

# Willerby Carr Lane

Primary School



## Educational Visits Policy

### POLICY MANAGEMENT

<b>Approved by</b>	Full Governing Body
<b>Date approved</b>	25 June 2018
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<b>Next review date</b>	Summer 2021
<b>Version Control</b>	The most up to date version of this document is held on the school's intranet

## Purpose

This policy supports the school's aim to ensure that all pupils benefit from a rich and wide-ranging curriculum presented in an interesting and exciting manner, with opportunities for first-hand experience, practical work, investigation, learning through play, visits from "experts" and educational visits. Educational visits off site are a valuable and integral element of the planned work at Willerby Carr Lane Primary School.

## Objectives

- To stimulate and reinforce positive attitudes to education;
- To build pupil/teacher and pupil/pupil relationships;
- To promote health and fitness;
- To raise self-esteem and build on pupils' strengths and interests;
- To develop pupils' awareness of the environment;
- To enable pupils to respond positively to opportunities, challenges and responsibilities, thereby developing personal skills;
- To help children assess and manage risks in a sensible and controlled manner.

## Inclusion

In planning visits, the needs of all pupils must be taken into consideration so that the visit is accessible to all pupils.

No pupil will be excluded unless in exceptional circumstances (for example a child who runs away and has no understanding of road safety may be excluded from walking along a roadside path) where reasonable adjustments have been considered and then dismissed and this has been shared with parents. Venues must be carefully chosen to reduce barriers and all risk assessments prepared in advance of the visit. Reasonable adjustments must also be made to accommodate children requiring medication.

Sometimes it is appropriate to provide alternative activities for a group of disabled pupils and their peers when an activity is unacceptable.

## Responsibilities

### **The headteacher/educational visits co-ordinator**

- To ensure that the activity leader is competent;
- To give consent before the visit when he/she is fully satisfied that all arrangements are satisfactory;
- To determine, after full consideration, whether to give consent for the exclusion of a child from an educational visit.

### **The activity leader**

- To have full responsibility for the safe running of the visit in accordance with DFES, LA and school guidance;
- Wherever possible, to carry out a pre-visit to become familiar with the site;
- To obtain prior agreement for the activity to take place from the educational visit co-ordinator, and, where necessary, the governors, using the ROVER online application;
- To ensure that all staff and volunteers are aware of emergency procedures;
- To inform parents of details of the visit;
- To ensure that adequate insurance cover is in place;
- To maintain discipline of a high standard, at least to that expected in the school setting. To liaise with parents/carers of children who have SEN or are physically disabled, to ensure the full inclusion of the child;
- To discuss, and obtain agreement from the educational visit co-ordinator, before making the decision to exclude any pupil from an educational visit;
- To carry out risk assessments for all activities to be undertaken together with a plan for managing the risks where necessary;
- To ensure that an accurate list of all visit participants and their details is available throughout the visit and a similar list held by the school;
- To ensure that an accurate emergency procedures form (Appendix I) is available to all leaders and the school has a copy of the school emergency procedure. (Appendix II)

### **Governing Body**

- To question the visit's educational objectives and how they will be met
- Consider the value for money of the visit
- Ensure the implementation of the policy
- Ensure that an educational visits co-ordinator is appointed.
- For Category 3, 4 & A visits, monitor the relevant documentation and agree the visit if documentation is in order. Note that the LA also responds carefully to the Educational Visit Approval Form (ROVER – see below).

### **Risk Assessments**

Visits are arranged in line with the Local Authority recommendations for risk assessment. Visit Risk Assessments are managed using the LA system - ROVER (Record of visits East Riding). ROVER is an online database for the recording, notification and approval of educational visits. Only the headteacher can give "in-house" approval for the visit using ROVER.

### **Volunteers**

- Where volunteers are managing a group away from teaching staff they will require a disclosure. All volunteers on residential visits will require a disclosure.
- Volunteers should follow the instructions of the group leader and understand clearly their role on the visit.
- Where possible, volunteers should meet with pupils prior to the visit. This is essential where the volunteer is supporting a residential visit.

## Records / communications

All visits off site should have risk assessments carried out which takes consideration of the age and number of pupils taking part, travel arrangements, the hazards of the environment to be visited and the nature of the activities. They follow county guidelines as to the category of the visit. There should also be on-going risk assessments if the need arises. Any details of incidents should be logged and kept.

Parents should be made aware of the arrangements for the visit. Those parents who withdraw their child from the visit can do so and the school must make alternative arrangements at school for those children.

## First Aid

There should be a trained first aider on every visit and a first aid box should be readily available on all visits. The school will make available basic first aid training for all staff from time to time.

## Emergency procedures

The school has emergency planning procedures in place which are 'walked-through' on a regular basis. The school adopts the LA guidance and all staff and helpers should be aware of the essential guidelines prior to the trip. A mobile phone is taken on all off-site visits. There is a designated emergency contact available at school or the LA at all times of day/night.

## The Charging Policy

Please refer to the school's "Charging and Remissions Policy".

## Transport

Only reputable companies should be used. Seat belts are mandatory. The school only uses companies on the LA approved list.

Where private cars are used the following details must be current:

- Valid driving licence;
- Valid Road Fund Licence and MOT;
- Insurance valid for carrying passengers on an off-site visit.

The volunteer driver should sign a declaration that all these are in place. Where teachers transport children, their insurance has to cover this under their professional duties. No reimbursement can be given as this will invalidate insurance cover. Parents should all be informed if their children are transported by private car and if an objection is raised other transport should be found. The school does have booster seats which conform to the appropriate standards and these must be used where the children are under the legal height/age. The required information on the use of these seats is available from the school office.