



# **EDUCATIONAL VISITS POLICY**

**Policy review: September 2023**

**Next Review: September 2026**

## **Educational Visits Policy**

### **Introduction**

#### **We support the ethos behind the Learning Outside the Classroom Manifesto:**

“Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These, often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and the decisions we make. They allow us to transfer learning experienced outside to the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn.”

### **Employer’s Guidance**

Fens Primary School has adopted the External Visits Policy as part of the Derwent Hill Advisory Service. Fens Primary School has adopted the national guidance published by the Outdoor Education Advisers Panel (OEAP) on the website [www.oeapeg.info](http://www.oeapeg.info). This provides detailed guidance about many aspects of off-site visits and outdoor learning, and includes Essential Reading for all key staff roles.

This policy needs to be read in conjunction with the following documents

- LA Guidance for Educational Visits
- HASPEV – DFEE Health and Safety of Pupils on Educational Visits Document
- Group Safety at Water Margins
- Handbook for Group Leaders
- Standards for Adventure
- Standards for LAs in Overseeing Educational Visits
- Fens Primary School- Educational Visits Guidance (Overview of the documents and additional information specific to Fens Primary School. This is provided as an appendix to this policy

## **Legal Obligations and Standard of Care**

Staff involved in visits should be fully aware of the standard of care demanded of them by law.

Under Health and Safety legislation employers are required to:

- Assess the risks of activities
- Introduce measures to control those risks
- Tell their employees about these measures

Under Health and Safety legislation staff are required to:

- Take reasonable care of their own and others' health and safety
- Co-operate with their employers over safety matters
- Carry out activities in accordance with training and instructions
- Inform the employer of any serious risks

These duties apply to all school visits. (Staff in charge of pupils also have a common law duty to act as any reasonably prudent parent would do in the circumstances).

## **Clarification of Roles**

The Governing Body should ensure that:

- Guidance is in place that is in line with OEAP National Guidance.
- Support has been given to staff to implement the new guidance.
- School has a policy that supports the principles of inclusion.

The Head teacher should ensure that:

- School has an Educational Visits policy.
- There is an appointment of an Educational Visits Coordinator (EVC) and that they have carried out the OEAP-approved training.
- Inform the Governing Body about the delivery of visits and their effectiveness.

The Educational Visits Coordinator (EVC) should ensure that:

- Planning and monitoring of visits are carried out
- Ensure educational visits meet the employer's and school's requirements
- Support the Head and Governors with approval and other decisions
- Assess competence of prospective leaders and staff
- Ensure risk assessments meet requirements
- Organise training and induction
- Ensure parents are informed and give consent
- Organise emergency arrangements
- Keep records of visits, accident or incident reports
- Review systems and monitor practice

Visit Leader:

The group leader has an overall responsibility for the supervision and conduct of the visit including direct responsibility for the pupils' health, safety and welfare. The group leader must:

- Be approved to carry out the visit, suitably competent and knowledgeable about school and LA policies and procedures
- Plan and prepare for the visit and assess the risks
- Define the roles and responsibilities of the other staff and pupils and ensure effective supervision of what they do

### **Classification of Visits**

<b>Category</b>	<b>Definition</b>	<b>Requirement for notification &amp; approval</b>
Category 1	Visits that take place during the normal school day and are routine to school. <ul style="list-style-type: none"><li>• Sporting fixtures</li><li>• Swimming Lessons</li></ul>	Evolve to be used. Approval to be sought from P.E Coordinator.
Category 2	Visits that are curriculum based and that are carried out during the normal school day.	Evolve to be used. Approval to be sought from EVC and Headteacher.
Category 3	Higher risk visits, defined as: <ul style="list-style-type: none"><li>• Visits outside the UK</li><li>• Visits which include adventure activities</li><li>• Visits to remote or hazardous locations</li></ul>	Evolve to be used four weeks prior to the visit.  Authorised by EVC and Headteacher.  Approved by Derwent Hill Advisory Service.

### Procedural Requirements

The following requirements must be adhered to when carrying out an Educational Visit and in this suggested order. It is the role of the group leader to ensure this is carried out.

- Inform EVC of suggested visit and when it is to be carried out. EVC will then inform SLT.
- Once approved add visit to school diary and visit diary on the network.
- For Category 1,2 and 3 visits, the Business Manager must be informed of costing and any insurance that needs to be made four weeks prior to your visit. The business manager will support with calculating costings.
- Group Leaders to let office staff know if packed lunches are required.
- Children who are on FSM will be ordered a packed lunch regardless of whether they want it or not.
- Once costing have been secured, Category 1,2 and must be added to Evolve this must be done three weeks prior to your visit. All risk assessments and information sheets must be uploaded.
- Category 3 visits must be uploaded and sent via Evolve to Derwent Hill Advisory Service four weeks before the visit is due to be carried out.

### Supervision Ratios

<b>EYFS</b>	1:5
<b>Year 1</b>	1:6
<b>Year 2</b>	1:8
<b>Year 3/4</b>	1:10
<b>Year 5/6</b>	1:12

- All children who have 1:1 support during school time must be given this provision when on an educational visit. This support cannot be included in the final trip ratio.
- Individual visits must be risk assessed for the effective supervision of children and if the above ratios need to be changed a discussion should be had with the EVC.

**Monitoring and Reviewing the Educational Visits Policy**

The policy will be reviewed annually by the English Subject Leader in consultation with the Staff, Headteacher and the Governors to ensure it meets the needs of every child at Fens Primary School.

It will be updated, modified or amended as necessary.

Signed: ..... Date: .....

**(Educational Visits Leader)**

..... Date: .....

**(Headteacher)**

..... Date: .....

**(Educational Visits Link Governor)**