

Chase View Primary School  
Educational Visits Policy

### Aims

“...learning outside the classroom contributed significantly to raising standards and improving pupils’ personal, social and emotional development”. (Ofsted 2008)

Chase View Primary School will endeavour to incorporate educational visits into medium and long term planning, to enhance the curriculum subject being studied and allow for a varied approach to the teaching and learning style. Children remember and internalise learning in a more enthusiastic and enjoyable way when appropriate visits are undertaken. Here at Chase View a range of trips and visits are organised each year. These trips/visits include: sports teams; visits to local areas (Cannock Chase, nearby schools); day trips for year groups; whole school trips to theatres as well as residential.

Consideration and planning needs to be uppermost in any activity which involves the children’s safety. Therefore, all school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### Procedures and Planning

- a- The EVC and head teacher is responsible for:
  - Emergency, accident and critical incidents planning
  - Monitoring supervision and staffing, including competence, safeguarding and training (when necessary)
  - Work with group leaders who are organising a trip to ensure the correct procedure is being adhered to.
  - Ensure that group leaders are providing parents with sufficient information and that permission slips are specific to the trip.
  - Approving risk assessment form electronically via the Evolve website.
  - Encourage group leaders to evaluate a trip (no later than 2 weeks after a trip).
- b- **All** trips need to be approved by both the head teacher before a trip can take place (verbally or electronically stating objectives for the trip)
- c- The group leader, before organising a trip, should be aware of the needs of the children on the trip. Medical details and SEND need to be taken into account when assessing the risks of a trip.
- d- Parents’ consent is required. The letter must give an outline of all the activities they are agreeing to.
- e- Risk assessments then need to be completed. Group leaders need to consider: the child staff ratio; transport to and from destination; activities; and the supervision of children during ‘downtime’ (especially during a residential). During a pre visit, group leaders need to also consider the accessibility for all children. If mobility is restricted – is there an alternative route to ensure inclusiveness?

- f- Emergency procedures need to be thought out and all staff on the trip needs to be made aware of the procedure.
- g- Once all consent and medical details have been provided, the group leader is to then make a 'Trip pack' with all relevant details/ details including emergency contact details.

The head teacher will discuss with parents any finance issues and will find a solution to avoid any children missing out on the trip. Parents will pay for all trips via ParentPay.

When visits include overseas visits, residential or adventurous activities LA will also check through the risk assessment to ensure all necessary risks have been considered. The Governing Body will also be made away when these sort of trips/visits are going to take place.

The head teacher is the responsible officer for ensuring visits are approved as necessary; that all visits can be accommodated within the timetable and that the ethos of each visit is one with which Chase View Primary School wishes to be associated.

The Educational Visit Coordinator is a staff member who has received relevant training and induction and is delegated with the following tasks:

- To grant verbal permission that a leader may plan a visit.
- To receive the application via the electronic EVOLVE system and check all visit details are completed and to ensure the annual record of visits is maintained and sent to the E.V.Advisor at the end of each academic year.
- To liaise with the Head teacher and grant outline permission for a visit to go ahead and signify this by authorising the electronic application on EVOLVE.
- To check that the further requirements for high-risk activities have been undertaken.
- To liase with the County Council on any visit involving high-risk activities and ask for additional advice when necessary.
- To grant final permission for a visit when all organization and planning are completed and to signify this by authorising the electronic application via EVOLVE.

### **Emergency Procedures**

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day, this includes designating a home contact from the school that may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay over an hour or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the head teacher or designated deputy so that they can decide:

- If the incident is of a less serious nature, then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances, the visit leader will be designated to undertake this task.
- However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Head teacher, deputy or the home contact will inform the designated senior office of the Educational Service and the school will instigate its critical incident plan. Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.
- Where 'press' have been informed of an incident, the head teacher will communicate with them after seeking advice from the LA.

In the event of a party being overdue by more than 1 hour (without contact being made) the school or head teacher must investigate where the party are and made contact with police when necessary.

## **Expectations**

Students-

- 1- Follow the safety guidance given by members of staff during trips/residential. If staff do not feel the child has listened, they will make a judgement as to whether or not it is safe for the child to participate in the activity.
- 2- Prior to a trip, if a student is not modelling the expectations of behaviour that Chase View have, group leaders will discuss with parents an action plan if behaviour continues. For example, it may be that children have 3 chances before not being included in the trip. Discussions with parents **MUST** be had before the action plan goes in place.

Staff-

- 1- The selection of staff going on the trip must be competent in that they have experience, relevant qualifications and knowledge of the children going.
- 2- Continue to remain professional throughout a trip. This includes during 'downtime'. During any downtime, staff may have an alcoholic drink. However, they need to remember they have the responsibility of children, and when necessary may be required to drive in the case of an emergency. Therefore, no adult must exceed the drink driving limit. Group leaders are not to drink.
- 3- Group leader is responsible for evaluating a trip. In particular, any accidents or potential accidents must be reported and recorded to ensure the safety of future trips and visits. It is also good practice to upload any of these records to the evolve website for future reference.

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