

Broom Valley Community School



We dare to dream big

Policy

**Educational
Visits**

February 2018

Policy

Review Frequency	Annually	Review Date	February 2018
GB Committee Responsible	Full Governing Board	Staff Responsible	Sarah Lloyd
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Associated guidance (including risk assessment and relevant formats used by school) can be found at:-

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=rotherhamvisits.org.uk

Statement of intent

Broom Valley Community School takes the health and wellbeing of our staff and students very seriously. We take reasonable steps as stated in the Health and Safety at Work Act 1974 to ensure the health and safety of our employees, as well as our pupils.

This policy has been designed in line with the DfE and Health and Safety Executive (HSE) guidance and details our responsibilities for pupils while out on educational visits and school trips.

1. Definitions

- 1.1. 'In loco parentis' means that the group leader of any educational visit has a duty of care over the pupils in place of a parent/carer.
- 1.2. 'School visit' means any educational visit, away-day or residential holiday organised by Broom Valley Community School, which takes students off-site.
- 1.3. 'Residential' means any school trip which includes an overnight stay.
- 1.4. 'Activities of an adventurous nature' include, but are not limited to the following:
 - o Trekking
 - o Caving
 - o Skiing
 - o Water sports
 - o Climbing

2. Key roles and responsibilities

- 2.1. The Governing Board has overall responsibility for the implementation of the Educational Visits Policy of Broom Valley Community School
- 2.2. The Governing Board has overall responsibility for ensuring that the Educational Visits Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 2.3. The Governing Board has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 2.4. The Headteacher will be responsible for the day-to-day implementation and management of the Educational Visits Policy and ensuring that staff are suitably prepared for leading and supporting school visits.
- 2.5. The Headteacher has overall responsibility for educational visits on a day to day basis and will authorise these accordingly. The Educational Visits Coordinator will

support staff with the completion of visit forms and the creation of robust risk-assessments.

2.6. Staff will be responsible for following the Educational Visits Policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

2.7. The designated leader in charge of the trip is 'in loco parentis' and has a duty of care to all pupils on the trip by implementing health and safety measures at all times.

2.8. Pupils are responsible for following instructions from teachers while on educational visits.

2.9. Pupils are responsible for behaving in a manner which matches the ethos of Broom Valley Community School and for following the behaviour rules set out in the school's Behaviour Policy.

3. Training of staff

3.1. Teachers and support staff will receive training on the Educational Visits Policy as part of their new starter induction. They will receive induction for use of EVOLVE (Educational Visit Online planning and risk assessment tool).

3.2. Teachers and support staff will receive regular and ongoing training as part of their CPD.

4. Risk assessment process

4.1. EVOLVE (Educational visit online planning and risk assessment tool) is designed to enable visit leaders to manage real risks when planning trips, while ensuring that learning opportunities are experienced to the full

4.2. The process for identifying risk is as follows:

- Identify the hazards (with support from the online generic risk assessment proformas) and from visiting the site in person.
- Decide who might be harmed and how.
- Evaluate the risks, and decide on the most appropriate additional precautions.
- Record findings on the relevant pro-forma and implement them.
- Review assessment and update if necessary.

4.3. For activities of an adventurous nature and for residential visits, separate provider assurance forms are a requirement.

4.1. Risk assessments must be submitted:

- A minimum of 6 weeks prior to a residential visit or an educational visit that is near water
- A minimum of 3 weeks prior to an education visit

5. Parental consent

5.1. Written parental consent will be sought from all parents/carers prior to any visit taking place. This includes visits:-

- during and after school hours on a single day
- residential visits

5.2. At regular intervals, including when children start school, parents will be asked to complete a form to give consent for their child to be involved activities of a local nature i.e visits to the local church, shops, park, secondary school.

5.3. Parents will be informed of all activities by letter and will have the opportunity to withdraw their child from taking part.

