



## WICKLEWOOD PRIMARY SCHOOL AND NURSERY EDUCATIONAL VISITS AND SCHOOL TRIPS POLICY

### Responsible Person

The appropriate responsible person for the updating of this policy is: **Headteacher**

Review: Autumn 2022

Next Review due: Autumn 2025

**Reviewed by:** This policy was approved by the FGB at 7/12/2022

The school has formally adopted, through its Governing Body, the Norfolk 'Guidance for Offsite Visits'. [www.oeapng.info](http://www.oeapng.info) and as outline on EVOLVE [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk) Further procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

### Aims and purposes of Offsite Visits

The school has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours Clubs (music, drama, art, science, sport, homework etc)
- School sports teams
- Regular local visits (places of worship, swimming, other local amenities)
- Day visits for particular groups
- Residential visits
- Overseas visits
- Adventurous Activities.

### Approval Procedure

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher. The Headteacher is the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. If using the Evolve Local Area Visits (LAVs) module then its been agreed that LAVs need to be approved by EVC or no approval is required.

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.

To use Evolve to record & approve all visits

### Definition of Levels:

**Level 3** = Overseas, Residential or Adventurous visits

**Level 2** = Day visits not in your establishments

**Level 1** = Local & regular visits that you have generic risk assessments' & standard

operating procedures for.

Adventurous visits are as follows:

### **Land Based Activities**

aerial runways, zip wires  
archery  
assault courses, high and low rope courses  
camping  
caving, potholing and mine exploration  
climbing (rock/wall), sea cliff traversing,  
abseiling  
cycling, mountain biking  
martial arts, self defence  
go-Karting, quad biking  
gorge or ghyll scrambling  
horse riding and pony trekking  
orienteering  
paintball  
physical problem solving activities  
skiing – snow/dry slope  
Trampolining  
walking in rural, open or wild country

### **Water Based Activities**

angling  
boating – day or cabin cruisers  
canoeing – kayaks/open canoes  
powered water sports (e.g. jet skiing) and other  
powered craft  
rafting and raft building  
rowing  
sailing  
snorkelling  
sub aqua activities  
surfing  
swimming – natural open water, leisure pools  
water skiing  
windsurfing  
airborne activities  
balloon flights  
gliding, helicopter flights  
parachuting, paragliding, parascending or other  
non-commercial flights

### **Staffing**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader and is entered on the voluntary helpers list kept by the School. They will be carefully briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

There will be sufficient staff to cope in an emergency. Our minimum staff to pupil ratios are as follows:

	Year R, 1 and 2	Year 3 and 4	Year 5 and 6
Residential:	1:8	1:10	1:10
High risk:	1:6	1:8	1:8
Other visits:	1:8	1:10	1:10
Local Walks:	1:8	1:10	1:15
Identified SEN *	1:1	1:2	1:2

\* Identified SEN must have a risk assessment undertaken in conjunction with the SENCO and Headteacher to ascertain the actual ratio level needed.

### **The expectation of Staff**

#### Headteacher Responsibilities

The Headteacher will ensure that:

- they have appointed a suitable visit leader;
- all necessary actions have been completed before the visit begins; ▪ the risk assessment is complete and that it is safe to make the visit; ▪ training needs have been met;
- the visit leader has experience in supervising and controlling the age groups going on the visit and will organise the group effectively;
- the visit leader has relevant skills, qualifications and experience if acting as an instructor, and knows the location of the activity;
- all supervisors on the visit are appropriate people to supervise children and have enhanced DBS clearance;
- the governing body and appropriate approval from the Local Authority has been received.

#### Educational Visits Coordinator (EVC) responsibility

- The EVC will assess the competence of the visit leader and accompanying staff and ensure that any relevant training needs are met.
- The EVC will make sure risk assessments are completed in writing and shared with all the parties involved.
- The EVC will make the visit leader aware of the following:
  - ✓ Health and Safety
  - ✓ Duty of Care
  - ✓ Child Protection and Disability Discrimination.
- It is good practice that the visit leader is clear on knowledge and awareness of the following policies and guidance:
  - ✓ Charging; Exclusion

- ✓ Cash handling
  - ✓ Administration of Medicines Policy
  - ✓ Norfolk County Council Guidelines for Educational Visits
  - ✓ Crisis Management
  - ✓ Previous near misses related to the activity
  - ✓ Means of recording near misses and means to formally record damage to property and equipment.
- The EVC will ensure that
    - ✓ parents have signed consent forms;
    - ✓ inclusive arrangements have been made for all children with medical and special educational needs;
    - ✓ the mode of travel is appropriate;
    - ✓ itinerary and travel times have been approved;
    - ✓ there is adequate and relevant insurance cover;
    - ✓ they have the address and phone number of the visit venue and have a contact name;
    - ✓ that they have the names of all the adults and pupils in the travelling group, and the contact details of parents and the staff and volunteers' next of kin.
    - ✓ that the information is loaded, as appropriate, onto Evolve within the specified timescales. Local visits within the boundaries of Wicklewood are considered to be safe, provided all documentation and risk assessments have been completed and lodged with the administration office. Therefore, they do not need to be loaded onto Evolve.

#### Visit Leader responsibility

- One staff member, the visit leader, is responsible overall for the supervision and conduct of the visit. The visit leader to have the emergency number and numbers of senior staff at school as a point of contact.
- The Visit Leader should:
  - ✓ appoint a deputy;
  - ✓ be able to control and lead pupils of the relevant age range;
  - ✓ be suitably qualified if instructing an activity and be conversant in the good practice for that activity if not;
  - ✓ undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
  - ✓ undertake and complete a comprehensive risk assessment;
  - ✓ have regard to the health and safety of the group at all times;

- ✓ know all the pupils proposed for the visit to assess their suitability;
  
- ✓ hold meeting with staff and pupils and go through with them risk assessments;
- ✓ in the case of residential visits, go through risk assessments with the parents;
- ✓ ensure the Headteacher and the EVC is fully informed of any changes;
- ✓ observe the guidance set out for teachers and other adults below;
- ✓ ensure that pupils understand their responsibilities.
  
- ✓ will complete and submit to the EVC the necessary information and/or documents as contained in the booking a trip 2 weeks' prior to the trip date.  
(One month for Residential Trips.)

#### Staff Use of Medicines

Visit Leaders should ensure that they have relevant information about the medical needs of staff members. These records should be treated confidentially by the Visit Leader. Staff members should ensure that their medicines are stored safely. It is expected that staff who use medication are aware of any effects on driving etc. and restrict their actions accordingly.

#### Staff Use of Tobacco and Vape

Staff must be clear about the times and places they may smoke. The rules followed whilst on school premises will usually be applied.

#### Staff Use of Alcohol

It is expected that school visits, whether day trips or residential, shall be alcohol free. Alcohol misuse (use at the wrong time) or abuse (use to excess) will be considered a disciplinary matter.

#### **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

#### **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the Learning Outside the Classroom Quality Badge for which no Providers Contracts or other assurance checks are required.

#### **Parental Consents**

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours.

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As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

### **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

### **Emergency Procedures**

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

### **First Aid**

The minimum first aid provision for schools and colleges is:

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the [minimum requirements](#) suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements
- information for employees detailing the location of equipment, facilities and personnel
- Additionally, as a school we have agreed that all trips must have at least one attending person who has a current first aid certificate and for Reception children and under, a paediatric certificate.

### **Review by the Local Authority**

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken.

Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking

place.

### **Charging Policy for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

### **Other school policies that this Educational Visit policy relates to are:**

- School Charging Policy
- Pupil Premium Policy
- Inclusion Policy
- Behavior Policy