

# **New Marston Primary School**

## **Educational Visits Policy**

### **Vision Statement**

We believe that outdoor educational and offsite activities have a positive impact on raising standards, being a valuable and important part of the learning process for children of all ages.

### **Policy**

- All visits must have an identifiable educational benefit for the participants and must be led by a competent group leader and accompanying adults.
- All those involved in the organisation and running of educational visits will comply with National, LA and New Marston's guidelines on the health and safety of participants on educational visits.
- The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.
- It is the responsibility of all staff to ensure that the risk to the health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

### **Practice**

New Marston will:

- Appoint a trained Educational Visits Co-ordinator (EVC) who will ensure that educational visits follow National, LA and establishment guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit.
- Develop and implement procedures to monitor all educational visits.
- Develop and implement an approval system for Category A and B visits, whilst referring Category C visits to the Local Authority for approval (see Out and About in Oxfordshire File).
- Develop and implement a procedure for dealing with emergency situations, including having a named home-based contact and a home-based emergency plan.
- Develop and implement a procedure for the investigation of and reporting on accidents, incidents and near misses.
- Make references on long-term planning grids as to suitable trips.
- Ensure that provision is made for the inclusion of all children.

### **During the planning of a visit the Group Leader will:**

- Ensure that the visit is planned and risk assessed, including an exploratory visit whenever it is possible. Risk assessments should be completed at least 2 weeks prior to a trip.
- Ensure that the visit complies with National, LA and New Marston's guidelines.
- Ensure that parents/guardians are made fully aware of the nature, purpose and detail of a visit and that permission including all relevant information is obtained for any offsite activity. Parents should be given at least 2 weeks notice of a trip. If large sums of money are required, then much longer notice should be given, e.g. for residential trips.
- Ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities.
- Ensure that provision is made for any incident, including first aid and a procedure to follow in the event of an emergency or other serious incident. A named person responsible for first aid should be included in the planning of a visit.
- Ensure that all necessary forms are completed for an educational visit and the appropriate consents and approvals are obtained.

- Ensure that all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and ensure those adults are CRB checked and understand their role.

**During a visit the Group leader will:**

- Ensure that the visit is as safe as practicable.
- Curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.

**During a visit accompanying adults will:**

- Ensure they undertake the roles and tasks given to them so as not to put themselves or others at unacceptable risk.

**During a visit all participants will:**

- Ensure they co-operate with the Group Leader and follow the instructions given to them in order to maintain the lowest acceptable risks to the health and safety of all participants.

**After the visit the Group Leader will:**

- Ensure that the visit is reviewed and a report is made to the EVC indicating the extent to which the intended educational benefits were achieved.
- Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the EVC and shared with colleagues for consideration in the planning of future educational visits.

EVC: tbc

Headteacher: Hannah Brown

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