



*A school where every child can* 

## Kirk Langley CE Primary School

### Educational Visits Policy

Version History	
Date	Detail
Autumn 2024	Agreed by staff Approved by Governors
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Kirk Langley is a Church of England Primary School and our family believe that 'Every Child Can Shine.' Our visions and values, built on the living Gospel of Christ within daily life, are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils in being respectful, confident, thriving citizens.

*Daniel 12:3*

*'Those who have insight will shine brightly like the brightness of the expanse of heaven, and those who lead the many to righteousness, like the stars forever and ever.'*

We aim to provide a thriving, inspiring and stimulating learning environment where children achieve the very best they are capable of because all the staff value their different learning styles. Kirk Langley Church of England Primary School is committed to Christian values where children, parents/carers and our community know us by our actions.

**Within a Christian ethos we aim to:**

- Promote a positive attitude to life-long learning, nurturing the development of self-esteem; leading to aspirational, independent learners that are prepared to be challenged and take risks in a diverse and ever changing world.
- Provide the children with valuable experiences and opportunities, through a broad, balanced and exciting curriculum, where learning is purposeful and engaging.
- Use a variety of teaching strategies and resources effectively and creatively; encouraging each child to progress and attain to the highest possible standards, in relation to their age and ability.
- Strongly believe in the partnership of parental involvement in the education of our pupils.
- Demonstrate and foster respect for ourselves and others within the school, local community and the global community.
  - Respect the belief of others and celebrate cultural diversity.
  - Encourage spiritual and moral values.
- Explicitly promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs through a 'living' curriculum.
  - Value each child as an individual within the school and respect personal beliefs.

# Educational Visits Policy

## Overview

At Kirk Langley Church of England Primary School Equal Opportunities plays an integral part in all aspects of teaching and learning. The school acknowledges the great value of educational visits in broadening and enhancing both the learning and social experience of young people. Children should go on a variety of school visits whilst they are pupils at our school. Ideally visits will support the work in the classroom and should be as often as practically possible.

Educational Visits Co-ordinator (EVC), will ensure that the planning and supervision of all visits and adventurous activities meet the DfE Requirements and LA guidelines.

## Before the Visit:

- 1a) Visit leader to discuss the proposal with the Headteacher and complete the Educational Visit Checklist (on EVOLVE) If approved:-
- 2) Book Visit.
- 3) Arrange appropriate transport.
- 4) Complete all relevant documentation eg Risk Assessments as per process on EVOLVE.
- 5) Send a letter to parents with a permission slip specific to your outing.

## Assessment of Risk

'Risk assessment' is a careful examination of what could cause harm to pupils/participants, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor, is deemed to be acceptable (i.e. low).

In considering risk, there are 3 levels of which visit leaders should be mindful:

- 1) Generic Risks – normal risks attached to any activity out of school.
- 2) Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1.
- 3) Ongoing/Dynamic Risk – the monitoring of risks throughout the actual visit as circumstances change.

## **Approval for Visits**

All matters regarding each visit off site – feasibility, planning, safety, organisation etc – will require the prior approval of the EVC and Headteacher.

Approval of 'normal' day visits are at the discretion of the Headteacher. However, visits that are either:

- residential or
- a visit involving an adventurous activity will require the additional approval of the LA (online through EVOLVE). The governing body will also need to be informed about these visits prior to a commitment being made.
- if an external provider or tour operator is being used, they must complete the detailed Form EV4 (External Provider Form) at the time of the provisional booking.

## **First Aid**

The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. The One Day Emergency First Aid Work for the appointed person is the minimum requirement for residential visits and specific Pediatric or Activity First Aid qualifications may be needed for Early Years or Adventurous Activities. First aid kits are available from the Admin Office; if the visit involves the party splitting up by any distance, a kit should be taken for each group.

## **Transport**

Travel arrangements should be included in the risk assessment. If travel is by coach or minibus, all pupils/participants must wear a seat belt. If a minibus is being utilised the driver must have the appropriate LA driving permit / minibus licence.

## **Water 'Margin' Activities**

Where pupils/participants might participate in learning activities near or in water, such as a walk along a riverbank or seashore, collecting samples in ponds or streams, or paddling or walking in gentle, shallow water, then the guidance contained in ROSPAs 'Group Safety at Water Margins' is relevant. All staff, including parents, should be provided with a copy of this guidance prior to the visit. A copy of this is downloadable from EVOLVE.

## **Cost**

In line with the schools Charging and Remissions Policy it may necessary to ask for donations towards a visit,

to be conducted during the normal school day, in order to cover the cost of transport / entrance fees etc. For residential activity visits, costs will be calculated to cover any board, lodgings, transport and activities as planned.

