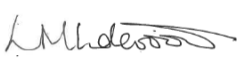


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Adopted by Governing Body:			
Chair Of Governors:	C Brown	 24.8.2022	



Avenue Primary School Educational Visits Policy 2022- 2025



Context

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 Avenue Primary 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.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

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 Educational Visits Policy, Avenue Primary:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.seapng.info (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are four 'types' of visit:

1. **Visits/ activities within the local area that do not include entering a building or transport, these take place during the normal school day.**
These are entered onto 'Local Area Visit Sign-Out Sheet' which is signed by the phase leader. The form including class lists and risk assessments are handed into the office on exit who scan copies to the EVC.
2. **Visits/activities within the local area that do enter a building or require transport (including swimming), they take place during the normal school day and are part of the school curriculum.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
3. **Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.**
These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
4. **Visits that are overseas, residential, or involve an adventurous activity (eg. canoeing, climbing, trampoline parks, ice skating).**
These follow 3. above, but the Head then submits the visit to the LA for approval and they are submitted at least 8 weeks before the visit.

Roles and responsibilities

Visit leaders* are responsible for the planning of their visits, and for entering these on EVOLVE. They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments. Visit leaders have 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 can be class teachers, support staff including sports coaches. A number of staff, including sports coaches, are qualified visit leaders, alongside the HT, DHT, year 5 & 6 phase leader, a KS 1 teacher).

The Educational Visits Coordinator (s) (EVC) are Jenny Goddard (DHT) and Louise Underwood (HT) who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

The Head Teacher has responsibility for authorising all visits, and for submitting those that are overseas, residential or adventurous to the LA for approval.

The Governing Body's role is that of a 'critical friend'. Individual governors may be given 'read-only' access to EVOLVE.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Avenue Primary's Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and may be downloaded from EVOLVE Resources. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

Parental Consent

Consent is not required for activities within the Local Area that are part of the normal curriculum during normal school time; however, school obtains blanket consent each academic year via an online form.

The school obtains blanket consent at the start of each year for certain other routine activities, eg. after school fixtures, trips within the school day etc, through an online consent form which includes all of the trips and visits, including one-off spontaneous in the local area or visits to the library or neighbouring schools. Consent is collected annually for swimming on a separate form for children who have been provided with swimming as part of their PE curriculum.

Parental consent is obtained electronically and additional information for residential visits. This is recorded on EVOLVE once it has been obtained.

Inclusion

At Avenue Primary School we ensure that all trips and visits are accessible to all pupils at school. When necessary, amendments and adjustments are made to allow children with additional needs are included fully in visits, workshops and trips.

The school complies with the Equality Act 2010 (see school's Equality and Inclusion Policy).

Charging / funding for visits

Trips, visits and workshops are subsidised through the school budget for all pupils.

Pupils entitled to Pupil Premium funding have a greater subsidy (trips costing <£10: PP pupils are charged a maximum of £3; trips costing > £10 : PP pupils are charged a maximum of £5.00).

Avenue Primary School will request voluntary contributions from parents and a trip will only run if sufficient voluntary contribution is accrued.

No pupil will be excluded from a trip because of a lack of contribution.

Transport

Where possible pupils and staff will walk to venues. Where transport is required, school will only book buses, taxi, mini-buses from the approved list of providers on EVOLVE.

Use of staff cars to transport pupils – Staff are able to use own staff cars to transport children but staff will have followed the LA procedures in relation to their vehicles. Staff must have business use on their insurance; full MOT; insurance; service history. Staff will sign a form.

Insurance

The school has ACE, the Local Authority insurance.

Swimming Lessons

Swimming lessons are given to children in Key Stage 2 at various points during the

Year – year 4 swim for a full academic year, year 3, 5 & 6 will swim for an agreed number of weeks. Swimming lessons are led by the school sports coach, a qualified (through the LA) visit leader. Adequate numbers of staff attending swimming are first aid trained (sports coaches level 3, teachers and support staff level 2 minimum) in line with the school's Health & Safety Policy. The pupils are accompanied by the same school staff each week, ratio 1:10. All staff are dry and induction tested annually at the swimming pool by the Leisure Centre staff. The majority of staff, including at least three staff who enter the water, are wet tested. The Head Teacher completes termly checks at the pool as per H & S guidelines.

Consent is given on a separate form by parents, consent is also given for swimming goggles and other related H & S matters. The children are transported by the same bus company throughout. The sessions, including all risk assessments, EOP and other pool guidance are uploaded onto EVOLVE for the EVC and head approval.

Extra-Curricular and After School Care Clubs

Consent is obtained for all extra-curricular and After School care clubs. Parents provide consent for those children who walk home alone after a club.

Appendix 1 -

Operating Procedure for All Visits

The following are potentially significant issues/hazards:

- 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 Head must give verbal or EVOLVE approval before a group leaves for visit types 2, 3, 4 (page 3).
- The phase leader gives written approval before a group leaves for visit type 1 (page 3).
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- There will normally be a minimum of two adults, one of which being a first aider on any visit. Additional adults are linked to ratios for different year groups : F1- 1:3; F2- 1:4; KS 1- 1: 7; Year 3 & 4 - 1: 10; year 5 & 6 - 1 : 15.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate group management techniques.
- 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 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).

Appendix 2 – Emergency Procedure

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. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority 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.
6. For visits that take place outside the School Learning Area, the visit leader will carry either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources), or
 - b) An OEAP National Guidance Emergency action card (*Available via www.oeap.info*)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.