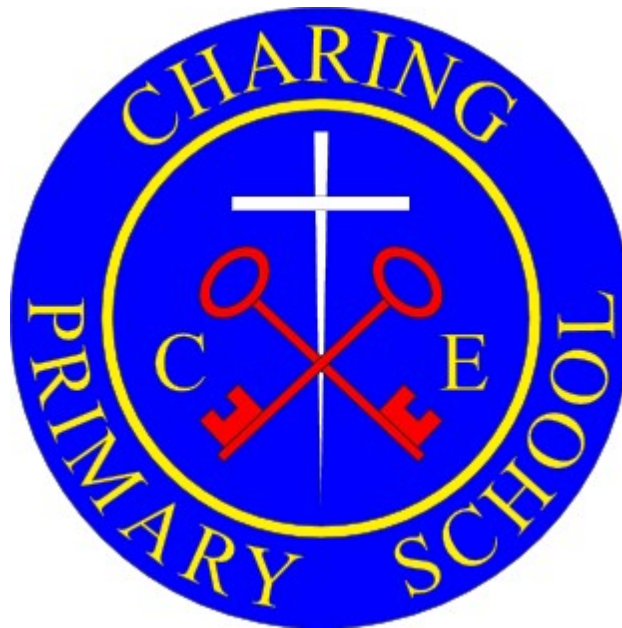


*...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary, they will
walk and not be faint.' Isaiah 40:31*

connect | nurture | aspire | learn | excel | hope



Charing Church of England Primary School EVC – Educational Visits Policy

| Document Information | Date/source of Policy | Responsibility |
|----------------------|-----------------------|----------------|
| Date of review | November 2018 | Ros Golden |
| Date of new review | February 2020 | Leadership |

Our Vision - As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future. Everyone is empowered to recognise their God-given potential and to become lifelong learners. We work together to ensure we achieve our aspirations and encourage independence.

Love Friendship Kindness Truth Hope

Aims and purposes of Offsite Visits

Charing C.E. Primary School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils regardless of their race, gender, or disability.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims and Christian values of the school.

The range of activities which the Head Teacher has given their approval includes:

- Out of hours Clubs (music, drama, dancing, sport, etc.)
- Inter-school activities
- Regular local visits (places of worship, other local amenities)
- Day visits for particular groups
- Adventurous Activities
- Residential

Approval Procedure

The Head teacher has nominated Ros Golden as the Educational Visits Co-ordinators (EVC) and the Governing Body has approved this appointment.

Before a visit is advertised to parents the Headteacher and EVC will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. (Appendix A). This will be undertaken using the Headteacher's Approval Form.

The School has agreed a policy for categorising its visits in line with DfE guidance as set out in Health and safety: advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies February 2014 and advice as given by Outdoor Education Advisers' Panel (OEAP) see website.

- Residential and Adventurous Activities must be approved after seeking approval from the Governing Body.
- Off site and visits are approved at school level by the Head teacher, EVC and Business Manager.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility adhering to the safeguarding and volunteer policy and **must not** be left alone with children.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff/volunteers, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff/volunteers will not be under the influence of alcohol, or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted. Smoking is strictly prohibited for the duration of the school trip.

Risk Assessment

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment (*template for risk assessment is located on KLZ under EVC*).

External Activity Providers

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge (LOtC) for which no Providers Contracts or other assurance checks are required.

Parental Consents

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required. [At Charing C.E. Primary School consent forms are used for all visits involving travelling to ensure up-to-date details are obtained.]

Written consent will be requested for activities that need a higher level of risk management or those that take place outside of school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit and may withdraw children from the activity. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the organisation of the visit.

The expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This behaviour policy will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity, or must be supervised by a

parent throughout the visit. Should it be deemed necessary for a pupil to be withdrawn from the trip alternative educational provision will be provided.

Emergency Procedures

The school will appoint the EVC administrator as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention. In which case a member of the SLT will be informed immediately.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

Review by Governors

The school is supported in its arrangements for offsite visits by Aquila. Where necessary the school will seek advice from the [ESFA](#).

All visits that involve an overnight stay, going abroad, around water and any that involve adventurous activities will be notified to the Governors prior to departure. The Governors will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the SLT and Governors and the school agrees to facilitate this when and where required. Any advice provided will be fully considered prior to the trip taking place.

