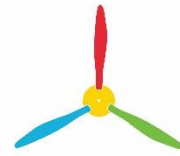




**Cabot**  
Learning  
Federation



**Haywood**  
Village Academy  
**Educational Visits**  
**Policy**

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Academy Name: Haywood Village Academy

Implementation Date: January 2018

## History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
<b>Date</b>	E.g. Whole Document	Detail of change	Reason for change
January 2020	Whole document	Review – no changes	
October 2022	Whole Document	Review – no changes	

## Educational Visits Policy

### 1. Rationale

Our Educational Visits policy identifies the principles and procedures in place to ensure all children are able to safely experience educational visits.

### 2. Statement of intent

- 2.1 Our aim is that all visits from school are safe, enjoyable and educational.
- 2.2 Educational Visits will have a clearly defined educational purpose and can provide stimulus and support to work being covered as part of the school curriculum.
- 2.3 Teachers may plan an educational visit for a variety of reasons: a stimulus at the start of a theme or enquiry; during a theme or enquiry or to enhance and support the wider curriculum.

### 3. Planning

- 3.1 The organisation of an educational visit is crucial to its safe success. With rigorous planning, organisation and control, a visit should provide a valuable and safe learning experience for the pupils.
- 3.2 Whether the visit is to a local park, museum, swimming pool, or includes a residential stay, it is essential that careful planning takes place. This involves thorough consideration to the risks and difficulties which may arise and making plans to avoid them.

### 4. Expectations

- 4.1 The following guidelines support the planning and implementation of Educational Visits organised at Haywood Village Academy.
- 4.2 Parents – information and consent Parents should be given information about the purpose and details of the visit at least two weeks in advance.
  - 4.2.1 Parents need to be aware that the teachers on the visit will be acting in their place – ‘in loco parentis’ – and will be exercising the same care that a prudent parent would.
  - 4.2.2 For residential trips, parents will be invited to a briefing session. Special arrangements may be necessary for parents for whom English is a second language.
  - 4.2.3 Parental consent: For routine visits in the locality of the school are covered by the parental consent on the Admissions Form. The school will seek consent for all other visits. A parental consent form must be returned for each child in the group.
  - 4.2.4 If parents wish to withhold consent, they will be invited to meet with the Class Teacher and, if necessary, Principal, to discuss their concerns. If consent is withheld, the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the pupil in some other way, wherever possible.
- 4.3 Risk Assessments
  - 4.3.1 A risk assessment will be carried out at least two weeks in advance of the visit to identify hazards, who may be affected by them and the steps needed to reduce the risks to an acceptable level. The risk assessment should also think through “Plan B” scenarios.
  - 4.3.2 Risk Assessment forms are available on the EVOLVE website.
  - 4.3.3 The Risk Assessment should be discussed with and authorised by the Educational Visits Co-ordinator or Principal. It requires approval through the Evolve process.

#### 4.4 First Aid

- 4.4.1 First Aid provision should be considered when assessing the risks of the visit.
- 4.4.2 The trip should be staffed by a member of staff with first aid qualifications.
- 4.4.3 For adventurous activities and residential trips, there should be at least one trained first-aider in the group.
- 4.4.4 First aid kits should be taken on all visits. If the visit involves splitting into groups, a kit should be taken for each group.

#### 4.5 Staffing Ratios

- 4.5.1 It is important to have a sufficient ratio of adult supervisors to pupils. The following ratio of adults to children is recommended:
  - Nursery and Early Years 1:3
  - Key Stage One 1:5
  - Key Stage Two 1:8
- 4.5.2 In practice, the ratio should be determined by factors such as type of activity, any SEND or medical needs, experience of the staff, venue, transport and weather conditions.
- 4.5.3 Regardless of the length and nature of the visit, regular head counting of pupils should take place. The Visit Leader should establish meeting points and inform adults and pupils what to do if they become separated from the party.
- 4.5.4 Pupil registers are required at the school office and held by the Visit Leader during the visit.

#### 4.6 Preparing pupils

- 4.6.1 Providing information and guidance to pupils is an important part of preparing for a school visit. Pupils should have a clear understanding about what is expected of them and what the visit will entail.
- 4.6.2 Pupils must understand what standard of behaviour is expected and why rules must be followed. Lack of control and discipline can be a major contributory factor when accidents occur.
- 4.6.3 Pupils should also be told about any potential dangers and how they should act to ensure their own and other's safety. Pupils should be involved in planning, implementing and evaluating their own curricular work and have opportunities to take different roles within an activity. This could include considering any health and safety issues.
- 4.6.4 If there is the possibility that a pupil may be excluded from the visit due to behaviour issues, a meeting would be arranged with the Principal in advance to discuss concerns and agree what action is to be taken.

