



SHARLSTON

COMMUNITY SCHOOL

Educational Visits Policy

Review Date	Changes	Staff
V1 Sept 2020	Policy written	Julie Dunderdale HT
V2 June 2023	Amendments to named EVC	Julie Dunderdale HT
Sept 2025		

Introduction

School visits, which provide valuable opportunities for learning through first-hand experience, are an integral part of the curriculum. The safety of all children and adults participating in any planned educational visit or journey is of paramount importance. It is the duty of all staff leading all educational visits to risk assess any planned visit thoroughly and to consult with the Education Visit Coordinator (EVC). If in any doubt about the safety of any member of the party, the visit should not go ahead.

The school reserves the right to withdraw any student from an educational visit if the student repeatedly displays poor standards of behaviour in school and the Headteacher considers that this behaviour would pose a serious health and safety risk. All risk assessments must be given to the EVC and retained for future reference. A Risk Assessment document is a legal requirement and subject to audit.

At Charlston Community School, we believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Charlston Community School a supportive and effective learning environment.

The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increasing their curiosity and resilience.
- Improving their achievement and attainment across a range of curricular subjects.
- Enhancing opportunities for their learning in the 'real world' 'learning in context'.
- Increasing their risk management skills, through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. Encouraging pupils to become more risk aware as opposed to risk averse.
- Developing a greater sense of personal responsibility.
- Engagement in team working including enhancing communication skills.
- Improving environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Developing physical skills as well as the promotion of fit and healthy lifestyles.

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day. In addition to this, Charlston Community School uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

Planning

All staff are required to plan and execute visits in line with this school policy, Waterton Academy Trust policy and National Guidelines. The following questions must be addressed when planning a trip:

- What are the educational benefits likely to arise from the visit?
- What does the place to be visited have to offer?
- Is there sufficient time for planning?
- Is the travelling distance suitable?
- Is enough known about the location?

Types of Visit

There are three 'types' of visit:

1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day (local walks/working within the school grounds).
2. Non-residential visits within the UK that do not involve an adventurous activity. E.g. Visits to museums, farms, theme parks, theatres, etc. These are entered on EVOLVE by the visit leader and submitted to the EVC for checking.
3. Visits that are overseas, residential, or involve an adventurous activity. (These do not usually involve pupils at our school, given their age).

Roles and responsibilities

Visit leaders are responsible for the planning of their visits and for entering these on EVOLVE (where required). They should obtain permission for a visit from the Headteacher prior to planning, and before making any commitments. Visit leaders have the responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.

Visit leaders are responsible for:

- adding the event to the school diary
- informing Headteacher of the event (including costs for parents/carers)
- arranging additional adults
- arranging the travel

The Educational Visits Coordinator (EVC) is Mr Powell who will support colleagues with visits and learning outside the classroom. The EVC is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE . The EVC sets up and manages the staff accounts on EVOLVE and uploads generic school documents. The Headteacher has responsibility for authorising all visits. For all out of school walks / visits, the following must be in place

The following are potentially significant issues/hazards when on a school visit:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil. • Uneven surfaces and slips, trips, and falls.
- Weather conditions. • Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.).

These are managed by a combination of the following:

- The Headteacher/ EVC must give approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- There will normally be a minimum of two adults. (appropriate and safe ratios will be maintained at all times).
- Staff are familiar with the area, including any 'no go areas'.
- Pupils have been trained and have practiced standard techniques for road crossings in a group
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile or personal mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- A detailed Risk Assessment
- A letter to parents outlining the event and requesting parental consent;
- A First Aider must accompany every visit.
- Complete an Emergency Contact List
- Children's emergency numbers and medical records
- Briefing of all adults, before the visits r/e their roles and responsibilities and what to do in case of a critical incident;
- On return complete a report any additional accident / incident forms as appropriate.

Levels of Supervision Levels of supervision are decided upon for each visit, taking into consideration the relevant variables (e.g. age, experience, children, nature of activity, location, physical hazards).

As a guide:

Nursery children should be supervised at a level of 1:2

Reception children should have a minimum adult to pupil ratio of 1:4

KS1 adult : pupil ratio – a minimum of 1:6

Visit organisers should take individual children's circumstances into account and adjust the supervision as necessary to ensure the safety of children at all times. A qualified teacher must accompany children on all visits. For sporting fixtures out of school a qualified teacher will accompany the group whenever possible. On the rare occasions when a qualified teacher is not available, parents will be informed that they must accompany their child and take full responsibility for them.

Sports Fixtures

The arrangements of all sports fixtures must be planned and organised accordingly. If teachers' vehicles are used for transporting the pupils the school is responsible for ensuring tax, MOT, appropriate insurance are all in place. Appropriate child restraints must be used in line with Government legislation.

Inclusion

The school is fully committed to inclusive practice, incorporating our duties in line with the Equality Act 2010. We believe that educational visits play a crucial role in the growth and learning opportunities that we are able to provide our young people and we will make every effort, to the extent that it is reasonable and safe, to ensure that all pupils have the opportunity to partake in educational visits. The visit organiser will make every effort to ensure that all children are included on visits, including those with special educational needs, disabilities or other special conditions or circumstances. This may require additional adult support, increased staff to pupil ratio, adult training for specific medical conditions etc. The visit organiser will take all reasonable steps to ensure inclusion for all. If the headteacher feels that by going on a visit out of school, a child may put their own safety or the safety of others at serious risk, the child will be expected to attend school on the day of the visit, but will not be permitted to go on the visit.

Equipment

The following items should be taken on all visits:

- First Aid Equipment
- One emergency asthma inhaler and paperwork relating to each child in the group with asthma. (Children should also carry their own inhaler unless too young to do so.)
- Prescribed medication
- Sick bucket
- Mobile phones
- Contact list for emergencies for all children and adults in the party

Transport

Local coach companies are used to transport children, the best tender is accepted.

In the event of an accident:

- Attempt to park in a safe place
- Keep the passengers in the vehicle unless they are at risk by doing so.
- On a motorway children should be taken away from the road.
- Note the precise location.
- Assess the situation and report the details to school as soon as possible.
- An adult must stay with the children at all times.

Delays

If delayed contact the school at the earliest possible opportunity and proceed at a safe speed.

Injuries

- Assess the injured without placing yourself or anyone else in any harm.
- Only attempt First Aid if qualified.
- Reassure and protect the casualty from further harm.
- Send for help: dial 999 and give the following information: the location, details of casualties – age / condition, phone number.

Critical Incident Plan

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. The visit leader/s and the base contact/s know to request support from Waterton Academy Trust in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.