



**The Park Federation Academy Trust
Wood End Park Academy**

Educational Visits Policy

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	September 2014
Date of review	September 2016
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Section 1: Introduction

Off-site educational visits are activities arranged by or on behalf of Wood End Park Academy (WEPA), and which take place outside the school grounds. The Academy Council and teaching staff believe that off-site educational activities enrich the curriculum by providing experiences which would otherwise not be possible.

All off-site activities serve an educational purpose, enhancing and enriching our children's learning experiences. In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site educational visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Section 2: Aims

The aims of our off-site educational visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone and
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

WEPA has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises. WEPA believes that Educational Visits contribute positively to the quality of teaching and learning that we can offer our pupils.

Section 3: Responsibilities

Academy Council

Academy Council (AC) members will receive advice on planned Educational Visits from the Principal. They should ensure that this policy is reviewed regularly and in line with any changes in government/Health and Safety Executive (HSE) and Trust guidance. They will formally approve residential trips and foreign trips. The trip paperwork, including the risk assessment and insurance documentation, will be signed and dated by the Chair of the AC.

Key Tasks

- Ensure a policy is in place with regard to off-site activities;
- Ensure that visits have specific educational objectives;
- Be satisfied that risk assessments are carried out and that appropriate safety measures are in place;
- Formally approve residential and foreign visits;
- Ensure that all arrangements comply with WEPA's Safeguarding and Health & Safety policies;
- Ensure that funding and costs do not exclude any pupil from taking part;
- Review any codes of conduct for both leaders and pupils

Principal

The Principal will ensure that off-site activities comply with the procedures in this policy. She will sign the approval for visits (except residential visits and foreign visits) on behalf of the Academy Council.

Key Tasks

- Appoint an Educational Visits Coordinator (EVC);
- Ensure that the EVC has attended an approved training course;
- Support staff development of leadership competence through continuous professional development;
- Appoint party leaders who are sufficiently experienced and competent to assess and manage the risks with regard to the planned activity;
- Ensure that risks have been assessed, more significant risks recorded and appropriate safety measures are in place and that all parties are aware of the assessments and ensure that all staff understand and comply.
- Formally approve (sign and date) each journey or visit;
- Review systems and, on occasion, monitor practice.

The Educational Visits Coordinator (EVC)

Every establishment should have a designated Educational Visits Coordinator (EVC). This may be the Principal or another employee who in the view of the Principal is competent to undertake this type of delegated task. The EVC for WEPA is Miss Belle.

Key Tasks

- Oversee the academy's approach to visits; assign competent people to lead or supervise a visit;
- support the party leader with advice and guidance on generic or specific risk assessments;
- review and approve the risk assessment produced by the party leader and team for each visit;
- organise the emergency arrangements and ensure there is an emergency contact for each visit;
- keep records of individual visits including reports of accidents and 'near-accidents' (sometimes known as 'near misses');
- liaise with the Chief Operating Officer to ensure that separate insurance is in place for foreign visits;
 - seek any advice from external providers as necessary.

The Party Leader

The party leader has overall responsibility for the supervision and conduct of the visit or activity and should be approved by the Principal. It is usually an experienced teacher.

Key Tasks

- obtain the approval of the Principal and EVC before any off-site visit or activity takes place;
- assess the reasonably foreseeable risks involved and draw up or amend as appropriate any previously recorded risk assessment;
- oversee the safe conduct of each visit, paying particular attention to on-going risk assessments and changing circumstances;
- ensure that all other members of staff and voluntary helpers are aware of their responsibilities and have the appropriate training and experience to undertake their assigned roles;
- consider the planning checklist to ensure that all procedures have been followed;
- inform parents about the visit and gain their consent, where appropriate.
- brief the persons taking the trip (i.e. dos and don'ts).

Additional members of staff and volunteers

Members of staff and volunteers make up the team for each visit and they must be given written instructions to ensure that they are familiar with procedures/protocols.

