



## Educational Visits and Activities Policy

### Mission Grove Primary School

This Policy has been written for and adopted by the Governing Body of Mission Grove Primary School.

#### VISION STATEMENT

*For the children at Mission Grove to become well rounded individuals who have drive, passion and the confidence to do their best. Who leave with the skills to succeed and flourish in life. Staff have high expectations of themselves and others and are reflective practitioners. Mission Grove provides security, opportunities and enjoyment for all.*

**Approved by Governing Body**

**Date :**

**Review Date :**

Educational Visits and Activities Policy

EDUCATIONAL VISITS AND ACTIVITIES POLICY

## **Introduction**

At Mission Grove, we recognise and promote the use of educational visits and activities in order to offer a broad, balanced and stimulating curriculum that promotes the pupils' spiritual, moral, cultural, social and academic development.

We endeavour to provide a range of visits, activities and experiences for all of our pupils throughout their primary school career including:

- Accessing the local area and community
- Visiting venues further afield such as museums and exhibitions
- Studying at other educational venues such as other schools and field study centres
- Taking part in individual, seasonal and annual events such as art and music events
- Participating in sporting events and competitions
- On-site activities such as creative workshops, speakers and theatre groups
- Residential visits

All visits and experiences are selected with the principle that they will add value and enrich the pupils' learning and development and may be organised in a range of ways:

- **Classes/Year Groups** Most visits relate directly to areas of learning of specific classes or year groups
- **Groups** Some visits and activities are aimed at supporting specific pupils such as School Council members, sports teams, extra-curricular clubs.

## **Planning for educational visits and activities**

All educational visits, activities and experiences that are offered at Mission Grove Primary School are planned for in order to ensure pupil safety and appropriateness. These are recorded, evaluated and kept on file to inform future plans.

At the beginning of each academic year teaching staff make provisional plans for the whole year and submit these plans to one of the Educational Visits Co-ordinators.

Some visits and activities are planned later in the year when such opportunities arise.

Lead teachers complete an approval form at least 3 weeks prior to any visit or activity, including visit details and costing, before any final bookings for transport or venues etc are made.

*See appendix for approval forms and planning guidance [On Teachers drive]*

## **Routine and Expected Visits**

Routine and Expected Visits will generally be to local venues, involve easily managed activities, happen on a regular basis, and be completed within normal school hours. Activities could include public and other means of transport.

When children join our school, parents are informed about the range of activities that are part of the curriculum. Parents are advised that they will be informed about the general plans for Routine and Expected Visits, but that they will not necessarily be told every time their child goes off-site. The school will endeavour to inform parents of the visit details in advance, this may be via a letter, the school website or the school app.

Parents will be informed about any specific arrangements, such as the need for adequate outdoor clothing and footwear or packed lunches.

Consent for Routine and Expected Visits will be gained when a child is admitted and renewed on an annual basis.

### **Parental consent**

Parental consent will be sought for any trips which are not routine or expected. This includes any adventurous activities and trips which are not within normal school hours.

Parental consent will be sought for all visits for the nursery children.

The following activities are regarded as 'adventurous' and parental consent as well as LA approval will be sought for trips involving these activities:

- Camping
- Canoeing / kayaking
- All other forms of boating (excluding commercial transport)
- Horse riding

The following activities are not regarded as adventurous and therefore do not require separate parental consent or LA approval. However, these activities will be supervised by a member of staff who has previous relevant experience and who in the opinion of the EVC and Headteacher is competent to supervise the activity:

- Walking in parks or on non-remote country paths
- Physical Education activities and sports fixtures (other than the above)
- Field studies - unless in the environments stated in 'open country'
- Swimming in lifeguarded pools
- Theme parks, tourist attractions
- Pedal go-karts
- Ice skating (rink)
- Farm visits
- Local traffic survey
- Museum, library, etc.
- Water-margin activities

### **Charging for visits**

We endeavour to make most of our educational visits free. However, to make some educational visits and experiences financially viable, a voluntary contribution for the cost of the visit is requested from parents. No pupil will be prevented from participating in an offered visit in the case of no financial contribution being received. All such visits are non-profit making and, where appropriate or possible, the school will subsidise the overall cost. In the event of insufficient funds being available then the visit will be cancelled and all paid monies returned to parents.

