

# Stanford in the Vale CE Primary School

## Educational Visits Policy



The term, 'educational visits' encompasses a very wide range of activities, varying enormously in their duration and complexity.

### **Our Aims**

At Stanford in the Vale CE Primary School, we recognise the importance that educational visits and outside visitors make in enriching the children's curriculum. They increase motivation and interest and help develop children's understanding, awareness, deductive and reasoning skills. Alongside this children's self-esteem, confidence and physical ability are developed.

We plan various visits throughout the school year, taking into consideration the topic areas being studied and the age of the children. Therefore, the school will endeavour to support families and pupils who have difficulty in meeting some of the costs (please speak to the headteacher if concerned).

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure s/he is included. We may seek guidance from parents or experts to help us adapt our programme, and we will make any reasonable adjustments to our itinerary.

### **Responsibilities**

#### **Educational Visits Co-ordinator / Headteacher**

- To keep an educational visits file, including an up to date policy and blank copies of the risk assessment forms, also available on the staff network.
- To keep a folder with all the risk assessment forms in. Located in the headteachers office.
- To assign competent staff to lead and help with trips.
- To liaise with group leader over completion of risk assessment.
- To approve visits and send relevant copies to the Oxfordshire County Council. Oxfordshire County Council require notification forms sent to them about residential visits.
- Ensure Disclosure Barred Service checks are in place.
- Ensure the issues identified on the preliminary visit have been resolved within the risk assessment.
- Ensure accreditation / verification of providers has been checked.
- Ensure correct ratio of adults to children and first aid supervision in place.
- Ensure transport and accommodation arrangements meet standards required by LA.
- To keep copies of accident or incident reports.
- Review systems and, on occasion, monitor practise.
- Organise related staff training.
- Be aware of the need to obtain best value.
- Ensure visits are evaluated to inform future options.
- Inform governors of educational visits.
- Send out a permission form when they start school for village excursions throughout their duration of time at the school, collate on Integris and give staff relevant copies, as well as keeping a master copy in the office.

#### **Group Leader**

- To make a preliminary visit and assess risks.

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- Complete risk assessment forms, checked and signed by Headteacher and hand to Co-ordinator (Amanda Willis). Keep copies for self and all adults supervising the visit.
- Responsible for running the visit / activity.
- Ensure correct ratio of adult supervision – refer to Oxfordshire County Council guidelines.
- Make pupils and supervisors aware of all aspects of the trip, including risks, groups, sensible behaviour, and the focus of the trip.
- Take a first aid box and sick bucket.
- Take a mobile phone for emergency use.
- Ensure all pupils and supervisors arrive back at school safely.
- Obtain permission from parents, unless a village excursion (have given years permission, staff have a class list to check which children do not have permission).
- Recognise children's medical requirements and put appropriate measures in place.
- If an out of hours activity, take a list of children's names, addresses and telephone numbers, in case they need to contact the parents.

### Pupils

- To wear appropriate clothing and footwear.
- To behave in a sensible, appropriate way.
- To consider their safety and the safety of others.

### Supervisors

- To follow guidelines from the group leader.
- To ensure the safety of the group they are responsible for.

### Governors

- Support Head / Educational Visits Co-ordinator.
- Be aware of visits and ask questions about their educational objective.
- Ensure Head / Educational Visits Co-ordinator have explored all risks, put in place safety procedures, included all pupils and informed Oxfordshire County Council if necessary.

### LA

- Give advice to Educational Visits Co-ordinator / Head.
- Give access to appropriate training.
- Ensure notification forms / risk assessments are complete and in accordance with Oxfordshire County Council guidance.
- Monitor work of Educational Visits Co-ordinator / Head.

### Health and Safety

The School's Health and Safety Policy will be adhered to fully when taking children out of school.

The Oxfordshire County Council guidelines at [www.oxfordshireoutdoorlearningservice.co.uk](http://www.oxfordshireoutdoorlearningservice.co.uk) and the DFES document '*Health and Safety of Pupils on Educational Visits*' must also be adhered to.

Please also refer to our Positive Behaviour Policy, Inclusion Policy, Prevent Duty and Charging Policy.

Reviewed policy: November 2018

Next Review: November 2020