Charging Policy for Activities and Visits

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families. Some activities may not take place if parents are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

Pupil/Adult Ratio Guidance

| Age of young person | School Year Group | Suggested Supervision Ratios |
|----------------------------|--------------------------|-------------------------------------|
| 4-7 years old | Reception – Year 2 | One adult for every 4 pupils |
| 7-8 years old | Years 3 | One adult for every 6 pupils |

| | | |
|----------------|-----------|----------------------------------|
| 8-11 years old | Years 4-6 | One adult for every 10-15 pupils |
|----------------|-----------|----------------------------------|

Volunteer information for off site visits.

Responsibility-

- Do read the risk assessment.
- Do take note of medical problems of all children, not just a child in your group- it is on the risk assessment.
- Do carry out regular head counts to make sure all children are accounted for in your group.
- Do follow the teacher's guidelines on behaviour if rules are being broken.
- Do make sure your children know a meeting point if anyone is lost.
- Do make sure you are aware of responsibility for children's money. It is different for each class, so ask your teacher.
- Do check the toilets before allowing children to enter. Children must not go to the toilet if there are adults in there. If a member of the public wishes to go to the toilet when a group of children are in there, ask them politely to wait. Allow them to go in before sending the next group of children in. This is for safeguarding reasons. As a responsible adult you must also wait until the children are safely with another adult before leaving to go yourself.
- Don't share any food/sweets with the children. If a child is without a lunch/drink, speak to the teacher.
- Don't buy the children anything from the gift shop.
- Do make sure you have shared any personal medical/health issues with the teacher **if needed**, ie epilepsy.
- Do make sure you have filled in your emergency contact details and given these to the group leader.
- Do make sure you have the school's number in case of separation or an emergency.
- Do be aware of ratios of children to adult.
- Do not share any personal information with the children, email addresses, phone numbers etc.
- Do not use your mobile phone or camera whilst on the trip, you are there to supervise the children and some children do not have permission to be photographed.

Appendix A

Charing C.E. Primary School

Details of planned school visit for approval by Headteacher to be submitted for approval before finalising arrangements

| | | | |
|--|---|---------------|--------------------|
| Visit leader | | | |
| Attendees, i.e. Class/year | | | |
| Approximate no. of attendees | | | |
| Destination | | | |
| Date (s) of visit | | | |
| Checked date is clear in school diary | YES – and entered provisionally | | |
| Purpose of visit Learning Objective | | | |
| Intended Outcomes | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | | |
| Writing Opportunities..... | | | |
| Mode of travel | | | |
| Accompanying adults | <input type="checkbox"/> 1 adult per children | Name of staff | Name of volunteers |
| | | | |
| Costings, i.e. | <input type="checkbox"/> Venue | | |
| | <input type="checkbox"/> Coach | | |
| | <input type="checkbox"/> Additional staffing | | |
| | <input type="checkbox"/> Other | | |
| Charge to parent | | | |

| | | | |
|------------------------------|--|-----------------------------|--|
| Submitted to Headteacher | | Approved by Headteacher | |
| Submitted to EVC Coordinator | | Approved by EVC coordinator | |
| Submitted to Office | | Approved by Office | |

Appendix B

Adventure activities using licensed providers

When planning an activity that will involve adventurous activities the leader will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. These regulations apply to adventure activities that take place in England, Scotland and Wales.

Adventurous Activities

- Abseiling
- **Angling**
- Archery
- **Assault Courses**
- Ballooning
- **Beach Activities - below High Water Mark**
- Bungee Jumping
- Camping
- Canal Boating
- Canoeing (and Kayaking)
- Caving
- Climbing - Outdoors and **Indoors**
- **Cycling (other than Bikeability/Cycle Proficiency via Kent rider scheme)**
- Expeditions (UK and Overseas)
- **Fieldwork - in/by water**
- Flying - other than with a Commercial Company
- Gliding
- High Ropes Courses
- Hill Walking
- Horse Riding
- **Initiative Courses**
- Land Yachting
- **Low Ropes Courses**
- **Motor Sports**
- Mountain Biking
- Mountaineering
- **Paintballing**
- Parachuting
- Paragliding
- Pony Trekking
- Potholing
- Power Boating
- Rafting
- Sailing (Dinghy and Yachting)
- Shooting
- Skiing (incl. Snow Blading)
- Snowboarding
- Sub Aqua/Snorkelling
- Surfing
- **Swimming - other than at public pool**
- Water Skiing
- Windsurfing

Appendix C Educational Visits Checklist

When booking a trip what do I need to do?

