



# POCKLINGTON CE (VC) INFANT SCHOOL

## Education Visits Policy

<b>Date Reviewed:</b>	2023
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<b>Contact Officer:</b>	Dr Lynn Bartram
<b>Approved By:</b>	Governors

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Educational visits are activities arranged by our school, which require pupils to

leave the school premises, having been authorised to do so by the headteacher or other designated member of staff.

Educational visits are a valuable way to achieve the main intention of our curriculum which is that pupils will leave Pocklington Infants as children who understand themselves with a love of learning in their life. Our curriculum drivers inform the types of educational visits our children undertake.

At our school, educational visits form an integral part of our approach to furthering our pupils' education and personal growth.

This policy sets out our approach to planning and operating educational visits, to ensure the health and safety of our pupils and staff, and to make sure that our visits are available to all pupils. It sets out the roles and responsibilities of staff, pupils and volunteers when it comes to visits.

This policy applies to activities taking place within and outside of normal school hours. This includes (but is not limited to):

- Visits to places of interest in the local area
- Day visits to places such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities

## **Legislation and guidance**

This policy is based on the Department for Education's guidance on health and safety on educational visits, and the following legislation and statutory guidance:

- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education 2023

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

## **Roles and responsibilities;**

## *Headteacher*

The headteacher is responsible for:

- Approving staff requests for educational visits, including having final authority to approve any educational visit of less than 24 hours
- Making sure staff, including the educational visits co-ordinator, have received any necessary training

## *The educational visits co-ordinator (EVC)*

The headteacher is the appointed EVC at our school. Their role is to:

- Oversee and guide other staff to arrange and organise educational visits
- Assess the ability of other staff to lead visits and designate a suitable trip lead for each visit
- Assess outside activity providers
- Advise the headteacher and governing board when they're approving trips • Access the necessary training, advice and guidance
- Evaluate all visits once complete, from planning to the visit itself, and use this to improve future arrangements
- Approve EVOLVE Form

## *Trip lead (usually a class teacher)*

Every educational visit will have 1 member of staff designated as the trip lead. The trip lead will:

- Plan the proposed visit, taking into account the health and safety risks to pupils, staff and volunteers
- At least one month ahead of the proposed visit inform the office so they can o book coach
  - send a message out for parent / governor volunteers (please note it is not the offices responsibility to coordinate /organise volunteers).
  - release staff who don't normally work in that year group if needed e.g. ELSA o
  - notify parents via App
  - inform parents via app set up parent pay to collect voluntary contributions
- Make sure parents and carers are given accurate information about educational visits, including any costs or necessary equipment not supplied by the school or a third party
- Communicate key details about the visit and all locations to staff, pupils and parents/carers, including roles and responsibilities and expected behaviour

- Make sure staff are capable and able to fulfill their roles at all times while responsible for pupils and others
- Liaise with the kitchen, at least one month before the trip and then on an ongoing basis, to ensure either pack up provided or school lunch time is adjusted.

## Staff

Staff have a responsibility to make sure all pupils and staff who take part in visits are kept safe and understand the proper way to prepare for trips, as well as how to act while taking part. Staff will:

- Seek and obtain approval for all educational visits from the headteacher • Carry out any required risk assessments and work with the trip lead
- Ensure sufficient staff / volunteers are available to meet the ERYC ratios 4 pupils' needs •
- Look out for the health and safety of themselves and those around them
- Help manage pupil behaviour and discipline as required while on the visit
- Share any concerns or worries with the trip lead and others, as appropriate

## Parents and carers

By agreeing that pupils can take part in educational visits, parents/carers agree that they will:

- Provide all information required, such as emergency contact details and health/medicine information if applicable
- Sign and return consent forms (online / paper) and any other documentation required in a timely manner
- Share any concerns or information about the pupil that may affect or impact their ability to safely take part in the trip
- Contribute financially

## Office Staff

- Book coaches if required
- Send out information to parents (provided by the trip lead) via the school app
- Set up the trip on ParentPay to enable permissions and financial contributions to be collected
- Calculate the cost / child for each trip and advise trip lead
- Process any invoices /expenses for the trip

- Act as point of contact in case of emergency

### **Kitchen Staff**

- Provide packed lunches / snacks as requested by the visit leader
- Provide early / delayed school lunch as requested by the visit leader

### **Volunteers**

Volunteers attending school trips, including parent volunteers, agree to:

