Educational Visits Policy

Policy Creation and Review	
Author(s)	**Boleyn Trust Governing Body**
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Educational Visits Policy

Rationale
Pupils benefit enormously from taking part in educational visits. It is an extension of their learning outside the classroom. As well as enhancing their learning, pupils have the opportunity to undergo experiences not available in the classroom and such visits help to develop additional skills such as;

- Confidence to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust.
- Improved achievement and attainment including physical and creative.
- Greater sense of personal responsibility.
- Increased risk management of skills.
- Team work encouraging communication skills.
- Understanding of a range of environments.
- Opportunities for learning in the 'real world'.

As a school we follow the OEAP (Outside Education Advisers Panel) National Guidance and the DFE Guidance. We also use organisations that have achieved The Council for Learning Outside the Classroom (LOtC) awards as they meet nationally recognised standards.

We use the online tool EVOLVE for planning and evaluating educational visits supported by NPW /The Education Space.

Purposes
Educational visits are an essential element of **good primary practice.**

Educational visits provide stimulus and support to work being covered as part of the school curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work or alternatively teachers may decide to use an educational visit at any time during a topic to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the **educational benefits to the children are maximised by ensuring:**

the learning objectives are met, key language skills are addressed, evidence from the visit is recorded, additional adults are well informed of their role on the visit and pupils are fully involved in the planning of the visit and the possible risks.

Expectations
Each Year Group should plan at least one educational visit per term and some local learning area visits.

Year groups should follow the suggestions on the curriculum overview or seek approval or suggestions from the EVC (Educational Visits Co-ordinator), the curriculum leader or a member of Senior Leadership Team (SLT) regarding an alternative. www.lotcqualitybadge.org.uk is a website that list places that have received accreditation regarding learning outside the classroom.

Guidelines
Any visit that leaves the school grounds is covered by this policy.
There are two types of visit:

1. Local Area Visit- Local Learning Area (anywhere within walking distance from school)

These are covered by our online generic risk assessment. They are considered as lessons in a different classroom. Parental permission has already been sought, at the pupil admission interview therefore parents would be informed via 'ParentMail' of where and when the learning will take place. They must be recorded on Evolve via 'Local Area Visit 'and a signing out sheet should be left with the office.

The significant issues/hazards within our Local Learning Area

1. Road traffic
2. Other people/members of the public/animals
3. Losing a pupil.
4. Uneven surfaces and slips, trips and falls.
5. Weather conditions.
6. Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc)

These are managed by a combination of the following

- The Head, Deputies or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept of our 'School Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area.
- Pupils are in twos at all times.
- Pupils are briefed about possible risks and what to do including if they become separated from the group.
- Appropriate clothing and footwear are checked prior to leaving school.
- Staff are aware of any relevant medical needs of the group.
- Visit leader will carry a fully charged mobile phone.
- Staff will complete and leave in the office a list of staff, pupils, the destination, timings and the mobile number of the visit leader.

Swimming

- Staff attending will include one female and one male member of staff to supervise changing rooms. If not inform the leisure centre if they have a member of staff available before leaving school.
- A member of the leisure staff should accompany group to swimming pools.
- Access to the leisure centre is via the school gate by the running track. Code provided by Health and safety lead- DHT or school PE staff to teachers. Teachers to ensure gate securely shut afterwards.
- All pupils to have a swimming hat.

2. Visit forms-Visits that need extra planning are:

- overseas visits
- residential visits
- adventurous visits
- visits involving the use of public transport.

All these visits begin with a preliminary visit undertaken **by the Visit Leader**.
The preliminary visit highlights any potential hazards and under ESN (Event specific notes) action on how they will be managed should be listed or attached to Evolve separately. Visit leaders need to address how to ensure effective supervision of their group regarding:

- **S**taff
- **T**ransport
- **A**ctivity
- **G**roup
- **E**nvironment

Some hazards to consider regarding the above are;
1. Staff competence
2. Transport safety
3. Knowledge of potential hazards at each location/venue to be visited (city centre, lake, beach, country/coastal walk, farm etc)
4. Getting lost/speaking to adults
5. Changeable factors (weather)
6. The activities undertaken (rock climbing, swimming etc)
7. Individual group needs (SEND, medical, fears, allergies)
8. Hazards during any 'informal activities' (evening, recreational activities)
9. Accommodation (fire, balconies, security etc)
10. For visits abroad consider the hazards specific to the country (contact The Foreign Office), passports/visas, travel/medical insurance, parent permission slips, a first aider and a language speaker to accompany the visit.

EVOLVE (once you have a password from the admin team)

- Google **Evolve edufocus**
- Scroll down list of organisations and click on **NPW/The Education Space**
- You will then receive an email to be able to log on
- Read important updated news.
- Click on Add (blue tab) to start a form.

Please inform the office of potential dates before any booking is made. They will check that no other visits are on that day. Please do not book whole year group visits on the same day.

Once a date is confirmed **the office** will put the date in the diary, order travel tickets and advise about the **Free School Packed Lunches** if necessary. Email Audrey if a letter is needed.
This needs to be done at least three weeks in advance.
Inform DHT who will organise the adults you require. For children under 5 a trained First Aider MUST accompany the group. For children between 5-8 years old OFSTED recommend that a trained First Aider should accompany the group. (Copies of all care plans should be taken if applicable).

Visit forms should **be sent to EVC two weeks before planned visit so it can be approved by Safeguard Lead and/or SLT.**

On the day please sign out at the office and include group list.

Give pre-visit briefings to staff, additional adults, and pupils.
A School Incident Form must be completed if a medical incident occurs on a visit.

Emergency procedures

- There is always a nominated emergency base contact for any visit (during school hours this is the office who will inform a member of the senior management team)
- Outside school hours the nominated contact will be the Head teacher or a Deputy Head teacher. Nominated contacts will have the relevant medical information of all participants.
- On visits staff will follow the emergency procedures stated on the Visit Leader Emergency Action Card which is carried by the leader and found in the school first aid kits.
- When base contact staff are informed of an emergency they are to follow OEAP National Guidance - Emergency Plan which is tested through desk top exercises and periodic scenario calls by visit leaders.

The visit leaders and base contacts know to request support from the local authority in the event of an incident that involves serious injury or fatality, or where it is likely to attract media attention.

Inclusion
We are an educationally inclusive school as we are concerned about the teaching and learning, achievements, attitudes and well-being of all our pupils. We work hard to offer equality of opportunity and diversity to all groups of pupils. Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. As such, we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring
As a school we will internally monitor all visits through;

1. The Educational Visits Co-ordinator (EVC) and Safeguard Lead will check and monitor all visit forms **thoroughly online.**
2. The EVC/SLT will take part in some visits and evaluate.
3. The Educational Visits Co-ordinator will ask staff to complete an evaluation where applicable.
4. The EVC/SLT will ensure that suitable training is available for all teaching staff yearly.
5. EVC/SLT will provide further training for Visit Leaders where applicable.
6. The EVC/SLT and Subject Leaders will monitor all school planning, books and displays to ensure visits are included in the curriculum.
7. Ensuring that emergencies and managing critical incidents on Educational Visits are included in the school Health and Safety Policy.
8. EVC/SLT to ensure suitable adults as Visit Leader.
9. EVC to ensure that the school follows the OEAP National Guidance when responding to an incident during an off-site visit and where applicable the Local Authority-NPW/The Education Space.