



Deanery C.E. Primary School
Academy Status

Educational Visits Policy
November 2024

The Deanery School Christian Ethos

Our School Motto – 'Ad Majorem Dei Gloriam'
Translated this simply means 'To the Greater Glory of God'.

Vision

We believe that everything we do is a faithful response to God's faithfulness, shown to us through Jesus Christ. Our vision is to reflect God's Glory in every season of life, in all aspects, from the little things, to the big.

Beliefs and Values

We believe that God's heart is for his children to thrive in a happy, secure, and caring environment at the Deanery. It is an essential part of our Christian ethos that we thank God for how he has demonstrated peace, love, faith, joy, grace and hope to us. We seek to reflect these core values throughout all areas of life in the school.

We believe that education, strengthened by our faith, is the vehicle with which children can achieve their full potential.

School Culture

At the Deanery we aim to provide opportunities and experiences for everyone to learn and develop their social, creative and academic skills within a motivating and stimulating environment.

We aim to:

- Foster an environment that is enriched spiritually, morally, ethically and socially through the Christian faith.
- Value each child as unique, regardless of faith, ability, gender or ethnicity.
- Nurture children to be polite, respectful and considerate towards one another. Offer a range of opportunities and experiences to develop their confidence, self-esteem and independence.
- Encourage each child to fulfil their potential within all areas of the curriculum.
- Promote knowledge and understanding through a secure, stimulating and enriched environment.
- Create a broad educational experience that is enriched both morally and spiritually through partnership with staff, governors, parents, the local community, parishes of the Deanery and Birmingham Diocese.
- To enable each child to value themselves and have aspirations for the future.
- To recognise everyone's place in the wider community.

The aim of this policy is to sustain and promote a broad and balanced range of offsite educational visits from Deanery C of E Primary School, whilst ensuring safe practice and competent supervision. The school has a signed agreement with Birmingham City Council Educational Safety Services and agrees to adopt the Birmingham City Council Policy and Guidance for Education Visits and Learning Outside the Classroom (See Appendix 1) and the OEAP National Guidance. <https://oeapng.info>

Rationale

‘Outdoor education offers attractive opportunities for achievement to pupils across the spectrum of ability. These can stimulate and reinforce a positive attitude towards education and are recognised as achievements by teachers and peers alike’.

(DfES ‘Extending opportunity: a national framework for study support’)

Aims

- In some instances visits may fulfil a statutory part of the national curriculum programme of study and a compulsory part of the National Curriculum (for example, Geography fieldwork).
- The effect on self-esteem and motivation and the development of personal and social skills is also sometimes quite remarkable. This can have a dramatic and positive effect on the attitude and aspirations of young people, often resulting in an improved response to academic work and indeed school generally.
- Relationships between young people and also with staff, are often transformed for the better and this can have a positive ongoing effect on the whole learning and development process.
- School visits provide a valuable opportunity for pupils to encounter experiences, which are not available to them in the classroom. They can enable pupils to develop initiative, resourcefulness and independence. However, it is essential that all such visits be carried out with the highest regard for the safety and welfare of the pupils taking part in them.
- To experience a range of environments, extending their cultural awareness and widening horizons.
- To involve children in teamwork and problem solving through residential experiences.
- To support national agendas and initiatives.

Inclusion and entitlement

Educational visits are an integral part of the curriculum. All pupils are entitled to participate irrespective of social background, culture, race, gender or differences in ability and disabilities.

Each pupil has an entitlement to experience:

- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible
- A residential experience.

Teachers will set appropriate learning challenges, responding to pupils' diverse learning needs. The Deanery C of E Primary School will make provision, with well-planned reasonable adjustments made to support pupils, enabling them, where possible, to participate effectively in educational visits.

Organising a Visit

Steps should be taken to minimise risks and all hazardous activities must be identified through a vigorous Risk Assessment.

Adequate child protection procedures must be in place at all stages of the visit and any guidelines laid down in the school's Child Protection Policy should be followed.

The checklist for a school visit should be adhered to strictly and no visit should take place if any of these items are incomplete.

