

Saffron Valley Collegiate



Educational Visits Policy

Last reviewed: 30.01.19

Date for Review: Spring 1 2020

Mission Statement

The Saffron Valley Collegiate seeks to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners through the re-engagement of the young person with education.

EQUALITIES STATEMENT:

All who work at the Saffron Valley Collegiate are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all of its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practices.

This policy should be read with reference to:

- Health & safety: Advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies (DfE, December 2012)
- Health and Safety Policy

Principles:

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely;
- It is important that children learn to understand and manage the risks that are a normal part of life;
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- Staff should be given the training they need so they can keep themselves and children safe, and manage risks effectively;
- Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so;
- Schools should seek to be inclusive; reasonable adjustments should be made to allow as many pupils as possible to be involved in offsite activities.

Assessing Risk

School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely. Sensible management of risk does not mean that a separate written risk assessment is required for every activity. For example, for annual or repeated activities, a review of an existing assessment may be all that is required. For new or high risk activities, a specific assessment of significant risks must be carried out. Where the PRU engages in regular activities, e.g. visits to local children's centre or a local library, regular checks will be made to ensure control measures and precautions remain appropriate.

Adventure activities using licensed providers

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, the PRU will check that the provider holds a licence, as required by the Adventure Activities Licensing Regulations 2004.

The Educational Visits Coordinator (EVC)

There is no legal requirement to have an EVC. However, the Head of Provision will act as a designated EVC, as good practice. This person is responsible for agreeing and overseeing all offsite activities undertaken by the PRU. S/he may delegate certain responsibilities to other senior, experienced staff.

Entitlement and access

- The PRU will make reasonable adjustments to ensure as many pupils as possible may access activities, e.g. the provision of additional transport for pupils in advance stages of pregnancy.
- The PRU may request voluntary contributions for activities that take place within the school day. If parents/carers are experiencing financial hardship, the PRU will consider subsidising pupils' visits in a fair and equitable way. This will ensure that there is no discrimination against those pupils and their families with lower financial means. Any subsidy will be considered and agreed by a member of the Senior Leadership Team (SLT+).
- In accordance with DfE guidance, parents in receipt of benefits (further details available on request) cannot be charged for board and lodgings associated with any educational visit.

Planning

- There will always be a single, identified activity leader, whose role it is to oversee the visit from planning to debrief.
- The activity leader will provide the EVC with:
 - A copy of the information to be provided to parents/carers.
 - A risk assessment (*which may be a reviewed version of a previous visit, if it is a regular or repeated activity – see appendix A*), and
 - A completed EVC consent form (*see appendix B*),

at least 7 days before the planned visit. The EVC may give immediate, signed approval, request amendments to the plans, or refuse consent for the visit to take place.

Seeking parental consent

DfE guidance states: *'Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.'* Parents will be informed in advance of each activity and will be given the opportunity to withdraw their child from any particular school trip or activity

The PRU obtains general written permission for local visits on induction (*see induction permission slip appendix C*), but timely text messages/letters will be sent as reminders of activities, to parents/carers. Detailed information and permission slips will be provided for most non local visits, but the PRU will accept verbal consent for participation, in most circumstances. Staff will seek permission to release pupils (at the conclusion of offsite activities) from any locations other than the PRU.

Although parents may refuse to provide consent to offsite visits, the PRU strongly encourages participation, as these activities are central to addressing the personal development of learners. If a significant number of pupils are unable to engage in an activity, it may, in extreme cases, cause trips to be cancelled in order to preserve staffing ratios.

Conducting Educational Visits

- The activity leader will give due regard to the safety of all pupils whilst on the trip, within the planning stage, e.g. ensuring contingency arrangements in the event of a staff member becoming ill, assigning staff to a small number of pupils.
- On the day of the visit, a list of all staff and pupils in attendance will be taken offsite, and a copy retained at the PRU
- A school mobile 'phone will be taken on the visit, and the telephone number issued to participating pupils. Under no circumstances will staff give their personal 'phone numbers to pupils. Staff will ensure they each have a means of contacting one another, and individual or groups of pupils. *(See appendix D.)*
- The activity leader will ensure that a member of staff has the medical details file and first aid kit.
- The activity leader will have identified a member of staff (at the base), who will act as contact point in an emergency. This is particularly important where activities are scheduled out of school hours, during school holidays or over the weekend, or the party is due to return after school is closed.
- Where educational visits are made into central London, the trip leader will identify, in advance, a designated place of safety. This will ideally be a nearby hotel, to which staff and pupils may evacuate in case of a serious incident.

