

The Federation of Boskenwyn & Germoe Schools and Nysgerrig Kindergarten



EDUCATIONAL VISITS POLICY

This policy should be read in conjunction with other policies but with particular reference to those which focus on child health and safety e.g. Child Protection, Health & Safety, First Aid and Administration of Medicines. It also relates closely to those who deal with inclusion and care such as SEN, Equal Opportunities & Disability Discrimination, Vulnerable Children and Behaviour. Alongside these our Teaching & Learning Policy sets out some important priorities.

This policy is underpinned by the DFE guidance "Health and Safety: Advice on legal duties and powers" June 2013 and the HSE document "School Trips and outdoor learning activities." We take advice as needed from the County EV Advisor, Andy Barclay, (07968 892855). abarclay@cornwall.gov.uk

School Ethos

As rural primary schools we believe that educational visits form an essential part of a nourishing education. Visits encourage children to take part in new challenges, to enjoy and learn from new experiences and to develop greater social awareness. All our staff subscribe to this view and therefore many put themselves forward to take children on both day and residential trips. It is acknowledged that in so doing, teachers and teaching assistants put in extra time and effort, often going well beyond their contractual duties. The governors are grateful for their willingness and commitment. Visits will only take place when we have sufficient, willing staff to lead them.

Our Educational Visits Coordinators are Paula Blackburn, Executive Head Teacher and Anita Care, Office Manager.

Responsibilities

The head teacher is responsible for authorising the visit and informing the governors of forthcoming visits where appropriate, gaining their agreement. The head teacher will ensure sufficient time to plan and organise the visit is given and appropriate cover arrangements for pupils at school have been made by the visit leader.

The visit leader is responsible for the overall planning of residential trips and for the oversight of planning of day visits. These will be entered on the Assessnet online system (the county e-visits system) by the visit leader, then the head teacher where appropriate.

Teachers may plan their own day visits with guidance from the head teacher. Visits should form part of the curriculum plan and should enhance learning. A named visit leader will take charge of day visits. EV forms must be completed and sent to head.

Group leaders will take charge of medicines and their administration. A First Aider (**not** the visit leader) will accompany all trips and take charge of all First Aid decisions, in consultation with the leader.

It is the responsibility of our staff to follow the EV guidance in the County policy and use any specific training to inform their decision-making. (see EVC file)

All staff should complete EV form when organising a trip as attached. Medical forms must be sent out and received at least a week before the visit/camp takes place. This is the responsibility of the camp leader – once they have been received, each staff member responsible for a group should write a check list of medication and record when it has been administered.

The camp leader must ensure that each person in charge of a group has all the medical forms and the information they need to ensure children are safeguarded and medicated as appropriate. Staff in charge of groups should not sleep until they are sure that their children are asleep. Staff should wake up in plenty of time to have breakfast, prepare children's breakfast, shower if required, before they wake the children. Medication should be administered at breakfast/dinner and recorded. (See attached as an example)

Staff Training

Most staff have basic First Aid training. Two staff are trained to lead in Child Protection and all staff have basic training. The head teacher is contacted about such matters or in her absence, another designated leader. Regular updates are undertaken.

Governors recognise that planning a residential is a considerable task, requiring staff to make a separate visit to check out the location and facilities and to meet centre staff as well as filling in forms with parents and running evening meetings. It is likely that this will take at least two days and the leader should be allocated time to do this. PB/ZS have completed National Water Safety level 1 and 2 and are qualified to supervise children doing water based activities up to waist height.

Charging

The Charging and Remissions policy provides the detail of what charges may be made. Where visits can only take place with voluntary contributions, parents are advised clearly by letter about this. We try to ensure that the contributions are at a reasonable level and that where possible, parents are given plenty of notice about such visits.

We are fortunate to have other sources of funding to enable trips to take place. The friends generously contribute a termly sum to offset costs of coach travel. We utilise elements of our pupil premium to enable pupils of lower income families to be able to participate fully in all educational visits.

Our Residential Programme

A Residential will be held every year for Years 3 - 6, it will involve a stay away from home for up to 7 nights. Trips will include BF Adventure, YHA Okehampton, YHA Bristol and PGL France. We also have pupil mobilities as part of the Erasmus programme to other European countries such as Romania and Bulgaria which are fully funded by the European Commission.

We mainly use centres which are registered with the Assessnet system; this means that their details are held by the LA and that all risk assessments are up to standard.

