval of the governing body and local authority and need to be planned in much greater detail. The LA guidance should be followed particularly in relation to activity holidays. Most companies will have their own set of risk assessments – these should be obtained in advance.
- A parents' meeting should be arranged prior to the journey to ensure they are fully informed of the details including the safety of the children.
- Parents should be informed, in writing of all the relevant details relating to the visit including the cost and a consent form
- Payment, where necessary, should be obtained (see Charging policy). Staff should calculate the total cost of the trip and divide this amount by the number participating to give a cost per pupil. If there are concerns about issues relating to finance then these should be referred to the HT including any decision to cancel a trip due to lack of payments
- Additional members of staff and volunteers should be identified. Volunteers must be fully checked in order to accompany a school trip (see Safeguarding Policy).
- On the day of the trip all accompanying adults should be fully briefed by the party leader on their role, the purpose of the trip and be clear on which children they will be responsible for. All adults should have a mobile phone and have the numbers of all other adults on the trip as well as the school's number. The school office should be given a list of telephone numbers of those accompanying.
- Pupils are also appropriately briefed before a visit takes place e.g about possible risks, behaviour, following instructions.
- All adults and children should be familiar with the basic principles of safe practice for off-site activities

- The party leader should be aware of the action to take in case of an emergency
(See LA Guidance)

Supervision levels:

There is no definitive ratio for an off site visit. However the ratios should represent the level of risk. This will be determined by the mode of transport, the age of the children, the level of risk at the venue. For example the ratio would need to be higher for a journey on the tube made by younger children than you would reasonably expect for a trip made by coach by older children.

As a general guide most trips would have no more than a 1:10 ratio with a trip made on the tube needing 1:7. Organising staff should consult with the EVC and HT for guidance on this following an initial risk assessment.

For residential trips we ensure that the group will be accompanied by at least one adult of each sex.

First Aid:

As a minimum requirement, we always ensure that there is an appointed person in charge of first aid arrangements on residential visits. Whenever possible, we send a competent, qualified first aider.

A first aid kit is always taken when children go out on day or residential visits.

No child is allowed to leave the school premises without their inhaler if they suffer from asthma, their epi- pen if they have anaphylactic shocks or any other relevant medication.

Disclosure and Barring Service:

All adults accompanying off site visits will have been risk assessed by the adult in charge of the trip. If the children will be alone with that adult, the adult must have clearance from DBS.

Transport and travel:

At Glebe School when children go out on trips they usually travel by coach or train.

We ensure that all children travelling by coach wear seatbelts.

On long journeys the party leader should operate within the Passenger Carrying Vehicles drivers' hours regulations.

If teachers' cars are used to transport children, they should contact their insurer and advise them that they wish to use their vehicle for school business (see additional guidance)

Insurance:

Glebe School is provided with insurance for educational visits as part of its service level agreement with the London Borough of Hillingdon's Insurance Department.

Role of Governors:

The Governing Body will appoint a designated governor who will take a special interest in educational visits and provide a link between the staff and the governors. Governors will report annually on the number of visits taken each year and any Health and Safety Issues that may have occurred on them.

This policy will be reviewed as part of our rolling programme of policy review and at other times if legislation or guidance changes.

September 2018

To be reviewed September 2019