

Educational Visits Policy

Meadow View Primary School



Approved by:	Head Teacher	Date: 11/12/18
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| **Written:** | September 2018 |
| **Next review due by:** | September 2020 |

EDUCATIONAL VISITS POLICY

The school adopts the guidance and procedures issued in the Rotherham's Circular 146 (the most up to date version of this is on the Evolve website) and, where relevant, the DfES document ***Health and Safety of Pupils on Educational Visits (HASPEV)***. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

1. Procedures

- 1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply in writing to the Head Teacher or educational visits co-ordinator (EVC) for permission to plan the visit.
- 1.2 Once granted they should submit (a minimum of 7 days before the visit) the details on the **Evolve** website (www.rotherhamvisits@rgfl.org) to the EVC and Head Teacher and receive final approval to undertake the visit. Approval will be given through the Evolve website.
- 1.3 When the visit involves additional or high risk activities (including those in or near water), foreign travel or is a residential visit then details of the visit will also be sent to the Rotherham's Educational Visits Adviser by the Head Teacher or EVC for approval that all the procedures have been satisfactorily completed. These visits will be submitted to Rotherham L.A. through the Evolve website at least 4 weeks before the visit. Approval will be given through the website.

Local Visits will be authorised by the Head Teacher within school and a record kept by the EVC. These will include visits within the local community, local sporting fixtures, educational visits and activities that are part of the regular curriculum and life of the school, which take place locally by walking or a short vehicle journey and which do not require remote supervision or involve significant hazards;

- There will be a specific risk assessment for each type of activity (referring to the relevant LEA generic risk assessments) reviewed annually or when a significant change in circumstances occurs;
 - It will be made clear to parents through the school prospectus and a letter to parents that these regular activities take place;
 - If the activity takes place after school hours, e.g. sports matches, parents will be informed, normally in writing, of the specific dates and times of each activity and parental consent will be obtained. If transport is involved, details of this should be made clear to parents (see Circular 146 chapter 9, Transport);
- 1.4 The information on the Evolve website will show a clear audit trail of visits and risk assessments. Until 17.1.11 the visit and the risk assessments have been printed off, annotated and saved in the school visits folder. From 18.1.11 all visits and their risk assessments will only be held electronically on the Evolve website.
 - 1.5 The EVC and Head will ensure that designated visit leaders are competent to

fulfil their role. It is not necessary for a qualified teacher to lead the visit but parents should be informed that the visit will not be led by a qualified teacher.

- 1.6 Risk assessments will be carried out by the designated visit leader, normally after a preparatory visit taken place. Risk assessments will be based on the generic risk assessments available on Evolve but will be adapted to form a specific risk assessment for each visit.
- 1.7 Permission will be granted when all the requirements identified in ***Educational Visits (Circular 146)*** have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.
- 1.8 First Aid and other qualifications At least 1 member of staff will have a First Aid or Paediatric First Aid Qualification on all visits. The member of staff will be named on the Evolve website. This member of staff will have a first aid kit in their possession.
- 1.9 External Providers External providers should complete a Form C (Circular 146 Appendix 3) Activities run by Rotherham L.A. and the Outdoor Education Service are the exception to this, and they will not need to complete a Form C. Group Leaders should ensure that risk assessments are in place, but it is not necessary for the Group Leader to have a copy of their risk assessments.
- 1.10 Parental consent Parents will be informed of the itinerary for the visit by letter, so that they may give informed consent. Regularly repeated visits and local visits may receive block annual approval subject to parents being made aware of every visit.
- 1.11 Transport Staff no longer have permission to use their own cars to transport children unless in an emergency situation, which must be authorised by the Head Teacher. Any staff transporting children must hold full business class insurance and a copy of this document and their driving licence must be held by the School Business Manager.
- 1.12 Parents and Volunteers. Parents who have been allocated a group of children on a school visit for which they are responsible, should not be supervising their own child if the teacher deems that this could cause a possible conflict of interests. Professional discretion will be applied. Parents will be fully informed of the decision and reasons why prior to the visit.
- 1.13 Insurance for visits is provided by Rotherham L.A. who will retrospectively collect details of school visits.
- 1.14 Serious incidents e.g. explosions, crashes involving transport, should be reported to the Forward Liaison Officer 07748 760500 by the emergency contacts. The emergency contacts for the visit must have this number.
- 1.15 Following each visit the leader will undertake a review. Any incidents such as injuries or accident occurring on the visit will be reported to the EVC and Head and added to the visit form using Circular 146 Appendix 7. Leaders of visits that have involved considerable time or financial resources, such as residential visits,

