

Langrish Primary School, Educational Visits Policy

1. Introduction

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Objectives:

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

Strategies for implementation

1. Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and OEAP (Outdoor Education Advisor's Panel) National Guidance.
- The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits.
- The Headteacher will be responsible for the approval of all visits, or may designate this function to the Educational Visits Co-ordinator.

Langrish Primary School, Educational Visits Policy

- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and Headteacher; in the absence of a suitably trained Educational Visits Coordinator the Headteacher automatically assumes this role.
- There will be a named and approved Group Leader (and where appropriate, deputy) on all educational visits. This group leader will be specifically competent for the role as detailed in the OEAP National Guidance. If in any doubt, confirmation will be sought from Hampshire County Council Outdoor Education Service.
- The Group Leader will complete an application form before booking a trip (see appendix A).
- The Group Leader will complete the school Risk Assessment form, adopted from County exemplar, at least 2 weeks prior to any trip. Ratios will be outlined in accordance with Hampshire Guidance and assessments will be submitted to the EVC or Head Teacher for approval and shared with all parties involved before departure.
- **Details of any residential visits at home or abroad, or day visits involving activities of a hazardous nature, will be submitted to the LA for endorsement (via Evolve) by the Group Leader at least six weeks before the departure date. These visits will always be accompanied by a member of staff with the Outdoor Leader qualification.**
- The Group Leader will assume full responsibility during the visit, including ongoing risk assessment; they will take the Emergency Procedure card with them.

2. Parents / Carers

- Informed parental consent is required for all educational visits by young people up to the age of eighteen years unless a specific recorded decision to the contrary has been made by the Educational Visits Co-ordinator.
- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.

Langrish Primary School, Educational Visits Policy

- Whenever appropriate for high risk, residential and foreign visits, a briefing meeting with parents/guardians will be arranged.
- Parents will be informed about the school's policy in relation to refunds for extra curricular trips.

3. Students

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

4. Covid 19 Restrictions and Future Visits

As of 17th May 2021, schools may undertake both day and residential educational visits in England, in recognition of the valuable contribution that these visits make to students' educational development. All such planned visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Where a venue is to be visited and/or transport used, their COVID-19 risk-assessments should be discussed and adhered to during the visit. This should form part of our Risk Assessment with expectations clearly highlighted and updated as necessary in the run-up to the visit.

Monitoring

Any trips undertaken will be reviewed by staff through weekly staff meetings for the extent to which they met the objectives of the trip and the effectiveness of the risk assessment.

Induction, Training, Apprenticeship, Succession Planning

The EVC will work with any new staff to plan and risk assess their first trip. Archived documents (saved on the system) will support the planning process for future trips. The Head and EVC hold The Outdoor Leader qualification for the school and will accompany any member of staff attending a residential or adventurous activity for which this qualification is required.