



'Learning together through love, friendship, forgiveness and faith.'

St Michael's CE Primary School

Educational Visits Policy

St. Michael's CE Primary School is strongly committed to learning outside of the classroom walls. We believe that the value added of these activities far exceeds the inherent risks. Thus, safely managed educational visits with a clear purpose are an indispensable part of the broad and balanced curriculum we offer. The organisation of all educational visits follows current best practice guidance as described in the DfE booklet Health and Safety of Pupils on Educational Visits 2018.

Purpose

It is important that any educational visit, or overseas trip, is carried out in a calm, happy and secure environment; that staff and children feel confident in the safety procedures in place and that they fully understand the parameters of the trip. The learning experience, however, must remain the primary focus. The aims and objectives of educational visits and of learning across and beyond the curriculum are:

Developing key skills

Using and applying knowledge, skills and understanding in different, realistic and exciting contexts.

- Developing the ability to work co-operatively.
- Developing the ability to communicate successfully.
- Showing initiative and a positive attitude.
- Showing greater independence, moving towards self-reliance.
- Becoming increasingly risk aware and increasing understanding and independent action.

Raising achievement by boosting self-esteem and motivation

- Raising self-esteem through successful participation and enjoyment.
- Developing a positive attitude to learning.
- Helping demonstrate strengths and understanding of limitations.
- Encouraging responsibility.

Developing social education and citizenship

- The ability to work with others, accept and support them, building relationships.

- Learning to tolerate others and respect their views – understanding equal opportunities.
- Exploring attitudes and values they will carry into adult life. Promoting education for sustainable development
- An appreciation of the natural world as a source of interest and challenge.

Promoting health and fitness and a positive use of leisure

- Developing a positive attitude to physical activities and a healthy lifestyle.
- Developing and experiencing physical fitness and well-being.
- Achieving success in physical activities.
- Developing self-respect and self-discipline and the ability to cope with adversity.
- At any time pupils are 'off-site', they are considered to be on a school trip or educational visit. This involves activities such as: fixtures, visits to museums, extracurricular activities (skiing, golf etc), local community work (visits to residential/care homes), residential trips, sports tours etc.

Equal opportunities and inclusion

Everyone concerned needs to ensure that every effort is made to include all children. The challenge is to make these activities available and accessible in some form to all who wish to participate or are required to take part. This would be irrespective of their special educational or medical need, disability, ethnic origin, sex or religion. It needs to be remembered that this must be done whilst maintaining the safety of all those concerned, the integrity of the activity and the ability to manage the visit or venture. These are significant factors to be managed, which may over-ride other considerations. Communication with parents is key to decisions being made.

Approval Procedure

The Headteacher

This is the key role for ensuring that the management of visits and trips meets the regulations and conforms to the school's Health and Safety and Safeguarding Policies. Any delegation of responsibilities must be done with a clear rationale, derived from a good knowledge of the people concerned; the visits and activities the aims and objectives; and the risk assessments required.

The Educational Visits Coordinator (EVC)

As the EVC, the Headteacher may delegate some of his duties to a designated member of the Senior Leadership Team as appropriate.

The Group Leader

This is the person with overall responsibility for the risk assessment, administration, programme, supervision and conduct of the venture. They are therefore an important part of the health and safety and good practice support system, and should both understand their own responsibilities and those of the other people in the process who contribute to their support, success and confidence. The Group Leader has full responsibility for the safe running of the activity including pre-planning and following guidance, and ensuring all participants are aware of their roles. To achieve this, the

Group Leader will:

- Identify the clear purpose and objectives of the visit.
- Complete visit documentation, and obtain approval from the Headteacher for any visit off-site, no matter how short its duration.
- Have prior knowledge of the venue – the trip leader should normally have made a trip pre-visit.
- Carry out, and provide a comprehensive risk assessment on Evolve.
- Ensure that all proper means of transport have been catered for.
- Check that the nature of the activity falls within the scope of the school's insurance; if not, plan as necessary for an appropriate level of insurance cover.
- Inform parents and seek permission/consent, detailing the nature, purpose and related activities involved in the visit.
- Arrange briefing meetings with parents, as appropriate, for high risk or residential visits.
- Liaise with the office to ensure that any specific medical or health issues of pupils or accompanying staff are taken into consideration within the planning and that their needs are catered for.
- Allocate supervisory responsibility to each adult for named pupils and ensure that each adult knows which pupils they are responsible for, and to ensure that each pupil knows which adult is responsible for them.
- Continuously monitor the appropriateness of the activity

The Headteacher is responsible for approving all visits or ventures that take place. Before approval is given, the Group Leader should gain information from the Centres/Providers of the activities to ensure that health and safety, risk assessment and operating procedures are in place.

