

Poringland Primary School and Nursery

Educational Visits Policy

Date of Policy: Summer 2021
Review Date: Summer 2024

Members of staff responsible: EVC

1. Educational Visits Policy

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

2. Aims and purposes of Educational Visits

- 2.1 Poringland Primary School and Nursery has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad and balanced range of Learning Outside the Classroom opportunities for all its pupils.
- 2.2 Each year, the school will 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.

3. Approval Procedure and Consent

- 3.1 The Deputy Headteacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The EVC has received training by the LA. The Office Manager supports the EVC in the administration of the school's educational visits program and has completed relevant LA training.
- 3.2 In line with NCC guidance, educational visits are categorised:
- **Level 3** = Overseas, Residential or Adventurous visits [These must be approved by the LA on Evolve];
 - **Level 2** = Day visits [These should be approved at school level; if the school judges that the visit carries a significantly higher level risk than Level 1, then the school should upload full details to EVOLVE];
 - **Level 1** = Local and/or regular visits [These should be approved at school level; the school has generic risk assessments & standard operating procedures for].
- 3.3 Before a visit is advertised to parents, the Group Leader will complete a Day Trip Request Form and submit this to the EVC. On this form, the Group Leader will detail:
- The location of the visit;
 - The date of the visit, including departure and return times;
 - The number of participants and supervising staff (including, where appropriate, volunteers);
 - If required, a draft copy of the letter and consent form to be sent to parents/carers;

- A list of the applicable school generic risk assessments for educational visits;
- If appropriate, risk assessments from providers or any additional risk assessments (e.g. children with specific needs);
- Details of transportation;
- Exact costings for the visit;
- A copy of the nominal roll (if this is not available, then a copy of the nominal roll must be submitted to the school office prior to departure).

- 3.4 The Form must be approved by the EVC before the visit is advertised to parents. Once this has happened, a signed copy of the form will be returned to the Group Leader. A further copy will be retained in the School Office.
- 3.5 The EVC and Office Manager provide Group Leaders with advice and support as necessary.
- 3.6 For nearby visits (e.g. within the locality of Poringland), parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school.
- 3.7 For all other visits involving more significant travel or adventurous activity, parents/carer will be asked to sign the Parental Consent Form, which consents to their son/daughter taking part. A more detailed consent form will be used for Level 3 visits (including residential trips).
- 3.8 The school has a standard model letter, which should be used for this purpose. As part of the parents' consent they will be fully informed of the activities and arrangements for the visit.
- 3.9 Where appropriate, and 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.

4. Staffing

- 4.1 The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.
- 4.2 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.
- 4.3 Our school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by either the Headteacher or EVC and the Group Leader. 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.
- 4.4 The school does not normally support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

- 4.5 The appointed Group 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 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.
- 4.6 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.
- 4.7 All supervising staff and volunteers will be asked to provide details of their next of kin and relevant medical information. This form will be treated as private and confidential and collected by the Group Leader on the day of the visit. After the visit, staff forms will be stored in the school office for staff (forms for volunteers will be stored for the remainder of the academic year).

5. Risk Assessment

- 5.1 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.
- 5.2 The school has produced generic documents to be used as a basis for writing risk assessments.
- 5.3 If available, risk assessments should be obtained from all venues and external providers.
- 5.4 The visit leader should ensure that all the necessary measures have been taken to ensure compliance with COVID-19 guidance and risk assessments.

6. External Activity Providers

- 6.1 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.
- 6.2 The Group 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.

7. Remissions Policy

- 7.1 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.

- 7.2 The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it. In the last resort, the visit may have to be cancelled if there are not enough voluntary contributions and the shortfall cannot be made up.
- 7.3 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.
- 7.4 Where non-chargeable education is provided during a residential visit, then parents experiencing financial hardship may, at the Headteacher's discretion, receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings.

8. The expectations of Pupils and Parents

- 8.1 The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a fixed term exclusion from school.
- 8.2 Any pupil, whose behaviour is such that the Group Leader is concerned for their safety, or for that of others, can be withdrawn from the educational visit. The Group 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.

9. Emergency Procedures

- 9.1 The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be related to this person, especially those involving injury or that might attract media attention.
- 9.2 The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate. The Group Leader will take with them a copy of the NCC Emergency Procedure.
- 9.3 All incidents and accidents occurring on a visit will be reported back through the school systems. The school will have emergency funding available to support the Group Leader in an emergency.
- 9.4 Should a visit be cancelled, or the return time changed (e.g. through unavoidable delay), parents will be updated by Parent Mail, text message, social media, or by phone.

10. Evaluation

- 10.1 The Group Leader with the EVC will evaluate all visits. A short evaluation report will be made available for the Governing Body on request. The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result. The Group Leader

(with assistance from the Office Manager) is responsible for presenting a financial account for the visit, which will be audited as part of the schools' procedures.

11. Associated Policies

11.1 Other school policies that this Educational Visit policy relates to are:

- Charging and Remissions Policy;
- Pupil Premium Policy (Which has to be outlined on school website) Guidance re use of Pupil Premium to support visits is in Evolve resources;
- Staff Code of Conduct;
- Behaviour Policy;

12. Monitoring, evaluation and review

12.1 The school will review this policy every 3 years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.