- Follow the directions of staff and act accordingly
- Behave appropriately and model good behaviour for pupils
- Report any concerns to the trip lead or other staff present as soon as possible
- Understand that they may not be grouped with their child, as the purpose of them attending is to supervise a group of children 5
- Make sure pupils under their supervision are acting safely and appropriately, and raise any issues with staff as soon as possible

### **Pupils**

Our school behaviour policy also applies to all educational visits. This includes the expectation that pupils will:

- Follow instructions given to them while on the trip
- Dress and behave as expected for the length of the trip

Pupils will always be reminded of our behaviour expectations before going off-site for a visit, and will be expected to uphold the school's behaviour policy at all times. A copy of our behaviour policy can be found on the school website.

## **Planning and preparation**

The decision on whether or not a visit will take place will be made by trip lead / headteacher and based on factors including:

- Cost (including any potential cost to parents/carers)
- Timing in the school year and any potential clashes
- Educational purpose and value
- Disruption to the normal running of the school
- Health and safety considerations
- Staff-to-pupil ratio
- Any other factors deemed appropriate and relevant

As part of the planning stage, information will be gathered by visit lead (usually classroom teacher) proposing the visit, including:

- Location and travel distance
- Travel plans or options
- Full cost breakdown, including multiple options where available
- Resources, including staffing, volunteers, and physical supplies
- Insurance detailed, where needed
- Risk assessment plans and first aid provision
- What safety measures can be put in place in order to reduce any risks

We will evaluate each visit after its conclusion, from the planning through to the visit itself, to continually improve the planning and experience of our future visits.

### **Inclusion**

All pupils, regardless of background or abilities, should be able to take part in every aspect of our school life, including visits.

If a pupil with a disability or an education, health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

We will adjust the trip programme where necessary, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.

Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

### **Risk assessment**

We will carry out a full risk assessment in line with EYRC policies/procedures. Existing risk assessments or those provided by the destination itself might also be used to support this process.

The risk assessment will include any specific medical issues and allergies (for staff and pupils), the role of additional support on the visit, specified activities to be carried out, as well as risks associated with transport to and from the destination.

Where practical, staff may make a preliminary visit to the trip destination as part of the planning and risk assessment process, but this is not mandatory.

Trip leads will raise any concerns or questions about potential risks and safety measures with the headteacher and, where appropriate, third party vendors.

Every risk assessment will be approved by the headteacher, and a copy taken on the visit and copy attached to EVOLVE form.

Example risk assessment - see Appendix 1

## **5.1 Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- At least 1 supervising adult able to administer first aid is present on all trips
- At least 1 qualified paediatric first aider is present on all trips
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- Appropriate spare clothing will be taken on all trips.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip
- Adults without a DBS check should not be left alone with pupils at any time
- The trip lead will take regular headcounts and/or roll calls

Where possible at least 1 male adult will be present.

## **Transport**

Transportation for trips will be organised by the school, in line with ERYC safety procedures. We will make sure pupils, staff and volunteers are transported safely and efficiently, with the required first aid provision.

Unless previously agreed with parents, transport for visits will leave from, and return to, the school site.

## **Use of external organisations**

As part of the risk assessment process, we will check that any external organisations providing an activity have appropriate safety standards and liability insurance.

This includes checking that organisations hold the Learning Outside the Classroom (LOtC) Quality Badge. Where an organisation does not, we will check additional details as outlined in the DfE's guidance on health and safety on educational visits to make sure it is an appropriate organisation to use.

## **Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than

required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past behaviour, including previous volunteer experience

Parents/carers selected to volunteer will be informed at least 2 weeks ahead of the visit, and asked to confirm their attendance. They will also be asked to confirm they agree with the expected behaviour. See our volunteer code of conduct.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, and the expected timetable of the trip.

Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised. Whilst volunteers play an important role and are often seen by children as being safe and trustworthy adults the headteacher and visit leader should undertake a written risk assessment and use their professional judgement and experience when deciding if the person is suitable to volunteer and what checks, if any, are required.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks.

### **Communication and consent**

The visit organiser (usually class teacher) will provide the office with a letter to send to parents and carers of pupils invited to take part in an educational visit at least 1 month before the proposed date of the trip. Communication will be via school App and /or letter, and information provided will include the date, travel times, destination, purpose of the visit.

We will also communicate:

- Times and details of travel, including drop-off and pick-up times and location
- Pupil-to-staff ratios and staff qualifications, where relevant
- Clothing and equipment required, and whether this is provided by the school
- Expected behaviour and consequences of pupils' failure to meet these standards

Where required, parents/carers will be asked to provide written consent for educational visits via parent pay. If parents do not consent to their child attending the trip, the child



will remain at school and the classteacher will provide work covering similar content to that which the pupils on the trip will learn.

Because most visits during the school day will be part of the curriculum, we will not always need written consent. However, we will always inform parents/carers as above about any off-site visits, and give an opportunity for them to withdraw their child.

We will always get consent before taking nursery-age children off-site.

Parents/carers will also be asked to provide current and relevant medical information and dietary requirements, as well as emergency contact numbers where they can be reached.

### **Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office. The school office will then contact parents/carers as required, and inform them of changes to plans or cancellations of trips and/or alternative travel plans. This will form part of a wider communication plan that covers how routine communications should be handled in such situations.

1 member of staff will always accompany a pupil seeking medical treatment.

In the case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 30 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report, to include steps that can be taken in the future to avoid similar incidents.

There will also be a clear process for evaluating all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

### **Charging and insurance**

We will follow our school's charging and remissions policy at all times. This can be found on the school website.

We will ask for a voluntary contribution to the costs of educational visits, but this will be entirely optional and will not affect pupils' ability to take part fully in the trip. If not enough voluntary contributions are received it may be necessary to cancel the trip.

We will make sure adequate insurance is in place for all trips.

### **Review**

This policy will be reviewed every 2 years by the EVC. At every review, the policy will be shared with the full governing board.

### **Links with other policies**

This policy links with the following policies and procedures:

- Health and safety policy
- Charging and remissions policy
- Behaviour policy
- Child protection policy
- First aid policy
- Special educational needs (SEN) policy
- Equality information and objectives
- Accessibility plan
- Early Years Foundation Stage (EYFS) policy

### **Appendix 1: risk assessment template**

Date of assessment:

Date(s) of trip:

Trip leader:

Assessor:

Trip destination:

Checked by:

HAZARD	WHO MIGHT BE HARMED AND HOW?	WHAT ARE YOU ALREADY DOING?	DO YOU NEED TO DO ANYTHING ELSE TO CONTROL THIS RISK?	ACTION: WHO?	ACTION: WHEN?	DONE
E.g. slips and falls caused by wet floor	Pupils and staff	Appropriate footwear to be worn, first aid kit to be carried at all times	Follow additional instructions from destination staff as appropriate	Trip leader	Duration of trip	
Volunteers	Pupils, staff and school reputation	Volunteers are DBS checked, or are known to the school e.g. parents	Volunteers who are not DBS checked will not be left unsupervised with pupils or asked to complete intimate care activities with pupils.	Visit Leader	Duration of trip	

## Appendix 2: volunteer behaviour and code of conduct

This code of conduct sets out the expected behaviour for volunteers attending school trips. Volunteers should read and sign this form, showing that they understand and agree to follow this code while acting on behalf of the school. If you feel you cannot agree with this code, please speak to trip lead at the earliest opportunity and withdraw from the trip.

A copy of this form will be kept in the school office, and you may ask for a photocopy to keep for yourself. This volunteer trip code of conduct will be used alongside the school's code of conduct, a copy of which can be found in the school office.

Volunteers agree to:

- Remain professional and respectful with staff and pupils at all times
- Listen to and act on instructions from staff
- Dress appropriately for the trip
- Arrive at the agreed time and remain until the trip is concluded and they are told they may leave by staff
- Pay attention to potential dangers and raise concerns with staff
- Act responsibly and demonstrate good behaviour to pupils
- Report any concerns about the safety or wellbeing of a pupil to staff as soon as possible

Volunteers agree **not** to:

- Exchange contact details with pupils unless told to by visit leader
- Engage in physical contact with pupils unless appropriate or required
- Share inappropriate personal information (i.e. personal beliefs, religious views, relationship status)
- Use demeaning, offensive, abusive or insensitive language
- Use personal mobile phones without permission of visit leader
- Smoke, drink alcohol, or use drugs (other than those required for medical reasons) or be under the influence of alcohol or drugs (other than those required for medical reasons) for the duration of the visit
- Allow themselves to be left alone with a pupil unless previously agreed with staff
- Take photographs or record pupils without the permission of pupils and visit leader

As a volunteer, I have read and agree to this code of conduct, and will follow the rules set out above.

**Name:**

**Signed:**

**Date:**