



Buxton Primary School

Educational Visits Policy

March 2020

Formally adopted by the Governing Board of:-	Buxton Primary School
On:-	March 2020
Chair of Governors:-	Kathryn Curtis
Last updated:-	September 2017

Buxton Primary School has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. www.oeapeg.info and as outline on EVOLVE www.norfolkvisits.org.uk Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Offsite Visits

At Buxton we have a strong commitment to the added value of learning outside the classroom and beyond the school premises. We will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year we arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities

Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Head teacher, who acts as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment and the EVC has received training by the LA. The Business Manager is also an EVC for the school and received the LA training.

Before a visit is advertised to parents the Head teacher/EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system.

www.norfolkvisits.org.uk

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

Level 3 visits must be approved via Evolve and the LA's on-line approval gained.

Level 2 Day visits approved at school level on Evolve by EVC & Head.

Level 1 Local regular day visits; this establishment has chosen to Use Evolve to record & approve all these visits.

All visits are recorded and approved on Evolve.

Definition of Levels:

Level 3 = Overseas, Residential or Adventurous visits

Level 2 = Day visits not in your establishments list of Level 1. [These must be approved on-line at school level on Evolve].

Level 1 = Local & regular visits that you have generic risk assessments' & standard operating procedures for.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head Teacher and Visit Leader and is entered on a class voluntary helpers list. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

NQT's or inexperienced staff will not be required to lead a visit. An experienced staff member will always lead a visit. *(NOTE: this may be an experienced HLTA / TA)*

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment. Where possible, the visit leader will visit the venue prior to the children, to undertake a thorough risk assessment, assess amenities and enable a thorough itinerary to be drawn up.

It is expected that, where feasible, any member of staff wishing to organise a visit to a new venue, will undertake a 'recki-run' first. This enables a completely accurate risk assessment to be drawn up prior to the visit.

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

Parental Consents

It is school policy to seek written consent from parents prior to any off site visit. However, it is also possible for staff to seek verbal consent for some pupils where written consent has not been received. It is essential that contact details for the parents/carers are obtained for the duration of the visit. These are kept with the visit leader and back at school.

Written consent will always be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions, Behaviour and Inclusion, which applies to all visits.

The expectations of Pupils and Parents

The school 'Behaviour Policy' applies to all school activities, whether on or off site. Adherence to the policy will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

Emergency Procedures

The school will appoint a member of the Senior Management Team as the emergency contact for each visit, there may be times when a member of the Governing Body undertakes this role in the event of absence. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. The 'Red Book' is updated by the Business Manager annually.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by the Local Authority

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

Charging for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution. However, visits rely on parental contribution and if these are not forthcoming, the visit may not occur.

The level of contribution will be calculated for each activity. Part of the schools Pupil Premium fund may be used to cover the participation by young people from low-income families. Some activities may not take place if parents are reluctant to support it. As a school, we have selected to use pupil premium to support the cost of trips for vulnerable children.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.