| What | When | Done |
|--------------------------|--|------|
| 2 months before the trip | Clarify your aims and objectives of the trip. Check with Key Stage Leader, Headteacher and EVC for acceptance of the idea. Check in the school diary for available dates to avoid clashes and to ensure there will be sufficient staff cover in school. | |

| | | |
|---|---|--|
| 2 months before trip. | Complete a Headteacher's form with as much detail as possible. Appendix A | |
| 2 months before trip. | Headteacher's form to Office to collect quotes to put on the form. | |
| 2 months before trip. | Headteacher's form to then go to Head teacher and Ros Golden to be approved. Without this the trip cannot go ahead. | |
| This must be 6 weeks before the date of the trip. | Once Headteacher's form has been signed give back to Office to confirm and book relevant places and transport. | |
| 6/4 weeks before the trip. | Letters sent to parents with section on parent help for the trip. Visit the venue and produce a risk assessment. Ensure enough adults are booked for the trip. | |
| 2 weeks before trip | Risk Assessment must be written and seen by Ros Golden. Check all permissions and payments have been given. Follow up any that are missing. | |
| 2 weeks before the trip | Inform kitchen staff at least TWO Weeks prior to proposed visit of numbers who will be out of school. If necessary, provide parents with any final details re clothing, times of arrival/departure - especially if these fall outside the normal school hours. Volunteer briefing arranged? Ensure all staff are reminded of the trip either through the school | |
| | calendar and/or by publishing a list of all pupils and adults who will be out of school. | |
| 1 week before the trip | Ensure: Child numbers Adult numbers Risk Assessments Venue is expecting you Medical Issues Are First Aiders needed. | |
| 1 week before the trip | Fully brief all adults escorting outing - reference to Risk Assessment, Emergency procedures and share Good Practice Guidelines. (Ask for signatures to evidence) Collect Emergency contact details of all adults attending and leave with the school office. | |
| On the day | Ensure a mobile phone is available and switched on throughout the visit. All contact numbers MUST be left with the school office before leaving. Ensure all permission slips are taken with you on the journey in case of need for medical treatment. Ensure you have checked whether children have asthma inhalers/epi-pens etc that you need to take with you. | |

EVC – Ros Golden

Check with the policy when thinking about a trip.

YOU CAN NOT GO IF THE ABOVE IS NOT FOLLOWED – PLAN WELL

Ensure all risk assessments are stored on the staff drive and a hard copy is given to EVC which will be kept in a central location in the school office.

Charing C.E. Primary School Risk Assessment (*Example*)

Risk assessment and management record: Walking to a Local Visit

| | |
|---------------------|--------------|
| Location / purpose: | Other staff: |
| Leader: | Group size: |

| Identifying the hazards –assessing the risks | Risk rating | Control measures-reducing the risk |
|--|-------------|------------------------------------|
|--|-------------|------------------------------------|

| | | | |
|--|-----------------|--------|--|
| <ul style="list-style-type: none"> • Walking to and from School. | ng C.E. nary | High | Correct ratio of adults to children. Behaviour reminders leaving each location. |
| <ul style="list-style-type: none"> • Crossing roads | | High | Cross at appropriate points. Always use an island crossing if one is available. If not cross at the quietest point of the road and NOT on/near a corner. An adult should be an adult in the middle of the road in case of oncoming traffic. |
| <ul style="list-style-type: none"> • Tripping on kerbs | | High | Children to walk on the inside of the pavement and be aware of kerbs when crossing a road. |
| <ul style="list-style-type: none"> • Medication | | Medium | Teacher to be aware of all medications being taken. It is the responsibility to know where medications are before leaving the school and that they are available during the outing. |
| <ul style="list-style-type: none"> • Sickness/accidents | | Medium | Firstaider (F.A.). Ensure a first aid kit is taken. Ensure all adults are present on the outing to deal with any incidents or sickness that may arise. Telephone numbers to be provided to the teacher. All staff members to have each other's contact details. |
| <ul style="list-style-type: none"> • Poor behaviour/Other Needs <input type="checkbox"/> (Safeguarding) | Toilets | Medium | Children to be reminded of expected behaviour before leaving. |

| | | |
|--|--------|--|
| | Medium | Children to be accompanied by a member of staff. of staff will supervise other children. |
| Generic/mandatory risk assessment, used and acknowledged | | |
| <p>1. Employers (LEA) risk assessment guidance used</p> <p style="padding-left: 40px;"><input type="checkbox"/> Copy of risk assessment pro forma used</p> <p>2. Establishment – risk assessment/guidance used</p> <ul style="list-style-type: none"> • Educational visits policy • Behaviour policy | | |
| On going risk assessment 1. Apply the control measures 2. Monitor their effectiveness 3. Change, adapt revise as | | |

Completed

Date:

Signed:

Print name:

Authorising officer/role
