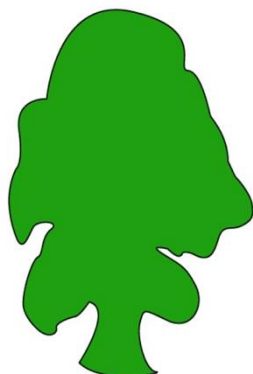


Educational Visits Policy

FOR ELMHURST SCHOOL



Adopted:	May 2016
Next Review Date:	May 2019
Responsible Committee	Premises, Health and Safety Committee

Signed:

Headteacher: Mrs R Lee

Chair of Governors: Dr D Gamble

Educational Visits Policy

Aims and Purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school.

The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of Hours Clubs (music, drama, art, science, sport, homework etc)
- School Teams
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- Day Visits for particular Year Groups
- Adventure Activities, which might be classed as higher risk

These activities are made available to pupils in the school by invitation, by class or by year group.

Approval Procedure and Consent

The Headteacher has nominated a member of staff as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Curriculum Committee and has nominated Ian Smith as signatory, as necessary, on behalf of the governing body.

Before a visit is advertised to parents the Headteacher, the Curriculum Committee and the EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit at a later date. Visit leaders must follow the procedure detailed in appendix 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's accounts.

For any out of hours clubs, school team events and visits, parents will be asked to sign a letter which consents to their son/daughter taking part. The school has standard model letters, which should be used for this purpose. Parents will be informed by letter/phone call or text/through their son/daughter if an activity has to be cancelled.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit.

The school has separate policies for 'Charging and Remissions' and 'Equality Objectives' which applies to all educational visits.

Staffing

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

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS screening is available for volunteer adults assisting with educational activities and visits.

The school does not 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.

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.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the schools' '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 temporary exclusion from school. Should a child be withdrawn from a visit, parents are liable for the complete cost of the visit. Where a child is withdrawn during a visit parents are responsible for collecting that child from the visit venue as stated in the signed agreements from parents.

Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

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 Buckinghamshire Grave Emergency Procedure. (Appendix 3).

All incidents and accidents occurring on a visit will be reported back through the school's Behaviour Watch systems.

The school will have emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits will be evaluated by the Group Leader on Evolve.

The EVC will ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The school secretary will keep all financial accounts for the visit which can be audited as part of the schools' procedures.

Appendix 1

Trip Procedure for staff

Before undertaking any trip the following needs to take place:

- Check with the Headteacher before any visit is booked
- Ask school secretary to phone venue and research costs, group numbers, capacity for all workshops, parking costs, entrance fees. Ensure that she knows the proposed dates, times, numbers of children etc. and ask her to get quotes from different coach companies. School secretary to record costs on trip proposal form (electronically.)
- Complete and email the completed proposal (Appendix 2) to the Headteacher to then authorise if appropriate. (Please note at this stage you may not have decided on all the adults you are taking but please complete the groupings so we have an idea of adult to child ratio needed)
- School secretary to phone and book the venue and workshops, transport etc.
- Record the date on the online calendar.
- Plan and undertake a previsit to complete the risk assessment.
- Send out letters to parents
- Ensure all staff affected by the trip are informed. This includes staff attending and staff whose LSAs are attending.
- Complete the risk assessment on Evolve. This needs to include the risk assessment from the venue, our own Event Specific Plan (ESP), coach breakdown, coach security and coach accident, lost pupil. All documents have been emailed to teachers following the school format. New copies can be obtained from the EVC. The proposal form should also be attached as this includes details of medical issues. Ensure that vulnerable children such as children with statements as they may need 1-1 support are included on the ESP. **This needs to be completed, and signed off no later than 1 month prior to the trip. This is County's deadline, not ours so needs to be adhered to.**
- When risk assessment is completed an automated email is to be sent to the EVC and the Headteacher by Evolve so they can sign them off.
- Visit leader to organise a staff meeting for everybody attending the trip. This is the time to inform them of procedures and timings and groupings.
- If there are any issues please speak to the EVC.

Offsite Visit Proposal Form

To be completed by visit leader and emailed to school secretary to complete the costing section and gather quotes from coach companies

Lead Adult		Year Group/s	
Day and Date of visit			
Visit Location		Total number of pupils	
Contact number/email		Total number of adults	
Number of coaches		First aider/s	
Activities planned			
Educational Reason for visit			
School Packed Lunches		Letter to Parents/Date	
Misc.			
Coach company		Telephone	
Timings			
Leave School		Arrive at location	
Lunch if required			
Leave Location		Arrive back at school	
Costing			

Total cost of visit (location)		Total cost of coaches	
Any other expense		Reasons	
Total cost per pupil		Total charge per pupil	
Total amount of funding from William Harding Charity			
Pre-visit			
Date		Staff attending	

Serious Incident Action Card for the Group Leader

- Summon emergency services if appropriate
- Provide first aid / prevent further injury
- Account for all party members including staff
- Delegate a responsible adult to take care of uninjured members of the party
- Instruct no-one to talk to media and secure inappropriate use of mobile phones, email and social media (e.g. Facebook, Twitter etc)
- Activate the emergency procedures by calling
01183 589332 (+441183 589332 if calling from abroad)

(This is the Bucks Fire and Rescue Control Room number) **YOU MUST REQUEST THAT THE BUCKINGHAMSHIRE COUNTY COUNCIL'S DUTY RESILIENCE OFFICER IS PAGED**

Be prepared to provide the following information which will be passed to the duty Resilience Office for Buckinghamshire County Council by Buckinghamshire Fire and Rescue Service.

- The complete telephone number which we can call you on (including national /area codes etc)
- your name
- the name of your school /party
- the nature of the emergency

Ensure you leave this information before any further discussion takes place, in case you are cut off.

If possible, also provide:

- your location
- further details of the nature of the incident
- any other contact numbers that can be used

In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader.

Log-keeping:

A copy of the Incident Record sheet can be used to note down the information Record:

- further and full details of the incident, how and why it happened so far as can be established at this stage
- all action taken and conversations held

You should not make any public statements about the incident without prior agreement of a statement with the County's Incident Control Team.

Ask those in the group to write individual statements of what they saw / heard in relation to the incident.

Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police
- Begin to make appropriate arrangements for those not injured to return home immediately

- Arrange any support for the staff and injured in hospital
- Obtain necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays
- Retain receipts for all expenditure connected with the incident.

INCIDENT LOG

Keep a detailed log of actions and conversations as they take place. Include nature of instructions given, names, addresses, telephone numbers, each person with whom contact is established.

<i>DATE</i>	INCIDENT
Time	ACTION/CONVERSATION

INCIDENT RECORD SHEET

Establishment:	Date:
Party size :- Pupils	Staff/Adults
Location	
Nature of Incident:	Time:
Contact Numbers:	
Venue/Hotel:	
Your mobile:	
Fax:	
Email address:	

Details of Casualties (No/names of injured/fatalities)

Where injured taken

Tel No:

Accompanying Staff

Other information