

# Bournes Green Infant School

## Educational Visits Policy



Written and approved by the Governing Body in Autumn 2016

This policy will be reviewed in accordance with our Review Timetable

Signed .....

Dated .....

Chair of Governors

# Bournes Green Infant School

## Educational Visits Policy

### Our Vision

At Bournes Green Infant School the governors, staff, children, parents and carers work together in an atmosphere of mutual respect and trust, in a community that is strengthened and enriched by a diversity of background, culture and religion. Our priority is to foster the self-confidence, self-esteem and independence of *all* in a climate of growth and opportunity that will enable us to achieve the highest standards. We actively promote a healthy environment in which children enjoy learning and develop the skills needed to become responsible members of society. We aim to bring learning to life.

'**Strength Through Wisdom**' was the original mission statement for our school. Today we nurture our children to be confident and articulate with an enjoyment of learning in the belief that this will enable them to gain strength from their developing wisdom.

### Overview

The school acknowledges the great value of educational visits in broadening and enhancing both the learning and social experience of pupils.

Under statutory guidance, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DCSF Requirements and LA guidelines.

### The School EVC is Mrs Christina Schmincke

The role of the EVC is to coordinate the visits from this school, ensuring that each has been planned to take account of: the needs of participants, the stated education aim of the visit, and to ensure that suitable arrangements are in place to manage risks. The EVC will also ensure that each visit is properly approved by the Headteacher.

All Visit Leaders should read this policy in conjunction with SBC Guidance on School Visits (which can be found at the bottom of the EVOLVE website homepage). Forms referred to in this policy are available from the EVC, or the EVOLVE website.

### Approval of Visits

All matters relating to visits outside of school - feasibility, planning, safety, organisation etc - will require the prior approval of the EVC.

Approval of 'normal' day local visits is at the discretion of the EVC / Headteacher

## **Competence to Lead**

Any member of staff leading a visit must be assessed as 'competent to lead' before approval for the visit is given. For the majority of visits the EVC / Headteacher will determine whether staff are competent to lead visits or not.

## **Reasons for Visits**

It is essential that all visits have sound and clearly stated educational aims. Trips 'for the sake of it' will not receive approval.

## **Assessment of Risk**

'Risk assessment' is a careful examination of what could cause harm to children, 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 (ie. low).

Children are involved in considering any risk. They are asked to identify any risks and then assess them, giving suggestions as to how these can be minimised. There are 3 levels of which visit leaders should be mindful:

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

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, eg parent helper is unavailable, member of staff is ill, transport fails to arrive, museum have lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality.

This takes the form of a **Plan B**:

- Leader to confirm booking of venue and transport the day before the planned visit.
- Ascertain the plan in the event of transport breakdown
- Have contingency plans in place in the event of staff/parent illness

## **Staffing Ratios**

A professional judgement must be made by the Visit Leader or Headteacher as to the appropriate ratio for each visit.

This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults

- nature of the venue
- weather conditions at the time of year
- nature of transport involved

Minimum staffing levels are identified in SBCs Visit Guidance

### **Supervision**

Pupils will be supervised throughout all visits.

### **Role of Supervising Parents**

All adults accompanying children on trips must be DBS checked. Supervising parents must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. They must also be given a written list of the pupils in their immediate care.

### **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.

First aid kits are available from the 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 public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule. Children will also use a booster seat. If a minibus is being borrowed or hired, the driver must have passed an appropriate driving test, as given in SBCs minibus guidelines

### **Water 'Margin' Activities**

Where pupils 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 DfES 'Group Safety at Water Margins' is relevant.

### **Seeking Parental Consent**

The letter to parents gives 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. The letter should also state the cost of the visit per child.

A general consent form is signed by parents at the beginning of the Reception Year to enable short local walks to take place without full consent forms. Parents will always be informed when a local walk is taking place.

### **Before the Visit**

For all visits, staff are asked to complete the school's 'Risk Assessment' form as soon as possible, before the visit, and enter the visit details onto the EVOLVE system.

### **On the Day of the Visit**

Be sure to:-

- Collect first aid kit(s)
- Collect bucket if appropriate
- Collect asthma inhalers
- Brief supervising parents
- Give supervising parents their lists of pupils
- Ensure that a minimum of one mobile phone is working, and that the office has the number(s)
- Perform an initial head count before departing

During the course of the visit, pupils should be counted regularly as appropriate, and always when changing locations. Always 'double-count'. The mobile phone(s) should be switched on during the entire homeward journey.

### **After the Visit**

It is important that after each visit a proper evaluation takes place. The purpose of a debrief is to identify what went well and what could have been done better, in order to inform future planning.

### **Review**

This policy was reviewed by staff and approved by the Governing Body in Autumn 2016

This policy will be reviewed as part of our Policies and Key Documentation Review Timetable.

Bournes Green Infant School  
Educational Visit Evaluation Form

Your Role:	
Year Group:	
Location of Visit:	
Date of Visit:	
Please use this space to make any comments on the organisation of the visit:	
How would you rate the behaviour of the children on this visit? Please provide examples if appropriate:	
What went well:	
Even better if:	
Thank You very much for taking the time to complete and return this evaluation form. All comments and feedback are gratefully received.	