6. Staffing ratios

6.1. Though pupil to adult ratios for school visits are not prescribed in law, we recognise that when planning visits, on the basis of risk assessment, pupil to adult ratio should take into account the activity to be undertaken and the age and maturity of the pupils. LA recommendations will be followed:

There will always be sufficient adults to cope in an emergency and to ensure all children are fully safeguarded. Our minimum staff to pupil ratios for off-site visits are as follows:

- **Foundation Stage 1:** 1 to 4
- **Foundation Stage 2:** 1 to 5
- **Years 1 to 3:** 1 to 6
- **Years 4 to 6:** 1 to 10/15

7. Parent/Carer volunteers

Parent/carer volunteers that accompany a visit should:

- Not be included in staff to pupil ratios
- Never be allocated sole responsibility for an individual or group
- Always be under direct supervision of a member of staff
- Not be given pupils with SEND or medical needs

8. Insurance and licensing

8.1. When planning activities of an adventurous nature in the UK, the headteacher will check that the provider of the activity holds a current licence and this will be forwarded online to the local authority body for approval of educational visits - Rotherham EVOLVE.

8.2. Insurance cover will be in place, no matter how short a visit, to ensure adequate protection and medical cover. Insurance limits for residential visits are monitored by the LA body for authorisation of educational visits.

8.3. Parents will be informed of the limits of any insurance cover.

8.4. Where a crime is committed against a member of the party, it will be reported to local police as soon as possible.

8.5. Medical expenses will be recorded and stored in the school office.

9. If things go wrong

9.1. In the case of accidents and injuries while on a school trip in the UK, the school's accident reporting process will begin as detailed in the Health and Safety Policy and in line with the LA guidance for school visits.

9.2. Written records of any incident will be kept.

9.3. Media enquiries must be referred to the headteacher or, if they are not available, the Chair of Governors.

10. Special education needs and disabilities (SEND)

10.1. Where possible, activities and visits will be adapted to enable pupils with SEND to take part.

10.2. Where this is not possible, an alternative activity of equal educational value will be arranged for all pupils.

11. Finance

11.1. The financial procedures outlined in the school's Charging and Remissions Policy will always be followed when arranging visits.

11.2. The school will act in accordance with the DfE's guidance document 'Charging for school activities' and, therefore, will only charge for visits which are classed as an 'optional extra'. This is education provided outside of school time which is not:

- Part of the national curriculum.
- Part of a syllabus for an examination that the pupil is being prepared for at the school.
- Part of religious education.

11.3. Money for school visits will be paid directly to the school class teacher or school office.

11.4. Under no circumstances will school visit money be processed through personal accounts.

11.5. All letters to parents regarding school visit will include a clause explaining what will happen in the event that the visit is cancelled or a pupil cancels their place on the visit.

11.6. In the event that the visit is cancelled due to unforeseeable circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will take into account the cost to the school, including alternative provision costs.

11.7. In the event that a pupil cancels their place on a visit, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will take into account the pupil's circumstances for cancelling their place, whether the school will be reimbursed for the pupil's place on the visit and whether the space on the visit can be offered to someone else.

11.8. Broom Valley Community School will take a common sense approach to refunds and cancellations, ensuring that all pupils are treated equally.

11.9. Any charge made in respect of pupils will not exceed the actual cost of providing the visit, divided equally by the number of pupils participating.

11.10. Once visit arrangements are booked and confirmed, if contributions to a visit exceed the total cost of the trip, a refund will be given.

11.11. Any excess of expenditure will be subsidised by the school fund within reasonable cost to the school.

11.12. Contributions totalling 85% of the visit are needed to make a visit financially viable

12. Planning school trips

12.1. Prior to planning a school trip, the following guidance should be read by organisers:

- The DfE's Health and Safety: Advice on Legal Duties and Powers
- The HSE's School Trips and Outdoor Learning Activities

13. Policy review

13.1. This policy is reviewed every year by the headteacher and Full Governing Board.