### **Seeking Parental Consent**

Parents should be made fully aware of any likely risks of the visit and their management, so they may consent or refuse on a fully informed basis (known as 'Acknowledgement of Risk').

The letter to parents should therefore give full detail of the visit, the reason for the visit (educational aims), supervision arrangements and the transport arrangements. Ensure that detail of other incidental activities is included, together with Plan B if appropriate. The letter should also state the cost of the visit per child: parents/carers are to pay for visits via School Money.

### **Trackers:**

The school **does not** allow parents to place Trackers on their child. This ensures the school remains compliant with GDPR and on an educational visit does not pose a Safety risk to the group. The Tracker information can be viewed by those in close proximity and this poses a risk that the Data can then be used by those who do not have any authority or permissions.

### **The reply slip should read:-**

"I give permission for my child \_\_\_\_\_ to take part in ..... I have read and understand the information about the visit."

### **In the case of sports fixtures, the reply slip should read:-**

"My child \_\_\_\_\_ is able to play in the ..... match (at ..... ) on .....

I have read and understand the information in the letter, and give permission for my child to take part."

### **Emergency Procedures**

All staff involved in a visit should be aware of what action to take in the event of an emergency. Ensure the rest of the group are safe, decide if you need specialist help and either; contact the school, emergency

services and/or parents (liaise with onsite First Aiders). For visits that take place outside of school hours the mobile phone number of the staff nominated as “home” contact must be with the leader at all times.

### **Advice and guidance**

The schools Health and Safety advisor can be contacted for any matter concerning off site visits and experiential learning and can also advise on all matters concerning safety.

### **Ratios**

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation (if applicable).
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.
- First aid cover.

### **Procedure on the day:**

- Check the first aid outing bag to make sure it is adequately equipped. Make sure that individual pupils that have their own medicines, have adequate supplies etc (pumps etc).
- Share the risk assessment with all adults going on the trip.
- Discuss with children behaviour expectations.
- Take all permission slips with you on the trip.
- Inform everybody of possible hazards (risk assessment), e.g. deep water, major roads, etc. Make sure everyone knows the pick-up point and leaving time.
- Make sure all the children go to the toilet before leaving.
- Take money/card and mobile phone for use in emergency.

**Never** label children with their name. If a group of children need identification, then the name of the school and telephone number may be used.

**On the minibus bus/coach (Refer to schools Minibus Procedure):**

- Children and adults must wear seat belts.
- Adults must be well spread out - one should sit near the back to keep an overall view.
- Adults should sit on the outer seat.
- Children should not change seats, kneel up, eat, or be allowed to open windows.
- When getting off the bus, an adult should get off first. The children should go to that adult as they get off. The last person off should be an adult, checking that nothing has been left behind. Count them off the bus and on.

The class teacher should lead and another staff member should be at the rear. Any other adults should stay with the children in the middle.

Always walk on the pavement as far away from the road as possible. Adults walk closest to the road. Children must

**NEVER** step into the road until given permission by an adult.

The mobile phone(s) should be switched on during trip and the Home Contact advised of any delays etc. as soon as possible and updated regularly so they can update waiting parents etc

Parents can be updated on the visits through Teacher to Parent Texts sent by the Group Leader.

## EDUCATIONAL VISITS – FLOWCHART

### Required Actions

#### Start of each School Year

- Obtain consent forms for new pupils
- Review Risk Assessments for regular visits and update as required

#### For each new planned visit

- For new Adventurous / Hazardous visit request information from Provider and consider initial visit
- Complete Risk Assessments relevant to activities / location / travel
- Obtain Information from volunteer drivers where appropriate
- Complete Proposal for Approval by Head Teacher – for Adventurous / Hazardous activities seek *initial* approval and when full information to hand obtain final approval

#### Before the visit occurs

- Group Leader to identify actions through use of Procedures Checklist and keep updated
- Obtain relevant information for Contact List
- Use Group Leader Checklist to confirm all actions have been completed

#### Paperwork to be taken on Visit

- Contact Form with Emergency information on reverse
- First Aid / Incident Form
- Risk Assessment(s)
- Checklists
- Any other relevant paperwork

Ensure copies of relevant paperwork provided to Home based Contact(s)

### Forms

Consent form  
Health and Safety Policy

Questionnaire – provider  
Risk Assessment template  
Application and Proposal form  
Volunteer Driver form

Procedures Check List  
Contact List  
Group Leader Checklist

First Aid / Incident Form