



## **Kinsale Infant School** **Educational Visits Policy**

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

### **Aims and Purposes of Educational Visits**

Kinsale Infant School has a strong commitment to the added value of learning outside the classroom and beyond the school premises by the use of carefully planned Educational visits.

We seek to provide a broad and balanced range of learning opportunities outside the classroom.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. The values of our school are:

- Enthusiastic
- Caring
- Ambitious
- Thoughtful
- Respectful
- Friendly

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

- Out of hours Clubs (music, drama, art, science, sport etc.)
- Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
- Day visits for particular year groups
- Adventure Activities
- Residential Visits (for children in Year Two)
- School Sports teams

### **Approval procedure and consent**

The Governing Body has delegated the consideration and approval of educational visits and activities to the Head teacher. The Head teacher has nominated Lesley Ann Coughlan as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment.

The school will comply with the LA's guidelines for Educational Visits and Journeys and ensure the EVC receives the relevant training.

Before a visit is advertised to parents the Head teacher and EVC must approve the initial plan. They will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system.

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

**Level 3** Visits must be approved via EVOLVE and the LA's on-line approval gained.

**Level 2** Day visits approved at school level on EVOLVE by EVC and Head teacher.

**Level 1** Local regular day visits. Use EVOLVE to record and approve all these visits.

*Level 3 = Overseas, Residential or Adventurous visits*

*Level 2 = Day visits not in your establishments list of Level 1. (These must be approved on-line at school level on EVOLVE).*

*Level 1 = Local and regular visits that you have generic risk assessments and standard operating procedures for.*

For regular out of hours clubs, school teams and nearby visits parents will be asked to sign a general letter of consent for participation in these activities when their son/daughter enters the school or when the club is advertised. Parents will be given the information about the activities that pupils are involved in and will be informed if an activity has to be cancelled. This will normally be updated each term.

The school has a policy for 'Charging and Remissions' which applies to all educational visits.

### **Preparation for an Educational Visit**

- The class teacher or secretary will book the visit well in advance.
- The secretary will arrange transport with an approved coach service. Any coaches used should have seat belts fitted. This should be confirmed at booking.
- An annual Public Liability Policy has been taken out to cover visits.
- The class teacher will write a letter to the parents with details of the visit. Parents are asked to give permission in writing for their children to take part in the visit and to provide a contact number for the day of the visit. They are invited to pay the cost of the child's visit, though no child will be excluded from a visit through non-payment. **NO CHILD CAN GO ON A VISIT WITHOUT WRITTEN PERMISSION.**
- A certified first aider must accompany each visit. The first aider will bring all relevant medicines, such as inhalers, insulin etc. and a checked first aid kit. Voluntary helpers with a CRB check can be invited to accompany the teachers and children on the visit. It is 4 to 1 for visits where close supervision is necessary and never more than 6 to 1 for other visits.
- When a year group go out together with two teachers, one teacher (usually the EVC or more experienced teacher) is the Group Leader.
- Parents who volunteer to support a school trip will be told in advance that they will supervise a group of children which does not include their own child.
- A minimum of one teacher in the group will not be allocated a group of children to supervise.

### **During the Visit**

- The children are expected to behave in an appropriate manner and follow instructions immediately.
- On the bus there must be one child to a seat. Everyone must be sitting down and wearing a seat belt. No child should be sitting on the front seat. Adults should be seated at intervals throughout the coach. The back seats should only be used if necessary (with no child on the middle seat) and an adult must be seated near the emergency exit door)
- The children should be counted on and off the bus and whenever they split up and rejoin the group.

### **Staffing**

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

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing visits. The selection of staff for educational visits will be a key priority in the initial approval of any proposed

visit. Staff will be suitably qualified and experienced for educational visits, and less experienced staff will work alongside more experienced staff.

The appointed Group 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 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 drugs, such that their ability to recognise hazards or respond to emergencies is restricted.

### **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 Consent**

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 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. The school has a standard form, which will be used for this purpose.

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, 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 in 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.

### **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 and the school agrees to facilitate this when and where required. Any advice will be fully considered prior to the trip taking place.

### **Charging 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 visits.

L. Coughlan

May 2019

Review Date : May 2022

Signed by Chair of Governors: P Steward