



EDUCATIONAL VISITS POLICY

Health & Safety Suite

Signed Chair of Governors

SignedHead Teacher

Date: Spring 2020

Review Date: Spring 2021

“Children should be able to experience a wide range of activities. Health and safety measures should help them to do this, not stop them”

1. Introduction

1.1 Folly Hill Infant School provides many opportunities for its pupils to enrich and enhance their on-site learning through use of outdoor education and off-site educational visits. This encompasses environmental studies, sports, physical and cultural activities.

We feel that these activities support the aims of our school through:

- Promoting physical, aesthetic, mental and practical ability so as to enable everyone to lead an active, healthy life.
- Recognising, encouraging and promoting talents of all kinds, and endeavouring to provide experiences in which everyone can reach his/her potential.
- Developing the joy of learning by providing an enhanced curriculum which is flexible, relevant and meaningful for everyone.
- Making relevant links with our local community to promote learning and co-operation.
- Fostering understanding of spiritual and moral values and developing awareness of our multi-cultural and multi-faith society.
- Developing awareness of the importance of caring for our environment.
- Developing self-confidence through taking responsibility for themselves in external environments.

These activities should within reason be inclusive of all pupils.

1.2 The value of off-site visits is well recognised by the Governing Body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off- site educational visits must be well managed, information communicated, and responsibilities recognised.

- 1.3 This document outlines the specific policies and procedures for Folly Hill Infant School. It supplements and follows the advice and guidance contained within the following significant publications:
- SCC Guidelines for Educational Visits and Outdoor Education Activities
https://www.surreycc.gov.uk/_data/assets/pdf_file/0006/40794/Guidelines_for_EdVisits_and_Activities.pdf
 - Department for Education advice on health and safety for schools Dfe website –
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
 - School trips and outdoor learning activities: tackling the health and safety myths (Health and Safety Executive (HSE) (Dfe website – link as above)

2. Roles and Responsibilities

- 2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off- site visits that are hazardous or take place in a high-risk area need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.
- 2.2 The Head Teacher is delegated by the Governing Body to approve all off- site educational visits of a perceived low risk, local, daily or regular nature.
- 2.3 The Educational Visits Co-ordinator (EVC) makes sure all off site activities are carried out in line with the correct procedures. The person with these responsibilities will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken;
- Support the group leader in identifying the purpose for the visit and the briefing of appropriate supervising adults and volunteer helpers.
 - Ensure that DBS disclosures are in place where necessary
 - Arrange emergency contact duty officer and draw up proper procedures to be followed in such an event
 - Keep records and make reports of accidents and “near accidents”
 - Review and regularly monitor procedures
 - If concerned, liaise with the LA Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations.
 - Ensure vehicles which children travel in are fitted with suitable seat belts and booster seats if appropriate. Seat belts should all be fastened and checked by the trip leader.
- 2.4 The Group Leader (usually the Class Teacher) is responsible for identifying the purpose of the visit and following the checklist published in LA guidance. A risk assessment is necessary for off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC.

This will take account of:

- Generic risks as published in this document and the LA regulations and notes of guidance for off-site activities.
- Event specific risks as identified from a pre-visit or thorough knowledge or experience of the environment, the leader’s competence, the group and other factors such as transport.
- On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and risk control measures.

- 2.5 Participants are encouraged to consider risks involved in an off- site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

3. Guidance notes for Off-site Educational Visits

To ensure proper good practice and compliance with the necessary regulations it is expected that:

- 3.1 All group leaders will familiarise themselves with the published advice and guidance. (This policy and any additional advice from Dfe and SCC websites (www.education.gov.uk and www.surreycc.gov.uk)
- 3.2 In order to plan an off- site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as game matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.
- 3.3 Parental consent Copies must be available for the Emergency Contact and the Group Leader to take on the visit. (in office)
- 3.4 Internal approval form This local form is to achieve any necessary cover arrangements and is signed by governors if trip is considered hazardous.
- 3.5 Evaluation report On return the Group Leader must report to the EVC and where necessary, an evaluation report should be completed in order to achieve any learning about a “near miss” or where an incident took place but fortunately did not require the completion of an accident/incident report form. Perhaps such a form was completed at the venue; however, this does not remove the need to place such an occurrence on the record at the “home establishment”.
- 3.6 Risk assessment forms should be completed and lodged with the EVC when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help with this process.
- 3.7 Safeguarding When staff plan for a school visit, they should risk assess the nature of the visit and role that volunteers will play. Trips should be planned with our safeguarding arrangements in mind at all times and ratios of 5:1 for EYFS and 6:1 for KS1 are to be adhered to.
- 3.8 Health When staff plan for a school visit part of the risk assessment should include consideration of any health problems that staff, and pupils may have. They should consult with the school secretary as to what medication may be needed and guidelines for administering. Parents may also be included in this consultation if necessary and in more extreme cases be invited to join their child on the school trip.
- 3.9 Staff should also check health risk around volunteers and ensure any medical condition which may become apparent during the visit is declared before leaving school. Form to completed by volunteer.
- 3.10 Volunteers should have a pre-trip discussion with a member of staff around managing safeguarding and behaviour during the visit.
- 3.11 Ensure procedures outlined in “Lost Child” policy is followed. Leaders should designate a specified meeting place for a child to head for if lost.
- 3.12 Visits to places of worship following terrorist attacks- as well as carrying out their normal risk assessments, schools should contact venues to ask about their security arrangements, monitor the situation leading up to the visit and remain vigilant during it. It is essential that schools, continue to stress the benefits that such activities bring- it is essential that bridges between faiths and communities are strengthened and we increase our understanding and empathy for each other.

3.13 It is the right of any parent to withdraw their child from any visit and alternative provision must be available for such children at school.

APPENDIX- to be found in Educational visits file

Examples of trip letters

Planning an offsite learning experience

Educational visits Emergency procedures

Emergency contact procedures for schools in Guildford and Waverley

Insurance arrangements for off-site activities

Roles and responsibilities – legal position, role of party leader, EVC, head teacher, supervisory staff, governing body.

Guidelines for planning a visit or journey

Risk assessments- including transporting pupils in staff cars, coach travel, walk to Hale School, walk to Farnham Heath End School can be found on [surrey evolve online](#) or electronically

Supervision

Preparing parents, carers and young people

Health and general welfare

Surrey County Council- application for approval for educational visit (of a more hazardous nature)

Details for registering a visit on EVOLVE- SCC registration site

Please also refer to “Use of Image” policy

CHECK LIST MUST BE COMPLETED BEFORE THE TRIP – FOUND IN EDUCATIONSL VISITS FOLDER.