Where the cost of a visit exceeds £15, or where the school consider it to be appropriate, parents are offered the option of making payments in instalments in advance of the visit.

### **Transport**

We ensure that any privately hired transport will provide individual seatbelts for all pupils.

For any off site events where the transport is not provided, the children either take public transport or walk to the venue.

## **Residential Visits**

At Mission Grove, we offer the opportunity of a residential activity visit to the Year 5 and Year 6 pupils. In addition to the procedures set out for all other educational visits, parents are invited to attend an initial meeting to discuss all aspects of the visit. Approval for such visits must also be gained from both the Governing Body and the Local Authority. A male and female member of staff will always attend a residential visit.

## **Safety**

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take lifesaving action.

Safety of pupils, staff and volunteer support on all educational visits and activities is paramount. Mission Grove Primary School adheres to the London Borough of Waltham Forest's document 'Requirement for Educational Visits'. This is reviewed annually and all staff are informed of updates where appropriate.

The EVC monitors all visits and considers their safety and the competence of staff leading and attending visits before approving them.

Risk assessments are carried out for all visits, where appropriate, and pre-visits are carried out by staff, where necessary.

The LA requires the school to ensure that there is an **appropriate supervision level at all times**, and that this level of supervision has been approved by the EVC and Headteacher.

Adult to pupil ratios are dependent upon the type of visit and pupil needs and therefore may be changed in consultation with the EVC and Head teacher. Below are Mission Grove's ratio guides:

Nursery	1:2
Reception	1:5
Key Stage 1	1:6
Key Stage 2	1:10

When more adults are available, this will lower the ratio of the children in a group. Adults working on a 1:1 basis with a child with SEND are not considered as part of these ratios.

The visit leader should not be responsible for a small group of children, as they have overall responsibility for the entire group.

## **Volunteer helpers**

We welcome additional support on educational visits from parents of pupils. It remains the lead teacher's responsibility to ensure that all additional helpers are aware of the visit details, contact numbers, meeting points and times and emergency procedures. A meeting will be held a day or so before the visit to share all relevant information.

Parent helpers will either be asked to supervise their own child on a 1:1 basis, or to supervise a small group of children, which does not include their own child.

Additional helpers should always support small groups of pupils and it is recommended that they are paired with other groups during the visit. At no point should a parent/volunteer be responsible for an individual child, unless it is their own child.

## **First Aid**

For all visits there will be at least one adult with a good working knowledge of first aid. A first aid kit appropriate to the visit will be carried.

For EYFS outings, there will always be at least one member of staff present who holds a current Paediatric First Aid certificate.

### **Emergency procedures**

Emergency procedures are an essential part of planning a school visit.

If an accident happens, the priorities are to:

- assess the situation;
- safeguard the uninjured members of the group;
- attend to the casualty;
- inform the emergency services and everyone who needs to know of the incident.

**The visit leader** would usually take charge in an emergency and would need to ensure that emergency procedures are in place and that back up cover is arranged. The deputy leader in the group will take charge if the situation requires it.

The contact at school's main responsibility is to link the group with the school and the parents and to provide assistance as necessary. The school should have all the necessary information about the visit.

### **Emergency procedures framework during the visit**

If an emergency occurs on a school visit the main factors to consider include:

- establish the nature and extent of the emergency as quickly as possible;
- ensure that all the group are safe and looked after;
- notify the emergency services if necessary;
- establish the names of any casualties and get immediate medical attention for them;
- ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures;
- ensure that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- details of the incident to pass on to the school should include: nature, date and time of incident; location of incident; names of casualties and details of their injuries; names of others involved so that parents can be reassured; action taken so far; action yet to be taken (and by whom);
- no-one in the group should speak to the media.
- no-one in the group should discuss legal liability with other parties.

### **Emergency procedures framework for school base**

The school number is the main contact.