will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the headteacher or EVC and the governing body.

- 1.16 All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

2. Local Responsibilities

- 2.1 The headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.
- 2.2 The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.

To check online requests for visits to ensure all visit details are completed and to ensure the annual record of visits is maintained.

To check that all requirements for approving a visit, as identified in ***Educational Visits (Circular 146)***, have been undertaken.

To liaise with headteacher and grant outline permission for a visit to go ahead.

To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.

To liaise with Rotherham's Educational Visits Adviser on any visit involving residential or foreign travel and additional or high risk activities.

To grant final permission for a visit when all organization and planning are complete and to signify this by approving the visit, subject to final approval by the headteacher.

The school's current EVC is Kerry Taylor, School Business Manager.

Note: Any tasks not indicated in the above list remain that of the headteacher.

- 2.3 The designated visit leader is in overall charge of the group and remains responsible throughout the visit. All visits require the group leader and other staff to carry out an ongoing assessment of the risk throughout the visit and adapt plans accordingly.

3. Emergency Procedures

Emergency Contact Information (Circular 146 Appendix 6) will be completed before the visit. Copies will be held by the visit leader and school contact.

- 3.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.
- 3.2 In the event of a short delay, the school will be contacted with revised arrival times. In the event of a longer delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the headteacher or designated deputy so that they can decide: -
 - A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
 - B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the headteacher, deputy or the home contact will inform the Forward Liaison Officer 07748 760500. The emergency contacts for the visit must have this number and the school will instigate its critical incident plan. Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.
- 3.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.
- 3.4 In the event of child being identified as lost or missing on a visit, the procedures below will be followed (taken from NSPCC procedures)

Procedure for lost child at an event:

If a child goes missing during an event, the club/organisation will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organize the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
- If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to

include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.

- Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing.
- Follow police guidance if further action is recommended and maintain close contact with the police.
- Report the incident to the designated safeguarding officer.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.

The visit leader, with support from the Head Teacher, will assess the situation in hand. It maybe that the leader will stay with the children and delegate the responsibility of looking for the child to another member of staff. The venue of the visit, will also be informed to support the search. The leader will be in the best place to assess any dangers or risks that searching may incur. At no point should another child or adult be put at risk. Should the child go missing at the end of the visit, again a risk assessment will take place and should the decision be made that the remaining children board the bus/coach at this point at least 2 adults will remain at the venue, with at least one of these adults being a member of staff. The member of staff will follow Police guidance at the venue. The Head Teacher, if needed/appropriate will go to the venue.

As incidents like this are rare and unique, they will be assessed on an individual basis, with support of Local Authority, Police, School, Governors and Parents. Therefore procedures may be different from above and vary in circumstance.

The Governing Body

- 4.1 The governing body wishes to be informed about the following categories of visit prior to them taking place (if any): -

Residential visits

- 4.2 The governing body will receive reports from the headteacher or EVC detailing the school visits that have taken place.

- 4.3 The governing body will receive reports of any serious incidents which have occurred on a visit, and the action taken to prevent such incidents re-occurring.

Signature: **Name:** **Date:**
Chair of Governors

Signature: **Name:** **Date:**
Headteacher

Agreed by governors December 2018
To be reviewed September 2020