

Stutton CEVC Primary School
Educational Visits Policy

Approved	<i>May 2017</i>
Signed:	<i>Jo Hazlewood (Chair of Governors)</i>
Minuted:	<i>May 2017</i>
Date of next review	<i>Spring 2020</i>

Stutton CEVCP School Educational Visits Policy

Stutton CEVC Primary School has adopted the Suffolk 'Guidance for Educational Visits' www.oeapng.info as outlined on EVOLVE www.suffolkvisits.org.uk Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school/centre has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours clubs
 - School sports teams
 - Regular local visits (e.g. St Peter's Church, Canham's Wood, Alton Water, swimming)
 - Day visits for particular groups
 - Residential visits
 - Overseas visits
 - Adventurous Activities
1. The governing body nominates an Educational Visits Coordinator (EVC), who oversees the process.
 2. We currently use the services of Holbrook Academy's EVC to oversee the process of planning educational visits. The EVC ensures that educational visits are planned and risk assessed according to this policy. Once a visit plan is approved by the EVC, it is then sent to our headteacher for final approval.

The governing body approves the delegation to the Educational Visits Coordinator of the duties shown below.

- Ensuring visits are properly planned and comply with County regulations and guidance.
- Ensuring that risk assessments are undertaken.
- Approving the staff ratios for visits, taking account of the planned arrangements for the visit and the nature of the pupils involved.
- Verifying the competence of visit leaders and assistant staff to undertake the duties that will be expected of them.
- Ensuring parents are properly informed and give their consent.
- Ensuring that County requirements are followed with respect to insurance and indemnity.
- Organising emergency planning for educational visits at school level.
- Monitoring visits, receiving incident and near miss reports, and keeping school procedures under review.
- Arranging staff training and induction in the organisation of educational visits.
- Liaising with the County Council particularly in visits that require County Council approval.

In the first instance, the writing of the proposed plan is undertaken by the class teacher, or the headteacher, as appropriate.

Planning will be undertaken using the EVOLVE planning and approval system. Suffolk Evolve is an online system that provides schools with all the tools needed to create clear processes for planning, recording, approving and evaluating their educational visits.

All type 2 visits will be recorded on EVOLVE and require Local Authority approval. Type 1 visits will also be recorded, but only require approval from the EVC and headteacher.

* See below for Suffolk County Council visit classification.

3. The governing body agrees the retention by the Headteacher of the following duties:

- Keeping the governing body informed of the school's programme of educational visits.
- Submitting visit proposals for specific governing body approval where the school policy requires.

4. The governing body determines the following minimum staff/pupil ratios for all visits (categorised as Type 1 and Type 2 under County Regulations as follows:

- Age 4 and under (nursery) 1 to 6
- Age 5-6 (Years 1 & 2) 1 to 10
- Age 7-10 (Years 3 - 6) 1 to 15

Ratios for Type 1 visits will usually be higher than this and will always be higher when deemed necessary by the risk assessment.

5. In every case at least one staff member, the visit leader, must be a qualified teacher. If more than 30 pupils are involved there must be at one least one teacher or higher level teaching assistant to every 30 pupils.

6. The governing body determines that a parental consent form in addition to a covering letter as outlined in the school Charging and Remissions Policy will be used for informing and obtaining the consent of parents for **all** visits.

7. The governing body determines the following arrangements for informing and obtaining the consent of parents for visits categorised as Type 1 under County regulations:

- Type 1 "Regular" (R) visits will be covered by a single annual consent for example visits to Canham's Wood or RHS for swimming
- Type 1 "Specific" (S) visits will require parental consent on each individual occasion using county parental consent form

8. The governing body determines the following policy in relation to insuring staff and pupils for visits categorised as "Type 1" under County regulations:

- County travel insurance or an equivalent will be taken out for all staff and pupils involved in a Type 1 "S" visit.
- Parents will be informed of insurance arrangements so they can take out extra cover should they wish to do so.

9. The governing body determines the nomination of the following persons as emergency contacts in relation to educational visits:

Anne Clarke - Interim Headteacher

Janette Newbould: KS2 leader or Christine Timms: KS1/EY leader

10. All visits will need to be approved by the Educational Visits Coordinator

11. The Governing body will receive information on visits in the Type 1 "S" category in the termly headteacher's report and does not require notification in advance.

12. For all Type 2 visits additional approval will be sought from the governing body in advance, on a visit by visit basis. The headteacher will be responsible for submitting requests to the governing body. These visits will be recorded on Evolve.

13. For residential or trips involving overnight stays, any child with specific medical/behavioural issues will have their needs discussed with the parent at least four weeks prior to the trip to allow reasonable adjustments to be made.

14. Should a child experience a serious illness less than 7 days prior to the residential trip (for example, diabetes, asthma attack or similar) then the School will require written doctor's approval to take part, and any and all revised care plans so that reasonable adjustment can be made to allow as much participation as may be reasonably possible. The School will reserve the right to balance the child's needs with wider responsibility for other children and staff participating on the trip.

15. All notifications of educational visits submitted to the governing body for approval will include a statement of the objectives of the visit and the learning outcomes expected for the participating pupils.

16. The governing body reaffirms its Charging and Remissions Policy in relation to Educational Visits.

This policy is based on Suffolk County Councils Educational Visits Model Policy.

***SCC visit classification**

Type 1 Visits

- **Regular**, routine off-site activities (e.g. the use of off-site facilities for PE)
- **Specific**, one-off or occasional visits. (e.g. museum visits, field study visits).

Type 2 Visits

- Visits including an overnight stay, including overnight stays on the school site
- Visits including adventurous activities
- Overseas Visits
- Visits where any site owners or activity providers require to be indemnified against claims arising from the visit