

# HAYES MEADOW PRIMARY SCHOOL

Be the Best We Can Be



# Educational Visits Policy

Policy adopted on .....01.09.2023.....

Review Date .....01.09.2024.....

Signed: Headteacher Sarah Sivieri

Chair of Governors Marie Brown

## Introduction

Hayes Meadow 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.

## 2. Roles and Responsibilities

The Headteacher is responsible for ensuring visits are approved and can be accommodated within the school timetable. The Educational Visit Co-ordinator (EVC) is a staff member who is specifically competent and has received relevant training, 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.

The designated EVC for Hayes Meadow Primary School is Philippa Gilbert. The Headteacher, Sarah Sivieri 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.

## 3. Procedures

Staff at Hayes Meadow wishing to plan and undertake a visit should first seek permission from the Headteacher or EVC to plan a visit. Once

granted they should then add the visit details through the EVOLVE system which will be automatically passed to the EVC for checking and approval. This should be completed at least three weeks in advance for a non-residential and six weeks for a residential.

The Headteacher will 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.

The number of visits planned for any one year group is generally left to the discretion of the teachers in that year group. However, there should be no more than one visit each term or three over the course of the year that require parental contributions. What must also be considered is the cost of each visit including the cost of transport that the parents may have to bear. Each visit's cost must be considered against any other visits that have taken place over that academic year. The reason for this is to ensure that parents do not continually have to find large amounts of money to fund too many visits. The same procedures need to apply to visiting groups where we ask for a parental contribution. Such groups need to be regarded as an external visit.

The Headteacher may refuse a visit to take place based on lack of financial contribution or staff not preparing in enough time.

Staff should request risk assessments from the venue and ensure these meet school requirements. Risk Assessments should be written for visitors coming into school and DBS checks completed.

Pre- visits are advisable if it is a place the school has not used before.

It is good practice for the EVC to supervise visits for a number of reasons, for example to support a newly qualified teacher as well as other factors where additional support is needed.

#### 4. 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 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

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.

#### 5. 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.

Staff are responsible for informing the Headteacher about all incidents and accidents.

#### 6. Transport

Hayes Meadow uses approved coach companies for all educational visits. It ensures only coaches that have seat belts fitted can be used.

Children are kept off the front seats and the middle of the rear seat and emergency exit seat where possible.

Staff to ensure they are seated amongst the children, front middle and back of coach during journeys.

Staff must check where the coach will park at the destination to ensure safe access to the venue.

## 7. Children

Prior to the visit, staff at Hayes Meadow will ensure the nature and purpose of the visit is explained and how it will fit into the curriculum.

Children are reminded about their behaviour and expectations at all times.

Checks will be made to ensure that children with medical requirements have access to medicines e.g. inhalers, epi-pens. These are taken on any visit. Any prescribed medication needed to be administered whilst away from school, must be signed in by the parent following the school's medication policy.

Planning any educational visit must comply with Keeping Children Safe in Education, the school's safe guarding policy, accident, medication and health and safety policies.

## 8. Evaluation

On return all visits should be evaluated as to their success/failures and whether they have met the intended objectives. The risk assessment needs to be reviewed following a visit.