Key Tasks

- assist the party leader to ensure the health, safety and welfare of all the young people on the visit;
- to be clear about their roles and responsibilities whilst taking part in the visit or activity.

Pupils/Students/Young Persons

Whilst taking part in off-site activities young people also have responsibilities about which they should be made aware by the party leader or other members of staff, for their own health and safety and that of the group. Young people should:

- not take unnecessary risks;
- follow instructions of the party leader and other members of staff;
- behave sensibly, keeping to any agreed code of conduct;
- inform members of staff of any significant hazards.

Parents

Parents have an important role in deciding whether any visit or off-site activity is suitable for their child. Parents should:

- inform the party leader about any medical, psychological or physical condition relevant to the visit;
- provide emergency contact numbers;
- provide the party leader with arrangements to resume care of their child should this be necessary;
- sign the consent form if in agreement.

Section 4: Risk Assessments

Generic Risk Assessments

Generic Risk Assessments identifying control measures to reduce the risk of harm from generic hazards. These assessments do not have to be written out in full but should be referred to on the risk assessment for the visit.

Important Note: It is important that generic risk assessments, associated checklists and protocols are used carefully. There must be evidence that those undertaking the visit have read them and applied them appropriately to the visit. Whenever they are used, the Educational Visit Coordinator should check and sign to this effect.

Event or Site Specific Risk Assessment

The Party Leader must complete these assessments along with the staff team. The assessments relate to the hazards associated with the event or site and the nature of the children and young people in the party. This may require a site visit in order to fully appreciate how to write the risk assessment.

On-going Risk Assessment

On-Going Risk Assessment is the dynamic process of identifying new levels of risk in response to changes in level of hazard and the behaviour of the party. It is not practicable to record these assessments in writing as they happen; however it is possible to identify the significant potential risks on a risk assessment.

Risk Assessments and Third Party Providers

Other people and organizations provide many aspects of educational visits for schools. Examples include outdoor centres, transport providers, voluntary organizations and museums. It is the responsibility of these organizations to assess the risks of their provision.

Important note: It is not necessary to copy or scrutinise all providers' risk assessments, just a verification that they do exist for the agreed visit. This at its simplest will be a written confirmation: "*Can you confirm that you have assessed the risks for our programme?*" and "*How can you verify this?*". The answer to the latter could be "*they are published on our website* "; "*they are available to you in the visitors' handbook*". They must be accessible to the academy.

Section 5: Parental consent for educational visits

Parents and carers should be informed of any educational visit in advance. Parental consent must be obtained each time a pupil takes part in a visit beyond a walking locality. If no consent has been received, the child may not go on the visit. Children who do not go on a visit should still attend school that day and be placed in another class.

WEPA will ask parents to sign a consent form (see Appendix A) when their child first enrolls at the Academy that covers the following visits:

- Visits in the local area.
- Visits that do not involve travel by coach or public transport.

For Nursery age children, written consent will be obtained for any off-site visits using the form indicated above.

Wood End Park Academy – Checklist for Educational Visits

Destination:	Date of Trip:	Year:
Staff Organizer:		Date confirmed by Principal:

Coach companies telephoned for cost:	Date Phoned:	Cost:
Name:		

Coach Company Confirmed:	Date Confirmed:	How? Phone / Writing:
Name:		

Free Lunches: **No:** **Kitchen Informed** **- Date:**

Costing:

No. of Children:	No. of Adults:
Adult Entrance Fees:	
Coach:	
Insurance - Adults	
Gratuities	
Total cost to be shared	_____
Total cost divided by:	_____
	=
Entrance fee per child	_____
Insurance per child	_____
Total cost per child	£ _____
Signed:	
Trip Organiser:	Finance Dept.:
Principal:	
.....

Notes on the Approval Form

For regular educational and recreational visits, for example to school playing fields, church, the swimming pool, simply complete one form for each academic year. Supporting paperwork, for example the risk

assessment for the activity should still be on file, as should any paperwork with providers. An opportunity to regularly review educational and recreational events should be made at least annually.