The main factors for the school contact to consider include:

- ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the school base;
- contacting parents. Details of parents' contact numbers need to be available at all times while the group is on the visit. The school contact should act as a link between the group and parents. Parents should be kept as well informed as possible at all stages of the emergency;
- the reporting of the incident using appropriate forms, if necessary. Some incidents are reportable under the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)*. The school is aware of these and will act accordingly.

### **Equal Opportunities**

All pupils, regardless of gender, ethnicity and disability will have the opportunity of attending all educational visits and activities offered by the school. Following a 2002 amendment to the Disability Discrimination Act by the Special Educational Needs Act 2001, it is unlawful for any school to discriminate against disabled pupils (current or prospective) because of their disability, without justification - which must be both material and substantial to the particular case. Where necessary we will make reasonable adjustments to avoid pupils being placed at a substantial disadvantage. However, the Disability Discrimination Act does not require responsible bodies to place employees or pupils at inappropriate risk if a health and safety issue arises.

### **SEND**

Where a pupil has a Special Educational Need or Disability, the teacher must ensure that such consideration is given, and changes made to the visit where necessary, in order for the pupil to take full advantage of the visit. This may require an event specific risk assessment to be carried out for individual pupils and staffing ratios to be modified.

### **Behaviour**

All staff should ensure that all pupils are fully aware of the expectations for a planned visit. Where a teacher has a substantial concern that a pupil's behaviour may be detrimental to the safety of him/herself, other pupils or attending adults, then that child may be withdrawn from a visit in consultation with the EVC and Head teacher. Parents will be informed of this decision in advance of the visit, wherever possible.

### **Responsibilities**

**All adults attending a trip:** They are responsible for the health and safety of all children and adults on the visit.

**Visit leaders:** There is one visit leader per class going on a trip and is usually the class teacher. They are responsible for the planning of visits and for entering these on a visit planning form. They should obtain outline permission for a visit from the head teacher or EVC prior to planning. Visit leaders are responsible for ensuring that their visits comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary. The visit leader has overall responsibility for the group whilst on the visit.

**The educational visits co-ordinator (EVC):** Their role is to support and challenge colleagues over visits and learning outside the classroom activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans and enter them onto EVOLVE before submitting them to the head.

**The headteacher** is responsible for authorising all visits, and submitting those that are residential or adventurous to the LA for approval.

**The governing body's** role is that of 'critical friend'.

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

### **Role of Educational Visits Coordinator (EVC)**

- i. The EVC will be appointed by, and will act on behalf of the Headteacher.
- ii. The EVC should be specifically competent, having practical experience in leading and managing a range of Educational Visits similar to those typically run by the school. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the school.
- iii. The EVC will be the principal contact with the LA over visits planned by the school.
- iv. The EVC will be involved in the planning and management of Educational Visits including adventure activities led by school staff.
- v. The EVC should ensure that an appropriate school policy is in place for Educational Visits, and that this is updated as necessary.

- vi. The EVC will be required to attend training, and up-date training where appropriate.
- vii. The EVC should ensure that DfE guidance, LA guidance, school policy, and/or any other relevant documentation is readily available for access by staff.
- viii. The EVC is required to keep appropriate records of Educational Visits, and to make these available to the LA where requested, as part of the LA's statutory monitoring role as employer.
- ix. The EVC should seek advice from Outdoor Education Adviser or other personnel, where necessary.
- x. Where an EVC position is vacant, the associated duties will automatically revert to the Headteacher until such time as an EVC is appointed and has attended appropriate training.

## Educational Visits – September 2020 addendum

In the autumn term, the government is allowing schools to resume non-overnight educational visits. However, at Mission Grove we will prioritise online/virtual visits and visitors to school.

We will begin to make use of outdoor spaces in the local area to support the curriculum. We will start with a small number of local trips to outdoor locations, which will not involve the use of public transport. This will be done in line with the protective measures in school, such as keeping children within their consistent group, and physical distancing. As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used.

The DfE continues to advise against domestic (UK) overnight educational visits at this stage. We are hopeful that residential visits will resume in the spring term, but will continue to follow government guidance.