#### 4.7 Pupils with special educational and medical needs

- 4.7.1 The school will ensure every effort will be made to support them whilst maintaining the safety of everyone on the visit. Special attention will be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

### **5.0 Types of Visits**

#### 5.1 Adventurous Activities

- 5.1.1 If the school is leading an adventure activity, such as canoeing, the school in conjunction with Jo Crickson, CLF Health & Safety Manager (via the Evolve form) must ensure that the group leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.
- 5.1.2 Pupils should be assessed to ensure that they are capable of undertaking the proposed activities. During the visit, they should not be coerced into activities they fear. Pupils whose behaviour is such that the Visit Leader is concerned for their or others' safety, should be withdrawn from the activity.

- 5.2 Residential Trips
  - 5.2.1 Residential trips will be planned well in advance and arrangements will be overseen by the Health and Safety Committee.
  - 5.2.2 Parents will be invited to a briefing session to discuss the details of the trip and to meet the staff attending.
  - 5.2.3 The Visit Leader should be an experienced, senior member of staff.
  - 5.2.4 Residential trips must be approved by the Academy Council via the Evolve system. Approval will be arranged by the Health and Safety Manager.
  
- 5.3 Coastal visits
  - 5.3.1 Group leaders and other teachers should be aware that many of the incidents affecting school children have occurred by or in the sea. There are dangers on the coast quite apart from those incurred in swimming.
  - 5.3.2 Swimming and paddling in the sea or other natural waters are potentially dangerous activities for a school group. Swimming in the sea on a coastal visit will not be allowed. Paddling will only be allowed as part of a supervised activity and only in recognised bathing areas which have official surveillance.
  - 5.3.4 Pupils should always be in sight of their teachers. One teacher should always stay out of the water for better surveillance.
  
- 5.4 Water Margin Activities
  - 5.4.1 Where pupils might participate in learning activities near or in water, such as a walk along the riverbank, collecting samples in ponds or stream or paddling in shallow water, then the guidance contained in the DCFS 'Group Safety at Water Margins' will be followed.
  
- 5.5 Farm visits
  - 5.5.1 The school recognises that farms can be dangerous even for the people who work there. Taking children to a farm will be very carefully planned.
  - 5.5.2 The risks to be assessed include those arising from the misuse of farm machinery and the hazards associated with E coli food poisoning and other infections.
  - 5.5.3 The proposed farm will be checked to ensure that it is well managed; that it has a good reputation for safety standards and animal welfare and that it maintains good washing facilities, clean grounds and public areas. An exploratory pre-visit should be carried out as part of the risk assessment.

## **6. Roles and Responsibilities**

- 6.1 The Academy Council will approve the Educational Visits policy and will ensure it is reviewed annually.
- 6.2 The Academy Council will approve residential visits.
- 6.3 The Principal will ensure the academy has a suitable Education Visits Coordinator (EVC).
- 6.4 The EVC will approve the educational visits via the Evolve system.
- 6.5 The Visit Leader is responsible for ensuring a pre-visit is carried out and that a Risk Assessment is completed and approved by the Educational Visits Coordinator (or Principal) at least two weeks in advance of the visit.
- 6.6 There will be a named Visit Leader who is responsible overall for the supervision of the visit and will be appointed by the Principal.
- 6.7 Risk Assessment will include the ratio of adult to children supervision and the number of first aiders or appointed persons needed.
- 6.8 The Visit Leader will brief all staff and volunteers involved in the visit.
- 6.9 The Visit Leader is responsible for ensuring the pupil register, Emergency Card, mobile phone, first aid kit and pupil medication are taken on the visit.

6.10 Other teachers and staff involved in a visit:

6.10.1 Teachers and staff on school-led visits are employees of the Cabot Learning Federation and will, therefore, be acting in the course of their normal employment during their normal hours. They will be acting under an agreement with their Principal if some of their time on the visit falls outside normal hours.

6.11 Volunteers

6.11.1 Volunteers must read and sign the Volunteers Statement of Expectations prior to attending the trip.

## **7. Policy Review:**

7.1 This policy will be reviewed by October 2024

7.2 The review should be reviewed with reference to following documents:

- Health & Safety Policy
- Safeguarding Policy
- Employment Manual Code of Conduct
- Critical Incident Plan.