

LONG FURLONG PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

October 2023

Introduction

Outdoor and Offsite Education is a term now widely accepted as covering educational activities concerned with learning, moving and living outdoors, whether it be in a rural or urban environment, on a day or residential basis and also embraces educational visits to particular venues to achieve specified educational objectives and benefits. Educational visits provide a different approach to learning which extends and reinforces the curriculum by

- Crossing subject boundaries
- Providing investigative opportunities
- Forging links with a variety of disciplines
- Encouraging personal independence

Objectives

- To develop pupils and staff as underpinned by our vision and values
- To raise achievement through boosting self esteem and motivation
- To develop key skills
- To support the delivery of the school curriculum
- To promote social education and citizenship
- To promote education for sustainable development
- To promote health and fitness
- To underpin and deliver the school's outcomes

Practice

This Policy has been drawn up adopting the guidance of the Outdoor Education Advisers Panel (OEAP) which dictates policy and procedure on all maintained schools' educational visits.

Long Furlong School will appoint an Educational Visits Co-ordinator (EVC). This policy is to be read alongside school policies including: Charging, Behaviour, Health and Safety, Special Needs and others as relevant.

Supervision

When approving outdoor and offsite education activities the Headteacher must appreciate that the ratio of pupils to adults in any group will vary depending upon:

- The number, knowledge, experience and or training of staff, supervisors and helpers
- Professional judgement of the person leading the activity (Visit Leader).
- Physical suitability for the task
- Nature of the area and activity
- The developmental stage of the participating group

- Previous training and experience of the participating group
- Any special needs including learning, behavioural or medical needs or specific circumstances

At Long Furlong Primary School these general numbers can be applied unless, in the professional judgement of the EVC, the activity warrants different levels of supervision. Ratios will need to be adjusted in light of SAGE (Staffing - who is needed/ available, A -activity- what risks are there, Group characteristics - are there particular needs to be met, Environment - the nature of the area will affect ratios, eg indoors or out, public or private, open, impact of weather, residential facilities etc)

Stage	Adult:Pupil advised Ratio
Nursery*	1:2 (no longer set by EY Statutory Framework)
Reception*	1:4 (no longer set by EY Statutory Framework)
Yr 1 and 2 (KS 1)	1:8
Yr 3,4,5, 6 (KS 2)	1:10

Roles and responsibilities

Governors

- The Teaching, Learning and Pastoral committee will have oversight of the implementation of the policy
- Ensure that the Headteacher and EVC are fully supported and have time and appropriate competency to complete their role
- Ensure that this policy is regularly reviewed, and its effectiveness and implementation are reviewed every three years.

Headteacher

- Ensure all policies and procedures are implemented and fully met
- Monitor the role of the EVC (if different from the Headteacher)
- Ensure necessary planning procedures have been followed and monitor this
- Know the educational benefits of the visit and how they will be met.

The Educational Visits Co-ordinator (with the school administrator)

- Ensures compliance with OEAP advice: <http://oeapng.info/>
- Undertakes initial Educational Visits Co-ordinator training, and refresher training thereafter
- Ensure all visits meet LA and school requirements
- Assess group leaders to ensure they are competent, confident and accountable, and that other accompanying staff are competent for their role.
- Ensure Visit Leaders receive appropriate and relevant training
- Advise and support group leaders

- Ensure parents are informed, and that the resident parent (or in case of a looked after pupil, in consultation with carer and social services) gives consent for their child to go on the trip
- Ensure emergency plans are in place
- Records, reviews and monitors the process

School Administrator and/ or Visit Leader

- Ensures that the visit is planned, and risk assessed, including an exploratory visit whenever it is possible.
- Ensures that the visit complies with National, Oxfordshire County Council and Long Furlong Primary School guidelines.
- Ensures that a parent/guardian is made fully aware of the nature, purpose and detail of a visit and that permission including all relevant information is obtained for any off-site activity.
- Ensures that appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities.
- Ensures 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.
- Ensures that all necessary forms are completed for an educational visit and the appropriate consents and approvals are obtained.
- Ensures that all accompanying adults are selected based on their competence and suitability to undertake the tasks they are allocated and ensure those adults understand their role.
- Ensures all pupils are informed of the nature, purpose of the visit and management of risks.

During a visit the Visit Leader will: -

- Ensure that the visit is as safe as practicable.
- Carry out 'dynamic' risk assessments and 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.
- Ensure there is a "deputy" who can lead the visit in the event the leader becomes incapacitated.
- Ensure all volunteers and staff are aware of plans, particularly any changes during the visit.
- Retain ultimate responsibility for participants at all times.

After the visit, the Visit Leader will: -

- Ensure that pertinent information acquired from or about the visit or activity is drawn to the attention of the EVC and school administrator and shared as appropriate with colleagues for consideration in the planning of future educational visits and activities.

- In the event of an incident, the results of investigations will be recorded in line with school and/ or activity provider practise.

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 Visit Leader and follow the instructions given to them to maintain the lowest acceptable risks to the health and safety of all participants.
- Follow the school rules and any other appropriate rules at all times as requested by the venue's management, Visit Leader or accompanying adults.
- Develop their knowledge and understanding related to responsible participation in the reduction of risks during the visit.

Information for Parents/Carers

Parents and Carers will be fully informed of the arrangements and activities planned for on an educational visit. Consent for educational visits is given in writing by parents at the start of the pupil's time at school. Where pupils will be away overnight there will be the opportunity to meet with the organisers who will be overseeing the group.

Insurances

No educational visit will be organised without adequate insurance cover being arranged. All parents will have access to clear information about the scope of the insurance cover provided.

First Aid

Suitable provision for First Aid will be made for all site activities. Risk assessment will determine whether a first aider or the appointed person should accompany the visit.

Medication for pupils with Individual Healthcare Plans (IHPs) must be taken to all off-site activities.

Notes: OEACP: Consent information:

“Schools are not required to obtain consent from parents for pupils to participate in off-site activities that take place during school hours and which are a normal part of a child's education, such as local studies and visits to a museum or library etc. (Education Act 2002 section 29).

While parents do not have the option to withdraw their child from the school curriculum, it is good practice to inform parents that a visit or activity is to take place (see the section “Informing Parents” below). Schools should be aware that asking for consent when it is not needed can lead to some parents assuming they can withhold consent and so withdraw their child from a curriculum visit when this is not the case.

*Consent **is** needed for all visits organised by establishments other than schools. Consent **is** needed by schools for visits taking place outside school hours and also for activity taking place*

both during and outside school hours where it is perceived to involve a higher level of risk, such as a visit involving a long journey or adventure activity.

Appendix: Internal Visit Proforma

DATE RECEIVED

Long Furlong Primary School

Internal Visit Proforma

Visit Leader information	Name Position	Visit specific experience			
Date(s) of visit					
Nature / purpose of visit (aims / benefits)					
Activities to be undertaken					
Venue				Venue contact number	
Transport provider (Include out of hours)	Name		Company Contact number		
Names of children (if not whole class)				Indicate if any SEND/1:1/Medical Needs:	
Names of staff (consider ratios as overleaf, SEND/1:1/Medical requirements of pupils and if staff are part-time – Remember TA's need to be consulted regarding their attendance)					
Implications for Break and Lunch duties and PPA – are swaps needed and who will action					
Numbers involved in the visit	Assistants incl volunteers		Young people / children		TOTAL Incl Leader
Risk Management - Risk management covered (eg Transport)	Risk management attached Yes / No		Checked by EVC		
	<u>Establishment</u>		Contact No		

Emergency contact number(s) Please ensure names are legible and provide relevant contact numbers, including mobiles as necessary	Name Position	
	<u>Out of hours</u> Name	Contact No

Authorisations These signatures <u>must</u> be in place for the visit to be approved.	The above visit has been approved and will be run in accordance with LA and establishment guidance and policy requirements	
	EVC Name	
	Signature	Date
	Head / Manager Name	
	Signature	Date

Please remember to:

- Check staff to pupil requirements - have you enough parent helpers?
Staff ratios:

F2/3 1:2
F1 1:4
KS1 1:8
KS2 1:10

- Inform any helpers e.g. RALF readers that they will not be needed
- Remind pupils that their parents should inform music teachers if they are missing a lesson
- Remind pupils about arrangements the day before e.g. packed lunch if required
- Tell the kitchen if you are missing lunches
- Arrange any staff duties (morning play/lunch cover) as necessary
- Take first aid bags
- Take any pupil medication e.g. inhalers as required
- Re-arrange any PPA as necessary

After the Visit:

Please inform the EVC/ headteacher and administrator of any pertinent and useful feedback that can help with future planning and visits.