

Ambler
Primary School and Children's Centre
Policy

Educational Visits

January 2017



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Document Title:	Educational Visits Policy		
Version Number:	1	Date of Next Review:	January 2018

This policy is subject to ongoing change and will be updated as and when required.

Distribution List

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1	Master	Business Manager / Headteacher	SLT drive
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Introduction

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Ambler Primary School a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for meaning making, creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.
- This policy should be reviewed in conjunction with the following policies:
 - Child Protection and Safeguarding Policy
 - Health & Safety Policy
 - Lost and Missing Child Policy
 - Managing Medicines
 - Positive Behaviour Policy

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Ambler Primary School:

1. Adopts the Local Authority's (LA) document: 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE' (All staff have access to this via EVOLVE).
2. Adopts National Guidance www.oepng.info, (as recommended by the LA).

3. Uses EVOLVE, the web-based planning, notification, approval, and monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality'
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are overseas, and/or residential, and/or involve an adventurous activity.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Coordinator (EVC) in the School is *Kerry Ann Hyde* and the *EVC in the Children's Centre (CC)* is *Michael Jarrett*, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check through final visit plans where necessary on EVOLVE before submitting them. The EVC or SAO sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc. The EVC's will provide regular updates to the Safety, Service and Communications meeting regarding visits, except local visits.

The Head Teacher (School) and Head of CC (CC) has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

The Governing Body's role is that of a 'critical friend'. Safety, Service and Communications committee check and approve the processes and policy for trips and visits at Ambler to ensure that the safeguarding processes are effective www.oeapng.info Individual governors may request 'read-only' access to EVOLVE or check hard copies of risk assessments.

The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role. NQT's are always accompanied by a member of the SLT on their visit and assessed for confidence and suitability for future visits.
- Supervision by senior staff on some educational visits for example larger phase trips or a trip with additional factors to take into account eg: seaside or theme park etc .
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Parents sign permission for local visits at admission. These are described as visits where transport is not required and can be reached on foot within a reasonable time for their age. This includes the library, park, shops, etc. Parents are informed by letter and text about the trip.
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking if necessary at least 14 days in advance, and then forwarded to the Head for approval
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Ambler Primary School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. *Ambler's* Educational Visits Checklist may be downloaded from EVOLVE Resources.

There is an additional checklist to ensure the whole process is carried out effectively and as a tool or aide-memoire to assist the EVC/visit leader in the planning process.

Parental Consent

The school obtains consent for local trips at admission. Parents are notified about day visits that include transport by letter and SMS text in the weeks prior to the visit and specific consent is obtained via permission slip.

Inclusion

We ensure that all children are offered access to learning off site opportunities and to support this we:

- Charge no more than £5 per trip – unless it is a special event like the seaside or school journey where parents are given the opportunity to pay by installments.
- We encourage the parents of children with SEN to come on trips and ensure that their 1:1 is with them.

Charging / funding for visits

- Where appropriate classes fundraise to subsidise their own class trips
- FOA (Friends of Ambler) are also willing to support trips and visits on request.

Unforeseen circumstances

Should any changes need to be made for example traffic delays the expected return time etc texts will be sent to all parents concerned to keep them informed.

Transport

School hired mini busses are used for swimming through the borough –

Coaches are hired through companies that can provide seat belts on every seat.

Insurance

The local authority insurance covers all activity off site and in addition we ensure that school journey or more adventurous activity trips are risk assessed and approved by the borough for insurance.

Appendix 1 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry either:
 - a) An LA Emergency 'Card' (see EVOLVE Resources), or
 - b) An OEAP National Guidance Emergency action card. See appendix 2
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

Appendix 2 - Visit Leader Emergency Action Card

This card should be carried by all staff accompanying a visit and should also be placed in first aid kits.

Emergency Procedure

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. REMAIN CALM - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:
 - ✓ accounted for
 - ✓ safe
 - ✓ adequately supervised
 - ✓ briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders (refer to the risk assessment) so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Essential First aid:

1. casualties need to be able to breath – if they are unconscious this means being put into a safe airway position
2. you need to try to find and stop any serious external bleeding
3. you need to protect the casualty from the environment - keep them warm
4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support

Once the immediate situation is contained:

- Inform the school/Establishment Emergency Contact or Headteacher, if unavailable, the Local Authority Emergency Contact. They will need the following information:
 - Who you are, which Establishment you are from and what your role is within the group
 - What number can you be called back on?
 - What is the nature of the emergency?

- How many casualties there are and their status
- The total number of people in your party
- Your current location
- Whether you are staying where you are or moving – if you are moving where to?
- What time did the accident/incident happen?
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.
- Keep a written log of all actions taken, conversations held and a timescale.
- Refer all media, parental or other enquiries to your employer's press office.

Emergency Numbers

Name	Telephone	Mobile
My telephone number		
School/Establishment	020 7226 4708	
Nominated base contact	School: 020 7226 4708 Children's Centre: 020 7359 7628	
Head/Manager	Head of School & CC: Juliet Benis Head of Children's Centre: Michael Jarrett	
Employer (e.g. LA) (office hours)	020 7527 2000 – 24 hour number. Ask for Emergency Planning Officer	
Employer (out of hours)	020 7527 2000	

Risk assessment checklist

Have you:

- Checked the date is suitable with the office and entered it into the Google calendar?
- Written a letter to inform/request permission/payment and contact number and emailed copy to office?
- Ordered lunches using order form attached?
- Ordered tickets through TFL?
- Checked medical and dietary needs and other needs of the group?
- Completed the:
 - on-going trips section, if applicable?
 - travel section?
 - overall?
 - contact lists for staff and children?
 - venue?
- Ensured that you have all required medications and instructions on their administration?
- Taken a first aid pack that is fully stocked?
- Collected enough wristbands from the office for all your children and some spares?
- Fully charged your/the school's mobile phone and given the number to the office?
- Got your completed version of the 'Visit Leader Emergency Action Card,' which is Appendix 2 in the Education Visits Policy?