1. An "*Initial trip*" form (see appendix 2) is completed by the trip leader and given to the Head teacher to agree and sign.
2. The trip leader is then to organise a pre-visit to said destination/event to carry out the school's "*Risk Assessment*" (to be completed on E-Visits - www.e-visit.co.uk), liaise with the school office to book transportation and finalise costs.
3. A letter is to then be sent to parents detailing the key information for and about the planned visit, plus the request for payment (if necessary). (see appendix 3).
4. The Educational Visits Coordinator and Head teacher are required to complete a final sign off for any visit at least 5 days in advance of the trip taking place.
5. If parent helpers are being used for the trip/event, it is the responsibility of the trip leader to share with each parent helper a "*Policy for Volunteer Helpers in School*" (see appendix 4), ask them to sign one copy which is then kept on file and the other to be kept by them to refer to.

Notes on 'Risk Management' and the planning and preparation for Educational Visits

Thorough preparation for a visit must be undertaken. The EVC and the Head Teacher should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims. The following must be addressed in further planning:

- Supervision, provider checks, content of the day's activities, first aid, transport – all to be organised in advance.
- Parents to be advised of details of any visit and kept fully informed.
- All necessary consent /permission slips must be obtained in advance.
- Charged mobile phones to be taken – network coverage to be checked in advance, where possible.
- An emergency Plan B to be put into place, detailing alternative arrangements (perhaps due to illness, transport issues, weather etc).
- Planning support, notification forms, provider questionnaire, checklists and generic risk assessments can be accessed through resources and information on the website <https://oeapng.info/evc/> for the most up to date resources.

General information

Adults

On each trip there must be a minimum of 2 employed members of staff. On an educational day visit at least 50% of staff must be employees. The pupil/adult ratio can be made up with volunteer helpers.

(Teachers-choosing your adult helper)

To make sure the whole procedure is fair and transparent, I suggest the following

- When the trip letter goes out to children, it should be made clear that x volunteers are needed and that if this number is exceeded a 'draw' will be conducted
- Unsuccessful volunteers will go to the top of the list for next time
- For whole school trips which are funded by the PTFA then places will be allocated to PTFA, Governors and extended care first before point 1 is adopted.

Responsibilities

Head Teacher

- Must be consulted/informed about any educational visit being organised
- Ensures that the EVC is aware of his/her duties and that a clear line of responsibility is established
- Ensures that the EVC is competent, trained and is revalidated at least every 3 years
- Ensures that medical and personal/address details for all pupils are updated regularly
- Considers Insurance matters for Educational Visits and fully informs parents

- Writes and fully informs parents regarding regular and repeated activity and fixtures or regular repeated programme of off-site Educational visits
- Ensures BCC/appropriate policy for transporting children in cars is adhered to

Educational Visits Co-ordinator

- Promotes and 'Champions' Educational Visits from School and takes a lead in policy development
- Approves all visits and notifies the LA for categories of 'Adventurous Activities' and 'Overseas Visits' in line with the agreement
- Approval of competency of the Visit Leader and accompanying staff
- Ensure the Visit Leader is school employee
- Ensures compliance with 'Learning Outside the Classroom'
- Ensure all paper work is completed appropriately
- Supports and advises colleagues in planning visits
- Ensure risk assessments are completed
- Checks to make sure parents are fully informed of visit details
- Ensures accident and emergency procedures are in place and understood by staff and that near misses are recorded
- Ensures central records of trips are held centrally
- Ensures evaluations of trips are undertaken

Visit Leader, Teacher and Support Staff

- To ensure there are clear educational aims for the visit
- Understand the importance of 'collective Discussion' regarding risk assessments and that these risk assessments are shown to the Head and EVC
- To have access to Emergency Contact Lists of everyone going on the visit to include dietary requirements, medical, names addresses and telephone numbers
- Ensure parents are kept informed
- Plan carefully
- To evaluate the trip and give children the opportunity to do the same
- Share any near misses <https://www.birmingham.gov.uk/xfp/form/1032>
- To ensure the children are continually briefed
- To ensure adequate first aid has been considered
- To agree on drop off and collection places

Designated Visit Leader

This should be a member of staff who is familiar with school policy, has experience of trips (has undertaken at least 2 trips with other staff) and is confident to lead.