Debrief

Evaluation of the visit should take place as soon as is practicable. This is best conducted as a debrief session involving more than one member of staff involved in the activity (see appendix E). Good practice and lessons learned should be reviewed prior to planning repeat activities.

APPENDIX A - RISK ASSESSMENT

(This form should be completed and adapted by the trip leader)

DETAILS OF EDUCATIONAL VISIT/ACTIVITY:

Designated place of safety (if required):

HAZARD	RISK	LEVEL	CONTROL MEASURES	RESULT
EBSR pupils having panic attacks and running away	Getting Lost	High/Medium	Extra member of staff to escort high-risk pupils home if becoming anxious. If pupils do abscond, staff to 'phone base who will 'phone pupil's home and mobile 'phone contact to be made with pupil.	Low
Complications with pregnancy whilst on trip	Inability of medical staff to treat pupils effectively due to lack of information on hand	Medium	All pregnant pupils to bring along antenatal notes.	Low
Separation from party	Getting lost	Medium	One member of staff at front and one at back (includes getting onto and alighting from public transport. Explain procedures for waiting for staff to find separated pupils, prior to trip. All pupils to have a note with a contact number of group leader and destination of trip.	Low
Illness whilst on trip	Wrong medication or unable to supervise	Medium	Group leader to take first aid kit. All pupil medical information to be held by group leader, including inhalers etc.	Low
Pupils dismissed at end of trip and making own way home	Getting lost, risk of assault or abduction	Medium	Ensure parents/carers have given permission for pupils to travel home unaccompanied. Encourage pupils to travel together. Check travel skills on individual if not a regular independent traveller, i.e. discuss route home.	Low

APPENDIX B

EDUCATIONAL VISITS COORDINATOR (EVC) CONSENT

[To be completed by the EVC]

EDUCATIONAL VISIT/ACTIVITY:

DATE OF ACTIVITY:

To the group leader:

I have studied this application and am satisfied with all aspects including the planning, organisation and staffing of this visit. Approval is given.

- a. Where appropriate, a more detailed itinerary, and details of parental consent should be provided to me the day before the planned visit.
- b. A copy of your evaluation of the visit, including details of any incidents, should be with me as soon as possible but no later than **5 working days** after the party returns.

Signed: Date:.....

EVC full name:



APPENDIX C

Saffron Valley Collegiate
Headteacher – Mrs Jenny Adamson

OFF-SITE ACTIVITIES

Educational visits are used to enhance the delivery of the curriculum. These off-site activities can include visits to museums and theatres, and physical activities at specialist centres. All activities are appropriately risk assessed and supervised. Where these visits involve travel outside of the local area, or physical activities that require specialist supervision, you will receive adequate information and your permission will be sought for your son/daughter's participation.

We ask permission for parent/carers to enable their son/daughter to participate in local, low risk activities, e.g. a visit to a local library for a workshop. If you are happy for your son/daughter to participate in these types of activities, please sign below.

I give permission/do not give permission (delete as required) for my son/daughter to participate in local, low risk activities.

Signed: (parent/carer) Date:

APPENDIX D

THIS INFORMATION IS NOT TO BE RELEASED TO PUPILS

MINIBUS BEING USED ON THE VISIT: YES NO

**ALTERNATIVE MEETING POINT: YES, Location:
NO**

STAFF ACCOMPANYING VISIT/ACTIVITY

NAME	MOBILE NO.
Group Leader:	

PUPILS GOING ON TRIP

NAME	MOBILE NO.	ON MINIBUS	MEETING AT ALTERNATIVE LOCATION

APPENDIX E

EVALUATION OF THE VISIT TO BE COMPLETED BY THE GROUP LEADER FOR FUTURE REFERENCE

Group Leader:	
Number in Group:	Boys: Girls: Staff:
Date(s) of Visit:	
Purpose(s) of Visit:	
Venue:	
Commercial Organisation:	

Please comment on the following features: **1 = Excellent; 5 = inadequate**

	Rating out of 5	Comment
1. The Centre's pre-visit organisation:		
2. Travel arrangements:		
3. Content of education programme provided:		
4. Instruction:		
5. Equipment:		
6. Suitability of environment:		
7. Accommodation:		
8. Food:		
9. Evening activities:		
10 Courier/Representative:		
11. Other comments and evaluation including "close calls" not involving injury or damage:		

Signed (Group Leader): Date: