



## Educational Visits Policy November 2022



**Responsibility:** Nicki Starling  
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### **Introduction**

Trips, visits and learning off-site comprise an essential part of the school curriculum at Dovers Green and at Dovers Green we believe every learner should experience the world beyond the indoor classroom as an essential part of learning and personal development, whatever their age, ability or circumstances. Successful trips provide memorable learning experiences and enhance the children's education in ways that are not possible in the classroom. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences. It is our policy that all children should be able to participate in educational visits and visits will be planned to ensure that they are accessible to all. No child may be excluded from an activity because of the unwillingness or inability of the parent or carer to make a contribution.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and whenever possible make them accessible to those with disabilities. The visits usually take place within the school day, but on occasions take place after school.

This policy has been written in conjunction with Surrey County Council's 'Guidance for Off-site Visits and we have adopted the National Guidance from the Outdoors Education Advisors Panel (OEAP). If there is any misunderstanding or confusion, clarification should be immediately sought from the Headteacher or EVC (Educational Visits Coordinator) and done so prior to the initiation of any activity, visit or event.

Dovers Green recognises that the organisation, leadership and management of outdoor learning, off-site visits and activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Headteacher, EVC the party leader, members of staff and volunteers, pupils and parents.

### **Roles and Responsibilities**

Additional information on National Guidance for normal responsibilities can be found at [www.oeapng.info](http://www.oeapng.info)

#### ***Governors***

- There is a school policy for educational visits and that it is regularly reviewed and updated.
- Significant issues or incidents are appropriately managed, resolved and reported back to the main body.
- An agreement has been reached with the Headteacher regarding which types of visits they will be informed about and how this will be managed.
- The Headteacher and EVC have taken all reasonable and practical measures to include children with special educational needs or medical needs on a visit.

#### ***The Headteacher***

The Headteacher is responsible for ensuring that the Visit Leader effectively plans and manages visits and journeys. The purpose of the activity should be compatible with the aims of the school and form part of a planned, coherent programme. Additionally and in conjunction with the EVC, the Headteacher should ensure that the school's policy and procedures have been followed to give children the best possible experience in the safest possible way.

The Headteacher should also ensure that:

- There is appropriate delegation of tasks to the EVC.
- Visits comply with all guidelines and regulations set out by the school and the LA regarding health and safety.
- The ratio of adults to children is appropriate.
- With the EVC, the risk assessment has satisfactorily responded to all issues raised from all relevant visit information.
- School emergency procedures are in place and that these are discussed, evaluated and understood by staff and any volunteers going on the visit.
- There are adequate child protection procedures in place.
- Arrangements have been made for the medical needs and SEND of all children attending the visit.

### ***The Educational Visits Coordinator***

The EVC's responsibilities include:

- Support and advise the Headteacher, Governing Body and Visit Leaders with approval and other decisions.
- Assess, choose, induct and train Visit Leaders.
- Ensure that all DBS disclosures are in place as necessary.
- Ensure consent has been received by Parents for visits outside 'The Extended Learning Area' and that Parents have been informed of visits within 'The Extended Learning Area.'
- Ensure that an Assessment of risk has been carried out when necessary and all relevant documentation has been completed.
- Have a debrief with the visit after the trip to monitor the impact on outcomes for children and to discuss any incidents or 'near-misses' that occurred on the trip.
- Attend relevant training every two years.

### **Procedural requirements**

There will be a visit leader who will be responsible for running the activity and will have been approved as accountable, confident and competent by the Headteacher/EVC (see document 3.2d 'Approval of Leaders' [www.oeapng.info](http://www.oeapng.info)). He or she will record all visits and associated documentation on 'Evolve.'

He or she will also:

#### *For Extended Learning Area Visits (local)*

- Refer to the 'Extended Learning Area at Dovers Green' assessment.
- Inform parents that the children will be going out of school. There is no need to get consent unless a parent did not give permission when their child started at Dovers Green. The office will have this information.
- On the day of the visit, complete the signing-out sheet.

#### *For Trips outside the Extended Learning Area*

- Discuss the proposed trip with the Headteacher and EVC
- Inform Parents and obtain consent.
- Complete an assessment of risk on a Mind Map considering 'STAGE.'
  - ❖ S = Staff
  - ❖ T = Time
  - ❖ A = Activity
  - ❖ G = Group
  - ❖ E = Environment
- Complete the 'Event Specific Notes for a Trip.'
- Complete the 'Visit Specific Overview' sheet and share with the EVC **at least one week** before the visit. This must be left in the office on the day of the trip.
- On the day of the visit ensure that 'The register of children and adults on coaches/minibuses' sheet is completed and left in the office.

All relevant guidance a forms are on the 'S' drive in the folder 'Educational Visits.'

### **Risk assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit using 'STAGE' and will indicate measures to prevent and reduce them.

Where possible, staff planning an off-site activity should make a preliminary visit in order to carry out an on-site risk assessment. It is not necessary for visit leaders to undertake the risk assessments of activities run by external providers and staff should **not** ask for copies of providers' risk assessments, but should seek any information specifically aimed at helping Visit Leaders to manage their visit.

Visit leaders should trust their professional judgement and understanding of the children and adults in their care. Ultimately, the Visit Leader is responsible for the group and should be able to use their own judgement to cancel or alter activities if they do not feel they are safe even if contracted activity leaders are running them.

### **Emergency Procedures and Incident Reporting**

All adults accompanying a visit must be made aware by the Visit Leader of the emergency procedures that will apply. Each adult must be provided with the school's number. A member of SLT will remain at school when a visit is taking place until all children and adults have returned to school safely.

A register of children, adults and the transport they are travelling on will be left in the School Office, together with an 'Overview Sheet' before departure.

In the event of an emergency, staff in school will follow the guidelines on the documents, 'Emergency and Critical Incidents - an Overview' and 'Off-site visit emergencies: The School's Role.' Copies of these are in the School Office and the Headteacher's Office.

### **Behaviour**

Dovers Green recognises that a high level of behaviour and self-discipline are essential components in providing safe, enjoyable and educational Outdoor Education experiences.

All children are expected to demonstrate a high standard of behaviour at all times, for any activity, at any stage during the preparation or actual visit or activity, fulfilling the school's Code of Behaviour and the expectations identified within the school's behaviour policy.

Should a child's behaviour be deemed unacceptable, particularly with regards to safety, they may lose their place on that activity, visit or subsequent visits.

Incidents related to poor behaviour will be managed following the guidance set out in the Behaviour Policy.

### **Inclusion**

It is our policy that all children should be able to participate in educational visits and visits will be planned to ensure that they accessible to all.

Funding for off-site visits is provided mainly by voluntary parental contributions and Parents are informed of this. However, no child may be excluded from an activity because of the unwillingness or inability of the parent or carer to make a contribution.

### **Insurance**

Insurance is covered under our general policy.

### **Monitoring and Review**

Visit leaders are encouraged to review visits, taking into account the successful and less successful parts of the visit, and considering ways in which the visit could be improved. Informal conversations might take place between the visit leader (s) and the EVC or Headteacher regarding the outcome of the visit.

The policy is monitored by the *Governing Body* and will be reviewed every two years, or before if necessary.

This policy should be read in conjunction with the following:

- Behaviour
- Charging and Remissions
- Safeguarding
- Data protection
- Supporting Medical Needs
- Guidance for Intimate Care.