Emergency Procedures

The risk assessment 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 that may be needed as a link between the party, the parents, the school and the Governors/LA in the event of an emergency.

In the event of a known delay due to traffic or something out of the leader's control the Head Teacher should be informed and appropriate action taken to notify parents. If this is after the close of school an agreed procedure should have been set up prior to the visit by the DVL with the 'home/school' contract.

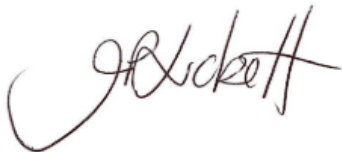
If a delay is due to an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Head Teacher or appropriate Senior Manager in charge of the school so that they can decide:

- 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 (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
- However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Head Teacher, Deputy or the home contact will inform the Chairman of Governors as soon as possible and the school will instigate its critical accident plan. (Detailed in The Critical Incident Policy).

In the event of a party being overdue and without contact for more than an hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

Policy written by Hayley Sadler

Agreed and accepted by Governing Body



Signed:

Dated : 06/11/24

Checklist for visits

Please note that visits must be organised at least two months prior to date.

FILL in the Initial trip form (appendix 1) to seek permission by the Head teacher to proceed

- ❑ Visit leader should carry out a preliminary visit. This should be done prior to every visit. See Head Teacher or Education Visits Co-ordinator before proceeding if you have no intention of doing a preliminary visit.
- ❑ Venue for visit needs to be confirmed with either Education Visits Coordinator or school office. Some visits need LEA approval and additional forms would need to be completed.
- ❑ A risk assessment should be filled in, based on what you have seen
- ❑ Arrange coach through school office.
- ❑ Costing should be worked out for the whole visit (including entrance fees, coaches and additional activities, etc.)
- ❑ Check ratios are adequate (guide, depending on the activity – 1:3 Nursery 1:5 Reception and Y1/2 1:6/10 and Y3-Y6 1:10/15,. Please note that there must be 2 members of staff in every group if they are separating, also 2 members of staff per coach.) 50% of adults attending visit must be employees.
- ❑ Send notification to parents, informing them of as much detail as you can. Signed agreement from the parents to be collated.
- ❑ Take down the name of all volunteers and complete a 'draw' to find out which parents will be helping on this occasion.
- ❑ Complete all sections required on Evisits and submit to Education Visits Co-ordinator who will check, sign it and send on to obtain the Head Teacher's signature.
- ❑ Ensure date of proposed visit is entered on the diary sheet.
- ❑ School office will notify the kitchen and also peripatetic staff.
- ❑ Send out the meeting letter, giving volunteers a date and time to be briefed.
- ❑ At the briefing give out the parent checklist of expectations etc. "Policy for Volunteer Helpers in School".

One week before the visit

- ❑ Check children's contact details are complete and chase any missing forms.
- ❑ If the visit is not to be invoiced to school and a cheque is required, ensure the Bursar is asked to raise a cheque. You will need to collect this from the Bursar on the day of the visit.
- ❑ Ensure you have all contact detail and consent for every child. You must take these details with you on the visit/have access to them readily available.
- ❑ Group the children with appropriate adults ready for the visit.
- ❑ Mobile phone numbers of staff to be given to the office.

Day before the visit

- ❑ Organise first aid for each group leader/coach.
- ❑ Check all contact details of children and medical conditions (inhalers, epi-pens etc).

Day of visit:

- ❑ The leader must go through the rules/risk assessment with all helpers and ensure they have necessary information/packs etc.
- ❑ Go through volunteers policy

- ❑ Take register as normal
- ❑ Ensure office know of all children going on visit and any absentees.
- ❑ If there is more than one bus/coach ensure a lead member of staff on each coach.
- ❑ A list of all children on coach should be given to coach leader.
- ❑ Coach leader should check all children are wearing seatbelts. Try not to seat any child at the front or in the centre back.
- ❑ Spread adult helpers throughout the coach to monitor the children.

After the visit:

- ❑ Evaluate the visit on
- ❑ Fill in any near misses
- ❑ Pass a copy to the office and Education Visits Co-ordinator.
- ❑ Complete the LA Accident form if there have been any accidents during your visit.