



# **CRADLEY C OF E VA PRIMARY SCHOOL**

## **EDUCATIONAL VISITS POLICY**

Vision Statement: Enriching Lives

Policy written by: Mr. A. Greaves

<u>Dates</u>				
Written	April 2014			
Reviewed	Nov 18			
Amended				
Next Review				

# **CRADLEY C of E VA PRIMARY SCHOOL**

## **EDUCATIONAL VISITS**

‘Love your neighbour as yourself’ – Matthew 22:39.  
‘This is my commandment: love each other’ - John 15:17

1, This policy has evolved from the DfEE guidelines and Herefordshire Council guidance for off site activities and visits. All details and forms may be found on Evolve.

### **2, Aims**

2.1, Cradley school’s aim is to promote holistic development of all children so that physical, emotional and intellectual challenges and opportunities are part of our educational process to be accessed by all children.

### **3, Objectives**

3.1, So that our children have a wide variety of experiences we seek to enhance the personal and social development by

1. finding healthy, challenging well organised and supervised activities
2. visiting localities within our community and further afield
3. seeking to make off-site visits safe, enjoyable and following good practice.

### **4, Categories for Off-Site Visits**

<b>Cat.</b>	<b>Examples of programmes</b>	<b>Approval/Notification Procedure</b>
<b>A</b>	<b>Local visits, journeys and studies that are:</b> <ul style="list-style-type: none"><li>• Less than 8 hours in duration</li><li>• Less than 50 miles from base</li><li>• In County or in Worcestershire (close to school)</li></ul> E.g. farm visits, visits to sites of historic, commercial or cultural interest, some fieldwork, sport and leisure centre visits, sports fixtures, journeys to a museum or theatre, local parks and churches,	<b>Approval:</b> Head and/or Governors (Fill in Evolve form online)  <b>Notification:</b> None required
<b>B</b>	<b>Visits involving higher profile activities or a higher risk due to the duration of the trip or the distance away from base, including:</b> <ul style="list-style-type: none"><li>• Outdoor and adventurous activities</li><li>• Overnight stays</li><li>• Any off-site visit that is more than 8 hours in duration</li><li>• Any off-site visit that takes place more than 50 miles from base</li><li>• Any visit out of county</li></ul>	<b>Approval:</b> Head and/or Governors Fill on Evolve and Head approves before passing to County  <b>Notification:</b> LEA 10 days before trip (Evolve Form, plus accompanying documentation plus risk assessments)

C	<b>Visits with an increased risk due to distance away from base or where there is significant concern about health, safety or welfare, including:</b> <ul style="list-style-type: none"> <li>• All visits abroad</li> </ul>	<b>Approval:</b> Head and/or Governors (Evolve plus risk assessments and documentation)  <b>Notification:</b> LEA at planning stage (No form required)  LEA 10 days before trip (Evolve plus risk assessments and documentation)
---	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 5, **Checklist for Off-Site Visits**

### 5.1, **Purpose**

- Have you clearly identified the aims of the visit?
- Is the visit appropriate to the age, ability and aptitude of the group?

### 5.2, **Location/venue**

- If using an external provider for adventurous activities, has the provider been ‘checked’ in line with Council guidelines?
- Do you know or have you visited the location(s)?

### 5.3, **Insurance**

- Is insurance cover adequate?

### 5.4, **Risk assessments**

- Has a suitable risk assessment been carried out?
- Has the trip been put onto Evolve at least ten days before the event (especially if LA approval is required)?
- Are permission slips and documentation included in the Evolve application?

### 5.5, **First aid and medical**

- Have you assessed the first aid needs for the visit?
- Do you have a first aid kit appropriate to the visit?
- Do you know if members of staff/helpers have medical conditions?

### 5.6, **Young people**

- Have you advised young people in advance about your expectations for their behaviour?
- Are they aware of any ‘rules’?
- Have you identified and agreed with young people and staff the sanctions available to curb unacceptable behaviour?
- Do you and/or other staff know the young people you are taking away?
- Is everyone aware of the nature and purpose of the visit?

### **5.7, Parents**

- Are parents aware of the behaviour expected of young people and that, in the event of gross misconduct, they are responsible for the early return of the young person?
- Are parents aware of the nature and purpose of the visit? Has written consent been obtained?
- Has parental consent been gained for named staff to administer specific medication/injection, and have they received appropriate training?
- Do you have parental consent forms for each young person on the visit?

### **5.8, Transport**

- Is there an appropriate balance between time spent travelling and time spent on site?
- Have you considered the suitability and safety of the transport to be used?

### **5.9, The Programme**

- Is there flexibility within the programme? (E.g. do you have appropriate contingency plans that would be suitable in the event of bad weather, staff illness, etc?)

### **5.10, Finance**

- Have all financial matters been appropriately dealt with?
- Have you sufficient cash/spare cash?

### **5.11, Emergency procedures**

- Do you have emergency contact telephone numbers for designated senior staff?
- Are you aware of the appropriate action to be taken in the event of a major accident/incident that might invite media attention?
- Is a mobile phone necessary? If so, can you get reception in the area you are visiting?
- Have you ensured that the base contact has the names of all participants, including adults, plus contact details?

### **5.12, Leadership**

- If staff are going to lead adventurous activities, have they been 'checked' in line with Council guidelines?
- Are you (the visit leader) aware of, and comfortable with, your role?
- Are all staff and helpers aware of, and comfortable with, their roles?

### **5.13, Competency**

- Do the adults in the party have the appropriate skills and competencies for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).
- Have adult helpers been approved by the Headteacher?

### **5.14, Supervision**

- Is the level of staffing sufficient for there to be adequate supervision at all times? This will be determined by (a) the type, level and duration of activity, (b) the requirements of the group, (c) the competence of staff, (d) the time of year and prevailing conditions.

### **5.15, Approval**

- Has the venture been approved by the Headteacher?

### **5.16, Final Preparation**

- Has there been suitable progression/preparation for young people prior to the visit?

- Does the visit conform to Herefordshire Council guidelines?
- Have you issued all relevant details? (E.g. itinerary, kit lists, etc.)
- Are you and other staff aware of the relevant medical details of young people, staff and voluntary helpers?
- Will you need a weather forecast or other location information such as tide times, etc. and do you know where to get this information?
- Will your group need waterproof clothing, boots or other equipment? (who will be providing these?)
- Does specialist equipment conform to standards recommended by responsible agencies?
- Have you relevant literature, work sheets, clipboards, etc?

#### **5.17, Evaluation**

- Have you reported back to the Headteacher?
- Has the group been debriefed and any relevant follow-up work completed?
- Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?
- Have you evaluated the visit, and, if appropriate, made notes of points to be considered for future visits?