Preparation of Pupils for Residential Trips

When pupils go on a residential trip it is recognised that the experience will be a considerable challenge for them. We therefore encourage parents to make sure their children understand that they will be away from home and out of contact with families for that period. Good preparation will also include the chance to stay away from home and parents prior to the residential e.g. staying with a friend or relative.

The visit leader should ensure that pupils are fully aware of the timetable of activities and should ensure that they have time to ask questions.

A meeting for parents, without children, is the stage after the initial letter to parents (which should invite them to the meeting). This will give parents a chance to talk to staff and make an informed decision before the children.

Day Visits

Class teachers plan day visits to fit in with the curriculum and to enhance children's learning, they complete an EV form and arrange transport/permission forms. Sports visits are regularly planned by the PE lead. We expect each class to have visits during the year but not necessarily every term. Where possible we try to plan a range of visits so that different aspects of the curriculum are enhanced, so there may be a visit to an art exhibition, museum, followed by a beach trip. Visits to facilities should also be varied so that, over time, every child will have visited a gallery, theatre, the cathedral for example.

Local visits

Parents complete a local visits form on a pupil's admission to the school. This allows teachers to be flexible and take children on local visits without requesting specific permission from parents. A risk assessment must be completed for any such trip by the trip leader along with an EV form. A local visit is 15 miles or less.

Supervision

We expect high standards of care and behaviour on all school visits. It is the responsibility of the visit leader to ensure school set ratios are adhered to where there is any concern of the sufficiency it should be increased.

Additional support from volunteers should be utilised but not used as a substitute for paid staff. School staff should always retain responsibility for supervision; for example, a parent may take charge of a small group, in a restricted setting such as a museum but a member of staff should ensure they are close at hand. School staff should always take charge of potentially hazardous activities such as crossing roads. These issues will be covered in risk assessments. 1 adult to every 10-15 pupils must be adhered to for years 4-6, 1 adult to 6-10 children for years 1-3. Early years should be assessed according to the nature of the activity.

When out on a trip, the visit leader must ensure that there is a member of staff at the front, leading the children and a member of staff at the back making sure nobody falls behind. The front leader must keep checking and if necessary wait for the others to catch up. They should always stay visible to the other staff and children.

Transport

Transport is normally by bus; we use local companies and obtain three quotes where possible. If the size of group is 15 or under then the minibus will be used. Transport needs to be booked at the planning stage and recorded on the EV form.

Inclusion

All pupils have the right to attend visits and residential trips; teachers will make the necessary adjustments to ensure that where possible they can take part. Close communication with parents is an essential component of good planning; we also take full account of the pupil's views and try to make sure they are fully engaged in the planning process. However, if an individual puts themselves or any other person at risk then their parent or carer will be asked to collect them.

Communication with Parents and School

Parents are given information by letter giving details of any day visits and residential trips. A meeting is planned for residential trips in the early evening giving working parents the opportunity

to attend. At this meeting a presentation is given about the trip and the staff leading will also be present. Parents are given the chance to ask any questions. Prior to the trip parents will be asked to complete the necessary permissions and medical forms. Where there are particular needs, parents are asked to come in to school and fill this in with the trip leader to ensure a full picture of the child's needs is gained. Teachers will not normally have direct contact with families during the residential; messages and information will be relayed to the designated point of contact via the school. Where there is such a need e.g. medical concerns, staff will take advice of the EV leader. Photos taken during the trip may be made available on the website when time permits. When returning late to school the trip leader will contact school to inform parents should there be a delay or emergency.

Emergencies

The EV leader should contact the head teacher immediately in the case of an emergency who will activate the LA personnel in the Emergency Planning Dept. and, if necessary, seek help with managing the press. The Chair of Governors should also be contacted as soon as possible.

Paula Blackburn, Executive Headteacher
 Russ Monhemius Chair of Governors

Reviewed July 2023, to be reviewed September 2024

Example of medication administered form

Name	Medication	Mon am	Mon pm	Tues am	Tues pm	Wed am	Wed pm
Anthony	Ventolin	X	X	X			

See below updated EV form

The Federation of Boskenwyn & Germoe Schools
Educational Visits Form

Proposed visit to:

Date:

Educational Aims and objectives:

Learning outcomes:

By the end of the workshop children will learn –

Brief description of visit:

Leader:

Number of children:

Extra adults:

Number of SEN:

Risk Assessment date:

EV Form date:

Date of recce visit/person responsible:

Person responsible for collecting medical needs forms and administering medication: (one person per year group)

First aider/s:

Initial letter to parents/consent forms: (Attach for approval)

Date of parent meeting:

Charge:

Transport arrangements:

Cost of transport:

Approval:

Designation:

Date: