

Park End Primary School



Approved By:

Date:

Educational Visits Policy 2018

Review Date	Type of Review	Comments	Initials
March 2018	Update	New EVC	SA
		New budget system for visits/trips	SA

Introduction

1. At Park End Primary School educational visits are an integral and essential part of a broad and balanced curriculum .They provide a vibrant and stimulating aspect of the education provided to pupils at Park End Primary School.
2. We are committed to ensuring that all pupils are provided with the opportunity to participate in educational visits and we actively encourage them to do so. Therefore, each year group have an annual budget to spend on educational visits/trips, to enhance learning. This budget is self-maintained and monitored within each year group. Visits are then evaluated using Evolve.
3. Educational visits supplement and enhance the curriculum by providing opportunities and experiences that otherwise may not be possible and that extend the learning of young people including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance and promote a lifetime interest in the experience provided and in some cases lead in later life to professional fulfilment.
- 4.

Policy Purpose

5. The purpose of this policy is to ensure that the whole school adopts a consistent approach in the management and conduct of educational visits from the beginning to the end of the process. Specifically the policy will:-
 - ensure that every pupil has a fair and equal opportunity to participate in educational visits,
 - ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part,
 - ensure that communication with parents is consistent and appropriate,
 - identify the roles and responsibilities of employees, volunteers, pupils and governors in the management of educational visits.
6. This policy should also read alongside the '*Park End Primary School Charges and Remissions Policy*'.
7. To support staff in the implementation of this policy, a guidance document for staff '*Educational Visits Guidance for Staff*' also accompanies this policy.

Policy Context

8. This policy reflects the national guidance for educational visits. Specifically these include:-

- Department For Education (DFE)
Health and safety: advice on legal duties and powers. For local authorities, school leaders, school staff and governing bodies.
- Health and Safety Executive (HSE) :
School trips and outdoor learning activities: tackling the safety myths.
- Health and Safety Executive (HSE)
HSE case study – Glenridding Beck
- Health and Safety Executive (HSE)
Frequently asked questions on school trips
- Health and Safety Executive (HSE)
Education information sheet : Incident reporting in schools
- Department for Education (DFE)
Charging for school activities. Departmental advice for governing bodies, school leaders, school staff and local authorities
- HM Government
Health and Safety at Work Act 1974
- HM Government
Management of Health and Safety at Work Regulation 1999
- Department For Education (DFE)
Keeping Children Safe in Education
- HM Government
Equalities Act 2010

The Purpose of Educational Visits

9. All educational visits must :-
 - be linked to curriculum and have a stated educational purpose
 - enhance and enrich children’s learning experiences
 - provide children with first hand learning experiences
 - develop personal and social skills
10. All educational visits must be linked to the objectives of the school as identified in the school development plan.

What are Educational Visits?

11. Educational visits are activities arranged by or on behalf of the school and take place largely outside of the school grounds although in some circumstances educational visits may take place within the school grounds.
12. Educational visits may consist of the following types of activities :-

Category	Details
Category A Visits	<p>These are visits to the local area. Local area is within the Borough of Middlesbrough. They may include:-</p> <ul style="list-style-type: none"> • walks in and around the local area, • swimming lessons, • visits to the local library, • visits to nearby sports grounds, • visits to the local church • visits to, local schools • external providers coming into the school grounds such as drama groups or sports providers
Category B Visits	<ul style="list-style-type: none"> • half or full day visits in the local area which may require transport • half or full day visits outside of the local area which may require transport,
Category C Visits	<ul style="list-style-type: none"> • residential visits which take place usually over a number of

	<p>days and require overnight accommodation,</p> <ul style="list-style-type: none"> • adventure activities (either full day or residential) • foreign visits
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13. Educational visits may take place in school hours, out of school hours or a mixture of both.

Roles and Responsibilities

Governors

14. The role of governors is to approve, monitor and review the school's Educational Visits Policy.
15. Governors will receive regular reports from the headteacher outlining the educational visit activities and will support the headteacher in monitoring and reviewing these activities.

Headteacher

16. The headteacher is responsible for the approval of all visits.
17. The deputy head teacher is Educational Visits Coordinator (EVC)
18. The Visit Leader must seek agreement from the EVC or the headteacher for the visit prior to the detailed planning commencing.
19. The headteacher may delegate the approval of local routine and low risk visits (Category A) to the school Educational Visits Coordinator (EVC).
20. The headteacher will approve all higher risk visits including adventure activities, residential visits and foreign travel (Categories B and C). The most demanding of visits (Category C) will be submitted to the Local Authority for endorsement.

Educational Visits Coordinator (EVC)

21. Each academic year the headteacher will appoint an Educational Visits Coordinator.
22. THE EVC will be suitably trained in the role as an Educational Visits Coordinator.
23. The role of the EVC is to support the headteacher and the visit leader (Group Leader) with the approval, decisions and the management of educational visits in accordance with national guidance the school's health and safety policy and educational visits policy and guidance.
24. The EVC will be responsible, where necessary, for liaising with the local authority's outdoor education advisor.

Educational Visit Leader (EVL)

25. There will be a named and approved Visit Leader and deputy for each educational visit.
26. Working with the EVC as necessary, the Visit Leader will be responsible for all aspects of the planning, health and safety, risk management and organisation of the visit.
27. The Visit Leader will ensure that all of the necessary communication takes place with parents in line with this policy.
28. The Visit Leader will ensure that all of the consent forms are received and that recorded to ensure that all the children have permission. Where consent forms are not received will be followed up in advance of the visit.
29. The Visit Leader will ensure that where possible a pre- visit is carried out to the venue.
30. The Visit Leader will assume full responsibility during the visit, including dynamic risk assessments in accordance with the national guidance and the schools health and safety policy.
31. The Visit Leader will ensure Best Value principles are used when purchasing goods and services and that appropriate checks are made to ensure insurance and financial procedures have been followed.
32. In relation to educational residential visit and educational visits out of school hours the role of the Visit Leader is voluntary.

Teachers and other Employees of the School

33. Teachers, teaching assistants or other employees of the school on educational visits must follow the instructions of the Visit Leader and support the Group Leader with all aspects of health, safety and discipline.
34. In relation to educational residential visit and educational visits out of school hours the role of teachers, teaching assistants or other employees of the school is voluntary.

Other Adult Helpers

35. All adult helpers and volunteers on educational visits must follow the instructions of the Visit Leader and support the Visit Leader with all aspects of health, safety and discipline.

Pupils

36. Pupils have a responsibility to behave sensibly and responsibly at all times on educational visits. They must:-
- not take unnecessary risks
 - follow the instructions of the Visit Leader or other responsible adults, including those at the venue of the visit
 - look out for anything that may hurt or threaten themselves or anyone in the group and tell the Visit Leader or responsible adult about it.

Health and Safety and Risk Management

37. As outlined in the Health and Safety at Work etc. Act 1974, we must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises. However, as described in the in the national guidance, *Health and safety advice on legal duties and powers*, at Park End Primary school we believe that children should be able to experience a wide range of activities and that health and safety measures should help them to do this safely and not stop them. It is important that children learn to manage the risks that are normal and part of everyday life.
38. All educational visits therefore will be planned, managed and executed in line with:-
- the school's Health and Safety Policy
 - DFE national guidance as set out in the policy context
 - HSE Guidance as et out in the policy context
39. Risk Assessments will be undertaken for all educational visits and these will be communicated to all employees and adult helpers attending the educational visit.
40. Each educational visit will have an emergency management plan (risk assessment) which will detail the management and communication arrangements for dealing with the unlikely event of a major incident occurring on the educational visits. A copy of this will be held in the school office. In relation to residential visits or visits taking place outside of school hours, and a copy will be held off site by a nominated officer.
41. Where a child has an accident on an educational visit, this will be dealt with and recorded in line with the school's normal health and safety arrangements and accident recording procedures. The accident report and the consent forms will be kept on the child's file. These forms must be kept until the child reaches the age of 21 years.

Planning Educational Visits

42. All educational visits must be organised sufficiently well in advance to ensure that the visit is well planned and safely managed and where possible educational visits should be included in longer term planning.
43. The school will use the EVOLVE computer system to record the planning, management and approval of all educational visits.
44. 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

Pupil Participation in Educational Visits

45. At Park End Primary School we are committed to ensuring that all pupils are provided with the opportunity to participate in all categories of educational visits and we actively encourage them to do so.
46. Residential visits will be available to all children in Upper Key Stage 2 (years 5 and 6).
47. We aim to offer all children in Upper Key Stage a range of residential visits to include:
 - Outdoor Education Centre adventure activities during school time and out of school time for example Carlton, Robinwood and PGL
 - City Visit for example London.
48. The school will track the residential visits that children have attended during Upper Key Stage 2 to ensure that all children have had the opportunity to attend all residential visits offered.
49. In order to ensure that all children have an equal opportunity to attend each residential visit, in the instance where an educational visit has a limited number of places available, the procedure for allocating places will be as follows:-
 - All children will receive a letter for their parents with details regarding the educational visit.
 - The letter will include a permission slip for parental permission for the child to attend the visit.
 - The letter will make parents aware that if the visit is over-subscribed then a secondary visit will be scheduled for a date later on in the year, at which point the remaining children will be allocated places.
 - Once places have been allocated for a residential visit, a letter will be sent out to all parents informing them whether their child has or has not been awarded a place on the visit.
 - In the event that a child does not return a letter or cannot subsequently fulfil their allocated place, a discussion will be held with the child's parents to determine whether the school can help to facilitate the child's attendance on the visit.

50. All children will have equal access to educational visits. Where children have any special needs these will be considered during the planning of the visit and any necessary adjustments will be made in line with the school's equalities policy.
51. Residential visits may also be offered to specific groups of children as part of attending an after school club for example JASS club.

Communications and Consent

The school prospectus will provide parents with information about the policy and procedures relating to the management of educational visits.

52. Parents 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.
53. Written consent is required for all residential visits in line with the following :-

Local Visits Category A and B	Day / Residential Visits Category B and C	Adventure Visits/ Foreign Visits
<p>Written parental consent for local visits is obtained from all parents on the child's admission to school. Consent is therefore not required for every visit.</p> <p>However In the event that the duration of a local area visit exceeds usual school hours for children, a letter will be sent home to parents with a permission slip to return in order to advise on the collection arrangements for children upon return to school.</p>	<p>Consent is required for every individual educational visit where it is a full day that exceeds normal school hours (9.00am – 3.00pm) or a residential visit.</p>	<p>Consent is required for every individual educational visit where it is an adventure activity or a foreign visit.</p>
<p>Parents will be fully informed about the details of each educational visit.</p>	<p>Parents will be fully informed about the details of each educational visit.</p>	<p>Parents will be fully informed about the details of each educational visit.</p>
<p>Parents will be requested to provide any updates on medical records and contact details.</p>	<p>Parents will be requested to complete a medical consent form and update contact details. If the visit is in the local area an</p>	<p>Parents will be requested to complete a medical consent form and update contact details.</p>

Local Visits Category A and B	Day / Residential Visits Category B and C	Adventure Visits/ Foreign Visits
	update of medical details is sufficient.	

54. Written consent forms must be kept for 1 year.
55. In the event of written consent being unavailable for a local visit where it falls into category B verbal permission from the parent is acceptable in line with the following procedures:-
 - Record of telephone conversation recorded in the '*Educational Visits Consent*' book located at the school reception desk.
56. For residential educational visits involving adventure activities or foreign visits a briefing meeting with parents/guardians will be arranged.
57. Expectations with regard to the behaviour of children and codes of conduct will be explained to parents and guardians via letter and in the parental briefing.
58. Pupils will be adequately briefed about aims, expectations, behaviour, and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.
59. Where an educational visit is due to return after school hours and this is delayed due to unforeseen circumstances (such as traffic delays) parents will be informed via Teacher2Parents text message service. Staff will do their best to ensure that parents are kept up to date with the anticipated return time of the visit and any other relevant information.

Voluntary Contributions

60. As set out in the national guidance and in the School's *Charging and Remissions Policy*, Park End Primary School does not charge for :-
 - Educational visits that takes place during school hours ,
 - Educational visits that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education.
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
 - Transport in connection with any educational visit.
61. However the school may seek a voluntary contribution from parents towards the cost of any educational visit.
62. Where an activity cannot be funded without voluntary contributions, parents will be informed in writing in the initial correspondence regarding the proposed educational visit.

63. There is no obligation for any parents to make any contribution .Parents will not be made to feel pressurised into providing a voluntary contribution.
64. No child will be excluded from an activity because his or her parents are unwilling or unable to pay.
65. If insufficient voluntary contributions are raised to fund a visit and the school cannot fund it from another source, then the visit must be cancelled. This will be made clear to parents in the initial correspondence regarding the educational visit.
66. Where the actual cost of a day visit exceed £4 there will be a maximum amount of voluntary contribution requested of £4. Further details on the amount of voluntary contributions that the school may request can be found in the school's *Charging and Remissions Policy*.
67. In line with the national guidance and the school's *Charging and Remissions Policy* the school may charge for board and lodging for residential educational visits but this will not exceed the actual cost.
68. In relation to board and lodging , parents who can prove that they are in receipt of the following benefits will be exempt from paying the cost of the board and lodging:-
- Universal Credit
 - Income Support (IS)
 - Income Based Jobseekers Allowance (IBJSA);
 - support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
 - the guarantee element of State Pension Credit;
 - an income related employment and support allowance that was introduced on 27 October 2008.
69. This applies to activities that take place inside or outside of school hours.
70. Where an activity takes place outside of school hours, a charge may be made for this. However, a charge will only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.
71. The basis for determining whether it is deemed to take place either inside or outside school hours is that if 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

72. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.
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74. For residential visits, if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.
- **Example 1**
Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.
 - **Example 2**
Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.
75. Further details on the schools charging policy that the school may request can be found in the school's *Charging and Remissions Policy*.

Administration

76. It is the responsibility of the Visit Leader to ensure that the venue and transport are booked. The administration team will book the venue and transport.
77. All letters regarding educational visits will be processed via the administration team using the school letter headed paper and approved format.
78. Prior to being sent out all letters must be agreed by the headteacher or the school business manager.
79. All letters must be signed by the Visit Leader.
80. Where packed lunches are to be provided, the administration team should be informed of the number two weeks prior to the visit. The administration team will liaise with the cook.

81. All monies from voluntary contributions should be recorded by the Visit Leader (or person designated by the Visit Leader) in the relevant book and the money should be sent in a money box to the administration team on a daily basis.

Monitoring and Review

82. This Policy will be monitored by the governors of Park End Primary School, on a regular basis.
83. The Policy will be reviewed annually. The next review will take place in March 2019.