



**Approved:** Autumn 2017

**Review:** Autumn 2019

## **1. Introduction**

Burton Manor Primary School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oeapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

## **2. Roles and Responsibilities**

The Headteacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance

The designated EVC for Burton Manor Primary School is Paul Cashmore who received training in the role in 2014.

The Headteacher will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

## **3. Procedures**

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from the Headteacher or EVC to plan a visit and print out a visit checklist to work through. Then they need to inform parents of visit first with provisional dates and cost asking for forms to be returned within the next two weeks. Once the visit is granted they should then add the visit details and upload relevant documents through the online EVOLVE system which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Headteacher will further be asked to declare

that the Visit Leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits requiring LA approval should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity guidance document.

#### **4. Communication with parents**

Parents must be supplied with full information regarding the visit. This will be provided by letter uploaded to the school website and a text to parents to direct them to the letter. The letter should outline the following:

- Venue(s) and travel arrangements (particular mention must be made if staff cars are to be used as a mode of transport)
- Dates and times of departure and return where visits exceed beyond the school day
- The nature of activities planned and educational purpose
- Lunch arrangements
- Financial contribution expected from parents and dates when payments due (via ParentPay)
- Contact system in case of emergency/late return
- Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours (school residential visits)

#### **Withdrawals**

The school reserves the right to withdraw any pupil from an Educational Visit if the pupil repeatedly displays poor standards of behaviour in school and it is considered that this behaviour would pose a risk on an Educational Visit.

#### **5. Risk Management**

The risk management of an activity should be informed by the benefits to be gained from participating. Burton Manor Primary School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that Burton Manor Primary School staff adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

## 6. Emergency Procedures

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
- B. If the incident is very serious to contact Staffordshire County Council using the emergency contact phone number and details given below:

*The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.*

*Under no circumstances should these numbers be given to young people or to their parents or guardians.*

## 7. Accident Reporting

All accidents will be handled in line with Staffordshire County Council's [Accident Policy](#). Accident investigation and employee hazard report forms are available from the [Health and Safety](#) intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE.

## 8. Guidance for Staff attending Residential Visits

This guidance recognises staff who go on residential trips who give time beyond their contracted hours. Their willingness allows for the provision of lifetime opportunities for the benefit of our children. Without the volunteering of staff to give up their own time then the learning provided in these experiences would not happen.

Therefore the governors agree that for each staff member (Teachers/LSAs) that have been responsible for pupils, continuously 24 hours for a period of consecutive days, can have a day off in lieu of the extra time given in that residential visit. This day is to be agreed with the HT to lessen the impact on the school and has to be taken within a year of the residential visit.

This agreement is provided for the following reasons:

- 1) Recognise the goodwill of staff that facilitates unique learning experiences for our children.
- 2) Recognise the huge responsibility taken by staff for the constant safety and care of the children without a break.
- 3) Recognise the self-sacrifice made by staff and the impact this has on their personal relationships and home circumstances.
- 4) Recognise that the learning that takes place within these experiences especially independence and self-worth of the child far outweighs the potential impact on learning with them not being present for a day in the classroom.

- 5) Recognises and supports the importance of learning that takes place by being away from parents for a sustained period of time in an unfamiliar environment.
- 6) Allows continuity of staff to develop stronger relationships with pupils through shared learning experiences that helps with their ability to support them in the future and has a positive impact on attainment.