Risk Assessments: A Checklist

Points to go through when writing a risk assessment.

- Named teacher-in-charge
- Named lead first aider
- Names of adults accompanying
- Teacher-in-charge needs to write / be involved in the writing of the risk assessment. It should be dated and show the date of the forthcoming event
- The Teacher-in-charge is responsible for meeting with all accompanying adults to go through the risk assessment
- The Risk Assessment needs to include (amongst other points):
 - Messages so pupils are safe from strangers. There needs to be a clear time set aside for when pupils are spoken to prior to the event
 - Instructions for walking in public and how roads will be crossed
 - Instructions for children when on other modes of transport
 - Expectation that children stay with their group leader - how will the children know who their group leader is?
 - Signals to be used in case of an emergency exit
 - Names of pupils whose behaviour is of concern and how this will be managed i.e. named adult
 - How children who hurt themselves etc will be able to get the needed assistance from an adult e.g. their partner should alert the group leader
 - Instructions to give to children so they stay with their partner and do not get lost etc
- Permission slips for participation in off-site activities must ask for up-to-date medical needs and emergency contact numbers
- Medical needs on slips must be checked by welfare so they know it matches their own records and they will query any discrepancies
- Emergency contact numbers need to be taken with you but given into office on return for shredding
- The office need to know of all children out of school - this is especially important if it is a small group going out of school. In the case of a whole class going out, the office need to know if there are children from your class who are staying on-site
- Once a date of a trip is confirmed i.e. letters given out to children, the teacher-in-charge needs to confirm adults going as soon as possible and this list needs to be given to Sue for the diary
- As adults are decided, a risk assessment must be written and sent electronically to Surjeet and Welfare.

March 2011.

1. Wood End Park Academy Checklist for Educational Visits



To:
Inclusive dates:
No. of staff:
No of pupils:
Age range:
Date Confirmed:

- Copy of the final programme for the visit
- Copy of risk assessment(s)
- Copy of the discipline code.
- Name, address and telephone numbers of school/centre contacts: (*attached*)
- Details of travel arrangements.

Coach Company:
Address:
Telephone No.:

- Copies of parental consent forms
- Address of insurance company and policy number.
- Details of accommodation to be used (if applicable)

Name:
Address:
Telephone No:

Approved: _____ Date: _____

Keep a copy of this form along with all the associated details of the journey or visit

1. Notes on the Approval Form

For regular educational and recreational visits, for example to school playing fields, church, the swimming pool, simply complete one form for each academic year. Supporting paperwork, for example the risk assessment for the activity should still be on file, as should any paperwork with providers. An opportunity to regularly review educational and recreational events should be made at least annually.

2. Wood End Park Academy
Educational Visits Proposal Form



DATES OF VISIT:

VENUE:

ACCOMMODATION (name, address and telephone number) (if applicable):

PURPOSE OF VISIT (and details of activities to be undertaken):

MEANS OF TRANSPORT:

NUMBER OF PUPILS:

AGE RANGE:

NAMES OF PARTY LEADER & OTHER ACCOMPANYING STAFF:

EMERGENCY CONTACT:

Attach a copy of the risk assessment for this visit.

Parental consent must be given for their child to participate.

SIGNED:

DATE:

Appendix A

Wood End Park Academy

Dear Parents/Carers,

Class Outings

In order to support the curriculum being taught in class, staff may take pupils for walks around the local area, to provide them with first hand experience.

By signing the slip below, you agree to your child taking part in any outings in the local area that do not involved travel by coach or public transport. All such outings will be appropriately risk-assessed.

Others trips will be arranged during the year. These may be on public transport, coaches or in appropriately insured cars. We will inform you of the details of each of these types of trips beforehand.

Please sign and return the slip below when your child starts in September. Thank you.

Kind regards,

Ms Surjeet Johra
Principal

Reply Slip: Class Outings

I agree to my child taking part in class outings in the local area.

Child's Name:

Class:

Signed:
(Parent/Carer)

Date: