



# Educational Visits Policy and Procedure

Policy author	Business Manager
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Approved by	Headteacher

## 1. INTRODUCTION

We believe in raising achievement through organised, powerful experiences and opportunities including:

- Participating in challenging physical activity and encouraging a healthy lifestyle
- Raising self-esteem, confidence and independence
- Appreciating landscape diversity through exploring natural environment
- Experiencing a range of environments, extending cultural awareness and widening horizons
- Being involved in teamwork and problem-solving through residential experiences
- Engaging pupils and making learning 'real' and relevant
- Supporting national agendas and initiatives
- Learning about positive risk in different and diverse ways.

## 2. DEFINITIONS

Any organised, off-site visit involving pupils requires the permission and approval of the Educational Visits Co-ordinator and the parents/carers of the pupils attending. Some on-site events may also be treated as a trip to ensure our pupils' safety.

Related Policies:

- Charging & Remissions
- Health Safety & Wellbeing
- Medical Policy
- Safeguarding Policy

## 3. PRINCIPLES, AIMS AND OBJECTIVES

The aim of this policy is to sustain and promote a broad range of off-site educational visits from the school whilst ensuring safe practice and competent supervision. Queen Emma's Primary School believes that learning outside the classroom is an essential component of the curriculum. Our educational trips are many and varied, but with a clear purpose offering our pupils unique opportunities to develop their resourcefulness and initiative.

## 4. POLICY

### Charges and Voluntary Contributions

A voluntary contribution is requested if the trip is within the school day or is required as part of the national curriculum or part of Religious Education (ESFA rules). If the trip involves overnight accommodation a charge is made for board and lodging. If the total raised by voluntary contributions and charges is insufficient to cover the total cost of the trip, then the activity will have to be cancelled.

A charge is made for any extra-curricular trips. Deposits are requested for trips paid in instalments.

Parents can apply for financial assistance by completing an application form available from the school office. They will need to provide proof of their household income. The School Leaders (in consultation with the Business Manager, as appropriate) will determine what reduction, if any, should apply.

Payment should be made on-line using the student's ParentPay account.

### **Staff/Student Ratios**

This is determined on an individual trip's needs basis by the Trip Leader or Educational Visits Co-ordinator. All staff on trips are DBS checked.

### **Medical Requirements**

Medical conditions are referenced at the point the trip invitation letter is sent out to families. Families are required to check with the School Office if unsure about the medical details the school hold. The full medical needs of pupils going on the trip are assessed by the School Leaders and the trip leader. All necessary medicines, EpiPens, asthma inhalers etc. must be provided with the pupil. Failure to provide necessary medications, EpiPen or inhaler may exclude the pupil from going on the trip.

A basic level of First Aid support will be available at all times. An EpiPen-trained member of staff will also be present if required.

Contact details of the parents/carers are requested for the day of the trip.

### **Sporting Fixtures**

Sporting fixtures after school are offered to pupils by letter and require a permission slip to be returned. All sporting fixtures during school hours must go through the trip application process and be sent in the first instance to the School Leaders.

## **5. PROCEDURE**

Full training is provided to all staff wishing to be a trip leader.

All trip leaders must submit an EV1 form to the School Leader for approval. When approved, the trip leader can proceed to plan the trip with guidance from the Educational Visits Co-ordinator. An EV2 form must be completed by the Business Services Manager before any letters are sent.

## **6. ROLES AND RESPONSIBILITIES**

### **The Local Committee**

- The Local Committee will satisfy themselves that appropriate safety and safeguarding measures are in place.

### **School Leaders**

- School Leaders approve all trips via the Business Services Manager at the weekly leadership meeting.
- All responsibilities for trip approval remain with School Leaders
- Approve staff/pupil ratios for the trip.

### **Educational Visits Co-ordinator**

- To liaise with the appropriate School Leader to ensure the educational visit meets the school's curriculum requirements
- Ensure the trip leaders follow the school's procedure to ensure proper planning and management of the trip and that they do thorough risk assessments which are approved by the appropriate School Leader before the trip takes place.

- Ensure all trip participants' medical details are known to the trip leader with processes in place to support
- Ensure all trip leaders are trained and competent to lead a trip
- Ensure there are adequate first-aid trained staff
- Ensure via trip leader that activity providers (where applicable) are associated to an accredited body
- Ensure insurance cover is in place
- Ensure safeguarding issues are addressed
- Ensure that the appropriate School Leader is briefed and has all the information required to act in the event of a critical incident.

### **Trip Leaders**

- To submit trip applications to the Educational Visits Co-ordinator in good time to allow for safe and proper planning
- Check with National Guidelines website to ensure all areas for safety and planning are covered
- Define the roles of other staff on the trip to ensure effective supervision
- Ensure 24/7 emergency contacts are in place with key staff
- Obtain parental consent forms (where required) and medical details
- Effect proper planning by liaising with the Educational Visits Co-ordinator
- Prepare risk assessments for significant risks and submit to the Educational Visits Co-ordinator
- Ensure safeguarding/child protection issues are addressed including DBS checks
- Ensure first aid for the trip is addressed and covered by appropriately qualified staff
- Ensure via the Educational Visits Co-ordinator that the correct insurance cover is in place
- Ensure the School Leaders are satisfied with the benefits to the pupils
- Brief pupils on all aspects of trips including health and safety arrangements
- Ensure staff to pupil ratio is in accordance with the Educational Visits Co-ordinator's or School Leader's decision
- Ensure effective leadership of the trip
- Report back on incidents, near misses and successes
- Ensure staff are aware that they should not drink alcohol on school trips including residential trips or at any time when they might be considered as being responsible for pupils
- Where necessary, complete an independent provider's questionnaire.

### **Pupils**

- Pupil behaviour expectations and codes of conduct for the visit must be adhered to
- Pupils should be engaged in evaluating the risks of the tasks they are about to undertake
- Pupils and parents/carers should be made aware of the standards of behaviour expected and the consequences which may be used in cases where the standards are breached.