Barrow CEVC Primary School
Inspire, Create, Discover, Together

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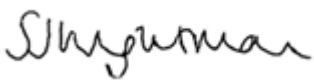
Headteacher: Mrs H Ashe BA (Hons)

Educational Visits Policy

Originated by:	Alison Earl
Reviewed by:	Jo Woodland
Review date:	June 2024
Distributed to:	All teachers
Distribution date:	June 2024
Adopted at Governors' Meeting	July 2024
Signature of Chair of Governors:	
Signature of Chair of Headteacher:	
Next review date	Summer 2026

1. INTRODUCTION

The Governing Body of Barrow School accepts that educational visits offer opportunities to enrich learning, increase motivation, improve social skills and can make a significant contribution to the ethos of the school.

For children at Barrow School, the educational visits offered will normally fall into the Type 1 category of the County Regulations. A Type 2 visit involving a residential stay or adventurous activities would only be offered after discussions with the Governing Body and with their specific approval.

This policy applies to activities taking place within and outside of normal school hours. This includes but not limited to:

- Visits to places of interest in the local area
- Day visits to laces such as museums and other cultural and educational institutions
- Sporting activities
- Adventurous and recreational activities
- Residential trips organised by the school

1. MANAGEMENT OF EDUCATIONAL VISITS

The Governing Body adopts the County Council handbook "Educational Visits, Regulations and Guidance" as school policy for the management of educational visits. Where the County handbook permits discretion at school level, the following apply:

1. The Governing Body nominates the Headteacher as Educational Visits Co-ordinator (EVC).

2. The Governing Body agrees that the Headteacher as Educational Visits Co-ordinator shall have the following duties and responsibilities:

- To ensure that the planning of visits complies with County regulations and guidance
- To ensure that the specific risk assessments for the visit or activity are undertaken- see section 12.
- To approve the appointment of visit leaders and assistant staff
- To verify the competence of visit leaders and assistant staff, taking account of the planned arrangements for the visit and the number and nature of the pupils involved.
- To ensure that the visit leader is allowed sufficient time to organise the visit properly
- To organise and monitor the training/induction of visit leaders and assistant staff as appropriate
- To assess outside activity providers
- To ensure parents are properly informed and give their consent
- To organise emergency planning for educational visits at the school level
- To monitor visits, including accident and near miss reporting and review school procedures
- To liaise with the County Council particularly on visits which require County Council approval
- To keep the Governing Body informed of the schools' programme of educational visits and submit proposals for visits in certain categories for specific Governing Body approval
- Evaluate all visits once complete, from planning to the visit itself and use this to improve future arrangements.

3. The Governing Body determines that the following minimum staff/pupil ratios for visits categorised as Type 1 under County regulations shall be:

Ages 4	(Reception Class)	1:6
Ages 5-6	(Years 1 & 2)	1:10
Ages7-11	(Years 3, 4, 5 & 6)	1:15

In every case, one staff member included in the above ratios must be a teacher. Larger parties must include at least one teacher to every 30 pupils.

4. The Governing Body determines the following arrangements for informing and obtaining the consent of parents for visits categorised as Type 1 under County Regulations. Written parental consent for those routine off site activities within the village is requested on the admission form completed for the child on their entry to school. These activities might include visits to the church, walking trips around the village or similar activities. This single form of consent will be taken to apply throughout the child's time at the school unless specific notification to the contrary is provided by the parents.

- In the case of a series of visits which involve the children travelling by coach or other transport outside the village, parents will be fully informed of the details and asked to sign a single consent form to cover the series of visits. The EVC will collate responses and contact parents who fail to return their forms by the deadline to ensure 100% compliance.
- Transport for Type 1 and Type 2 visits:
  Coaches- reputable coach companies to be used for a range of visits and fixtures.
  Private Cars- visit staff may use private cars to transport pupils on off site visits. However, they should normally not be put in a position where they are alone with a young person. The EVC will check that:
    - The driver has a valid licence and a valid insurance policy. This requires the owner to have business use cover.
    - The vehicle is properly maintained and has an MOT (If appropriate)
    - Explicit parental consent has been obtained.
    - Drivers are aware of their duty of care.
- In the case of specific, one off visits parents will be given full details and asked to give their consent on form PC03. This consent form will be used for occasional class day trips.
- Parents sign a consent form to cover all trips and visits when registering a place at the school.
- Residential trips require specific consent.

5. The Governing Body determines the following policy in relation to insuring staff and pupils for visits categorised as Type 1 under County Regulations. Participants in Type 1 visits will be insured through the County's school visits and journeys insurance policy. Teachers and other County employees and volunteer helpers are automatically protected by the County Council's liability and personal accident policies. Details of this policy, including the current scale of premiums and benefits are circulated by the Insurance Manager to all schools annually.

6. The Governing Body endorses the nomination of the following persons as emergency contacts in relation to educational visits:

- Helen Ashe– Headteacher
- Sarah Wightman – Chair of Governors
- Andrew Wilson– Vice-chair of Governors

In case of an emergency due regard should be given to critical incidents procedures and policy and to the emergency contacts therein.

7. The Governing Body shall approve in advance, on a visit-by-visit basis, educational visits in the Type 2 category. Governing Body advance approval is not required in advance for Type 1 visits.

8. The Governing Body shall approve, in advance at the Termly FGB meetings educational visits undertaken within the village on a regular basis.

9. The Governing Body will receive information on visits in the following categories in the termly Headteacher's report and does not require notification in advance. All Type 1 visits including:

- Visits to the Church
- Visits to the Village Hall
- Visits to the orchard
- Observationally walking around the village
- Day trips by classes undertaken to support curriculum work

10. All notifications of educational visits submitted to the Governing Body for approval (usually Type 2 visits) will include a statement of the objectives of the visit and the learning outcome expected for the participating pupils.

11. The Governing Body reaffirms its charging and remissions policy in relation to educational visits.

12. Risk Assessments: At the planning stage the EVC will together with the lead teacher, identify any possible hazards or significant risks for the trip. The anticipated benefits of the trip will be weighed against the hazards and risks associated with the visit. These must be acceptable. Risks cannot be eliminated altogether. Visit staff will ensure that appropriate and sufficient control measures are in place to manage these risks. **For all trips** visit staff should fully complete the relevant template risk assessment forms provided by the Local Authority or EVOLVE. They should discuss with the EVC any queries regarding the guidance. **This form should be uploaded to EVOLVE and the EVOLVE form submitted (at least 14 days before the visit for low risk trip and 21 days for high risk trips.)** during all visits, staff will carry out ongoing risk assessments. Any significant risks should be written down. The review process following the visit is an essential part of the risk assessment process. Lessons learnt from ongoing risk assessments will inform future planning.

13. Inclusion

All children regardless of background or abilities, should be able to take part in every aspect of our school life, including visits. If a pupil with a disability or an Education Health Care (EHC) plan or any other specific needs eg medical conditions including allergies, is participating in the visit they will have the same support that is available to them during the school day. We will adjust the trip programme where necessary, working with parents /carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff and other adjustments as appropriate. Additional risk assessments may be carried out to ensure the safety of all staff and pupils.

14 Volunteers

Where appropriate, parents and carer may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude abd past behaviour, including previous volunteer experience.

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including their responsibilities, expected behaviour, the process for raising a concern, emergency procedures and contact details and the expected timetable of the trip. Where practical and as required by the nature of the visit, volunteers may be asked or required to undergo safeguarding checks, including DBS checks. At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

Residential visits

The following additional procedures will apply to all residential visits:

- Prior to any residential visit, staff will arrange a parent meeting to make clear behaviour expectations and outline procedures or possible actions as a result of children breaching school or centre behaviour codes.
- Behaviour agreement/consent form that parents must sign before a residential trip makes clear that staff are '*in loco parentis*' and outlines procedures or possible actions following any poor behaviour.
- Parents are to be informed by HT of any significant behaviour incidents on a residential trip and any action planned or taken as soon as reasonably possible whilst children are still away.

This policy will be reviewed in accordance with the school's rolling review programme or before, if revised guidance is received.