Centres/Providers will be checked for their appropriateness as will their leader's qualifications and basic operating procedures. These checks will be carried out annually where repeat visits are planned.

Responsibilities of the children

As school trips and visits are an extension of the curriculum, St. Michael's CE Primary School expects its pupils to adhere to the principles stated in the school's Behaviour Policy. Whilst we acknowledge that enjoyment is a fundamental ingredient of any visit or trip, pupil safety is paramount.

- It is essential that all groups are made as aware and active in the process of managing the visit or trip as they can be.
- Procedures, group and supervision arrangements/strategies must be explained and understood.
- Any children whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

Staffing supervision

St. Michael's CE Primary School recognises that accompanying staff possess a key role in ensuring the high standards of learning, challenge and safety on a school trip. The levels of supervision will determine not only the health and safety of the children and their leaders, but also the quality of the overall experience, enabling learning to take place as well as allowing all those concerned to enjoy

the experience and derive satisfaction from it. Supervision is a key element in the success of any venture. To this end, an appropriate staff/pupil ratio will be observed, and this is determined by the risk assessment carried out by the Group Leader.

Safeguarding Children

All children have the right to be protected from harm. An educational visit, off-site and residential activities, provide a stimulating learning, environmental and, in many cases, a different and more relaxed or interactive environment.

The School is committed to ensuring that:-

- Safeguarding Children procedures are initiated and followed.
- Ensuring clear lines of communication and effective liaison between staff managing and supervising this work.
- Ensuring clear lines of communication and effective liaison between all agencies responsible for the safety and welfare of children.
- Enabling children to understand their rights and recognise and deal with unsafe situations.
- Implementing the St. Michael's CE Primary School's Safeguarding Policy and procedures.

First Aid

The School's Health and Safety Policy ensures that, as far as possible, the school buildings are an accident-free environment. The same standards apply to off-site, including all forms of visit and trips.

- The provision of a first-aider does not prevent accidents, but it is an important part of the control measures that follow risk assessment.
- The School provides adequate and appropriate equipment, facilities and personnel at its locations to enable employees, pupils and visitors to be given first aid.
- Decisions about the deployment of first aiders on visits and trips are based on risk assessments, which consider:
 - The hazards in any environment and the risks they present.
 - Any generic school policies in place.
 - The group and its needs (including medical)
 - The leaders and activities to be undertaken
 - The transport arrangements.
 - The remoteness of any location and the ability to summon support.
 - What first aid qualifications and experience are available at the trips provider's locations/centres.

Recording and reporting incidents and accidents

Accidents to children, leaders and volunteers will be recorded or reported in accordance with the established procedures. All accidents and emergencies will be recorded, no matter how minor. In the case of a serious injury, the parents and the Headteacher will be informed as soon as possible.

Transport

Transport arrangements are an essential part of school visits or trips. Coach companies provide most of the local off-site road transport services, however, staff transport may be used as long as appropriate 'Business Use' insurance is in place. The school should retain a copy of staff insurance documentation to ensure this is current.

Safety and emergency procedures

Trip organisers have an implicit 'duty of care' and must take prudent and reasonable steps to ensure the safety and welfare of all those involved. Whilst a trip or visit is in progress, the Headteacher acts as the emergency school contact. Any major incident will immediately be relayed to the Headteacher. The Group Leader will take full details of all pupils in addition to the contact number of the Headteacher and the School Office. Each Group Leader will ensure that mobile phones are taken and staff have access to each other's numbers and those of the school. At least 1 qualified First Aider will accompany all school trips and First Aid kits are mandatory on any trip and it is the responsibility of the Group Leader to organise this. In the case of emergency medical treatment being required, the Group Leader will make direct contact with the parents. For EYFS trips, at least one member of staff has a Paediatric First Aid Certificate.

Approved by:	Sarah Mortimer	Date: 9/10/23
Last reviewed on:	Autumn 2023	
Next review due by:	Autumn 2024	

