

# Aberford C of E Primary School

# Educational Visits Policy

# General Statement of Policy

Aberford C of E Primary School recognises the value of off-site visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the individual’s affiliation to the school and help generate positive relationships with their teachers.

* 1. Proposals for visits will, as a minimum, state
* the educational purpose of the visit,
* its aims and objectives and
* how it conforms to the school’s curriculum aims.
  1. The LA planning checklist will be used to provide assurance that each visit is methodically and suitably planned.
  2. Approval of visits will be outlined within the arrangements section of this policy however in brief –
* The Headteacher and the Governing Body will approve visits in categories 3, 4 and 5, as defined in the LA’s Educational Visits Handbook.
* The Headteacher will approve visits in categories 1 and 2.  
  1. The LA will be notified where required.
  2. Staff competencies required for the nominated Group leader and for teaching and support staff will be clearly defined.
  3. Where the school uses external providers, each provider will be required to complete and return the LA’s checklist via the Evolve system.
  4. Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
  5. The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy.
  6. Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
  7. No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.
  8. Every trip or visit will be subject to a review.

# Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within the LA Handbook for Educational Visits Code of Practice.

# 2.1 Governing Body

2.1.1 Approval of visits in LA categories 3,4 and 5 will be undertaken by

Leeds City Council

### 2.1.2 The Governor named below will oversee and monitor this policy.

Suzanne Phillips

* + 1. The Headteacher’s report outlining visits planned and the results of the reviews of visits undertaken will be submitted to full Governing Body meeting.

# 2.2 Headteacher

* + 1. The Headteacher will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed. The Headteacher will agree, with the named EVC, the duties delegated to the EVC.
    2. The Headteacher will authorise all visits, in writing through the Evolve system.

# 2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school’s Educational Visits Co-ordinator is : Philippa Boulding

* + 1. The EVC will be fully conversant with the LA’s Handbook for Educational Visits and the Evolve system

# Group Leader

* + 1. The Group Leader will comply with the requirements outlined in the LA Educational Visits Code of Practice. As such every Group Leader must be conversant with the LA’s Handbook for Educational Visits.
    2. The Group Leader will ensure that the planning checklist is completed and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
    3. The Group Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
    4. The Group Leader named for each visit will have overall responsibility for the visit whilst it is underway.
    5. The Group Leader will liaise with the EVC throughout the planning and preparation of their trip.
    6. The Group Leader will review their trip and provide details of their review to the EVC.

# 2.5 Supervisory staff

* + 1. All staff assisting with supervision on any trip will be conversant with the LA Handbook for Educational Visits and will be aware of the Code of Practice and Guidance.
    2. All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
    3. All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Group Leader.
    4. Staff will feedback information to the Group Leader to enable a full review of the trip to be completed.

# 3. Arrangements

# Proposals

3.1.1 The Group Leader will submit a proposal to the Headteacher within the following timescale for each category of visit

|  |  |
| --- | --- |
| Category | Latest date for submission to Headteacher |
| 1 | 2 weeks |
| 2 | 2 weeks |
| 3 | 6 weeks |
| 4 | 6 weeks |
| 5 | 6 weeks |

* + 1. The LA proposal and notification form EVH 1must be completed.
    2. The means of complying with the requirements outlined in the LA planning checklist must be outlined.
    3. Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.
    4. Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.
    5. Where coach or minibus travel is to be used it must be in accordance with LA regulations.

# Notification

* + 1. Notification will be made using Proposal and Notification form EVH 1.
    2. Notification to the LA will only be allowed after the Governing Body and Headteacher are satisfied that the form has been fully completed and that any requisite additional information is attached and they have signed all relevant documentation.
    3. The Group Leader is responsible for sending the notification to Evolve.
    4. The Headteacher will ensure that the Group Leader carries out this task.

# Undertaking the visit

* + 1. Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment made prior to the alteration taking place.
    2. A record must be kept of all such instances for evaluation and review purposes.
    3. Any accidents or near misses that occur during a visit will be reported to Leeds City Council using the forms CF/50 and/or CF/50a upon the return of the group to school.
    4. Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Education Leeds.

# Monitoring

* + 1. The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
    2. On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.
    3. The school may also request Leeds City Council Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school’s own monitoring purposes.

# Evaluation and Review

* + 1. The evaluation form will be completed by the Group Leader at the end of every visit.
    2. The results of any evaluation and review process will be provided to the Headteacher.
    3. The Headteacher’s report to the Governing Body will include details of the evaluations and reviews for visits undertaken.
    4. Any evaluation and review report will be maintained in the school’s educational visits file for reference when necessary.

**Signed Chair of Governors:**

**Date: 16th March 2017**

**Review date 16th March 2019**