

# St Laurence Church Infant School

## Educational Visits Policy



Approved by: Curriculum, Safeguarding and  
Pupil Welfare Committee

Last revised on: April 2021

Next review due by: April 2024

St Laurence Church Infant School has used the following guidance to produce this policy.

- Department of Education 'Good Practice Guide' 1998
- Birmingham City Council Advice and Guidance for Educational Visits 2005
- 'Learning Outside the Classroom' Ofsted 2008
- Outdoor Education Advisers Panel National Guidance for the Management of Outdoor Learning, Offsite Visits and Learning Outside the Classroom
- Department for Education DfE Guidance November 2018: Health and Safety on Educational Visits
- Health and Safety: Responsibility and Duty for School

Particular reference should be made to sections of the above guidance covering visits to locations with specific health and safety requirements, for example, farms and proximity to water.

An Educational Visit is any organised off-site visit that requires permission and approval from parents/carers, Educational Visits Co-ordinator and the Headteacher. St Laurence Church Infant School responsibility for approval of Educational Visits has been delegated to the Educational Visits Co-ordinator (EVC). On entry to St Laurence Church Infant School parents/carers are asked to give permission for local visits. All other visits throughout the school year require separate permission to be given in order for children to participate.

### Aims

All visits must have clearly defined educational aims, which are appropriate to the needs of the children. These aims may include;

- To promote and develop independence, self-confidence, self-esteem, self-discipline, self-respect and respect for others.
- To encourage the development of interpersonal and social skills, e.g. trust, co-operation, teamwork.
- To develop learning potential through the introduction of new skills, challenges and experiences.
- To be considerate of others. To develop awareness of the consequences of our actions and behaviour particularly in relation to others.
- To develop positive behaviour and attitudes and to transfer positive behaviour to school and other societal situations.
- To offer individual and group challenges.
- To develop positive awareness of mental and physical health and well-being.
- To encourage awareness, exploration and respect for the natural world and local environments.
- To be aware of safety considerations for others and ourselves.
- To become educated, creative and aware global citizens.
- To offer opportunities to step out in our local and wider areas to enhance and broaden our horizons and 'cultural capital'.

### Objectives

All visits must have specified learning objectives that relate to the area of the curriculum that is to be covered and the key skills that will be reinforced or acquired during the visit.

### Health and Safety

The safety and well-being of all pupils and adults involved in school visits is paramount and will, at all times, be adhered to. School visits are tools that provide and maximise opportunities for pupils to learn outside their normal educational surroundings. The arrangements that are put in place to manage visits require a risk assessment to be completed prior to any visit taking place. Such risk assessments must take into account the nature of the activities, the ratio of adults to children, external factors, the specific needs of individual pupils and transport to and from the location.

### Key Points for all visits

- All Educational Visits must have clearly identified aims and objectives.
- All Educational Visits must have an approved and competent Visit Leader who is a Birmingham City Council employee.
- All Educational Visits must have prior approval from the EVC.
- All visits must provide evidence of a written Risk Assessment which will be retained in the Educational Visits Risk Assessment file along with other supporting documentation.
- Visit Leaders must ensure that they have copies of supporting documentation including emergency contact details, itinerary, names and group details for the duration of the Educational Visit.
- Parents must be fully informed of all arrangements including objective of visit, cost, time of departure and arrival back at school, nature of activities to be undertaken during visit, clothing and equipment needed for the visit.
- Parents must all give signed consent for their child/children to participate in the visit.
- There must be a clear emergency action plan in place for each visit.

### Inclusion and Entitlement

Educational visits are an integral part of the curriculum. All pupils are entitled to participate in such visits regardless of social background, ability and disabilities, culture, race or gender. At St Laurence Church Infant School we will support pupils and parents/carers to ensure that such opportunities are available to all our pupils.

### Safeguarding

All adults involved have a duty of care and responsibility to promote the safety and welfare of the children and young people in their care. This includes during outdoor learning and off-site educational visits. Visit Leaders and all other adults should be familiar with our Safeguarding Policy. Visit Leaders should liaise with the DSL (J Staines) to ensure that they are informed of any specific safeguarding needs, and ensure that other staff are made aware as necessary.

### Roles and Responsibilities

Each Educational Visit will have a Visit Leader, Assistant Leader, Additional Staff or Volunteers (as necessary).

The current Educational Visits Co-Ordinator is **Sarah-Louise Hegarty**.

All staff must be aware of their role throughout the visit. More comprehensive details of specific roles can be found at <https://oeapng.info>.

#### The Headteacher:

- Must be informed of any Educational Visit that is organised and kept informed of arrangements as necessary.
- Ensure that the school has a named Educational Visits Co-ordinator who is competent, trained and validated/accredited via Local Authority training courses every three years.
- Ensures that a Charging Policy is in place.
- Provide information to Governors regarding Educational Visits that are carried out during each Academic year.
- Ensure that relevant staff receive training in First Aid and CPD in Educational Visits.

#### Educational Visits Co-ordinator (EVC)

- Approves all Educational Visits.
- Ensures the Visit Leader is a Birmingham City Council employee.
- Ensures all documentation related to each Educational Visit is completed and retained.
- Ensures a risk assessment is completed prior to each Educational Visit.
- Supports and advises colleagues in planning visits.
- Ensures accident and emergency procedures are in place.
- Ensures Post Visit Evaluations are completed and retained for future reference.

#### Visit Leader

- Will be fully aware of the School's Educational Visit Policy and procedures.
- Will have completed a pre-visit and subsequent Risk Assessment.
- Must carry Emergency Contact list of all pupils and adults taking part in the visit. This list must include medical details, dietary requirements, pupils emergency contact numbers and telephone numbers of all staff on visit.
- Will ensure parents are fully aware of visit arrangements and details.
- Ensure all parental consent forms are returned and checked.
- Complete a Post Visit Evaluation Form.
- Arrange a pre-visit 'Collective Discussion' to share risk assessment information with all supporting adults. It is not sufficient to distribute risk assessment information and assume it has been read.
- Ensure qualified First Aiders are included in adult support.
- Organise groupings taking into account specific needs of individual children.

- Ensure list of all pupils and adults involved in Educational Visit is left in school with details of coach numbers, mobile numbers of all adults with responsibility and which persons are on which coach if more than one vehicle is involved in visit.
- Ensure a separate Risk Assessment form is completed for any children with specific needs requiring an individualised approach. These may be related to their medical needs or other aspects of their special educational needs and/or disability (SEND)
- Refer to Educational Visit checklist to ensure all necessary steps have been completed.

### Staffing

To achieve 'best practice' all staff supporting a visit should have a role in the organisation of the visit, general supervision is not enough.

- The ratio of adults to children will be considered for each Educational Visit on an individual basis. Supervision will be sufficient to ensure the smooth and safe running of the visit. Factors determining the number of staff supervising an Educational Visit will include the age of the children, medical factors, children requiring additional support for Special Educational Needs and Disabilities and the nature of the planned activities.
- The level of supervision of an Educational Visit will have been approved by the EVC and will include a sufficient number of qualified First Aiders.
- All adults who undertake supervision on an Educational Visit will be either, an employee of Birmingham City Council and therefore will have an enhanced Disclosure and Barring Service (DBS) form, or in the case of voluntary helpers will have an enhanced Disclosure and Barring Service (DBS) form.

This policy is reviewed and approved by St Laurence Church Infant School Governors on an three yearly basis.

Updated policy - May 2021

Updated by - Sarah-Louise Hegarty