

# Willerby Carr Lane

Primary School



## Educational Visits Policy – COVID-19

### POLICY MANAGEMENT

<b>Approved by</b>	Full Governing Body
<b>Date approved</b>	14.06.2021
<b>Effective date</b>	14.06.2021
<b>Next review date</b>	Summer 2023
<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.

## **COVID-19**

**In response to COVID-19 guidance the specific contingency plans and awareness raising measures are outlined in this addendum to the existing Educational Visits Policy. As such these contingency arrangements are obligatory and must be followed by all staff.**

Whilst the existing arrangements and responsibilities outlined in the school Educational Visits policy remain in place, in the current context specific and vital additional strategies are required to be implemented to ensure that continuity of support for children and others attending on Educational Visits at this time.

This document provides guidance for planning and managing outdoor learning, offsite visits and learning outside the classroom during the Coronavirus (COVID-19) pandemic. It will be likely to change as Government guidance changes and guidance will be monitored.

All Educational Visits should involve some form of risk assessment and the new risk assessment for Educational Visits and COVID-19 should be used in conjunction with all other risk assessments applicable for the visit.

### **Government Guidance**

It is essential that current government guidance is followed.

### **Guidance applying in England**

The Department for Education (DfE) has issued a range of guidance for teachers, school leaders, carers, parents and students, at: [www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)

This includes guidance for schools, at: [www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools](http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools)

These advise against all educational visits during the national lockdown. However, there are good reasons why you should encourage learning outside as much as possible.

### **Planning and Managing Outdoor Learning**

The following guidance for planning and managing activities is specific to operating during the COVID-19 pandemic.

It is particularly important to follow government guidance about 'social distancing', group sizes, consistent groups or 'bubbles', personal protective equipment and hygiene, whether indoors or outdoors, on-site or off-site.

You should consider avoiding activities which have a high likelihood of minor injuries, so as to reduce the need for first aid, close contact with participants, or visits to hospital.

If the planned activity is in an area open to the public, you should consider carefully how you will ensure that your group is isolated from the public.

The same attention should be given to hygiene when outdoors as when indoors. For example:

- Regularly washing/sanitising hands including when going outside, before and after touching shared objects such as activity equipment, before eating, after using the toilet, when getting on or off transport such as a minibus, when returning inside;
- Avoiding touching objects shared by the public – for example, a member of staff could hold a gate open to avoid everyone touching it;
- Avoiding activities which involve touching each other (e.g. holding hands);
- Sanitising equipment before it is used.

Consider carrying, or having easily available, antiseptic hand gel, antiseptic wipes, tissues, bags for waste, gloves and face masks and possibly disposable aprons and eye protection, in case staff need to administer first aid or give direct support or personal care to a participant.

Be aware that antiseptic hand gel usually contains a high proportion of alcohol, and could therefore be a temptation for abuse by some young people. It should be used under close staff supervision.

During some activities, it may be possible to designate or mark out ‘zones’ within which individual participants work, to avoid contact between them.

It is important to keep parents informed about your plans and the precautions you are taking, both indoors and outdoors.

### **Planning and Managing Off-Site Visits**

When planning a visit, you should take the current government guidance into account as part of your process of risk assessment, and then check it regularly in the days and weeks leading up to the visit, and during a residential visit, and make any changes necessary to your plans.

It is important to have contingency plans in case of changes to government guidance or, for example, staff becoming unavailable because of a requirement to self-isolate.

You should consider the ability of participants to comply with COVID safety measures at the venue.

Parents and participants may naturally be concerned, so you should discuss their concerns with them and keep them informed about the situation and how you plan to mitigate any risks.

If you plan to visit a venue such as a museum or gallery, or to attend a public event such as a concert or sporting fixture, or to stay in accommodation such as a hostel or hotel, or if you are using a tour operator or activity provider, discuss the potential effects of COVID-19 with them at the time of booking, and keep in touch with them during the run-up to the visit.

You should check that any provider you intend to use has assessed the risk of coronavirus and implemented control measures to prevent infection. Some providers may not have had the benefit of the advice and support available to education establishments, and so may not be fully aware of the measures that are expected. You should consider making a preliminary visit to check the measures in place and to discuss any issues with the provider.

## **Travel**

In normal times, using public transport for a visit has many educational, environmental and social benefits. However, the government currently advises that public transport should be avoided if possible.

Where walking or cycling is not possible, dedicated transport (such as a minibus or coach) should therefore be used.

The principles and procedures for using dedicated transport should align as far as possible with those used in the school or other setting. You should consider:

- how participants are grouped together on transport - where possible this should reflect the groupings (e.g. 'bubbles') used in the school or other setting;
- the use of hand sanitiser when getting on and off transport;
- additional cleaning of vehicles;
- ensuring that boarding and disembarkation are organised;
- distancing on transport where possible;
- adequate ventilation on the vehicle (ensure pupils have appropriate clothing for the journey);
- the use of face coverings.

## **Managing the Financial Risks**

If you make any bookings or financial commitments, you should clarify how the terms and conditions will apply if you, or the provider, have to cancel, or are prevented from going ahead because of COVID-19 or its effects – for example, due to government guidance or a 'lockdown'. You should ensure that any assurances you are given, such as a 'COVID Promise', are included in the terms and conditions of the contract with the provider.

If the visit involves any significant financial commitments, such as travel or accommodation, you should discuss the potential effects of COVID-19 with the LA Insurance department. For example, will the insurance cover the cost of cancellation, curtailment or delay due to changes in government guidance or virus control measures (such as members of the group being isolated at home or in a hotel and prevented from travelling, or due to a 'lockdown')? You should ensure that any assurances you are given are included in the insurance policy.

You should ensure that parents are clear about any financial consequences of cancellation or other effects of COVID-19.

## **Review of policy Addendum:**

We will constantly review the operation of this addendum and make adjustments if identified and on receipt of further Government, DfE, ERSCP, ER LA or other advice and updates etc.