



**Cranbrook**  
Primary School

## **Educational Visits Policy**

Date: Approved by the Governing Body on 17<sup>th</sup> October 2019

To be reviewed: Autumn Term 2021

Signed by the Chair of Governors:.....

## Context

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 Cranbrook 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.

Each class may go on three trips per school year and ideally, this will be one trip per term. One trip should be local and free, one should be further afield and ideally free and one can be a trip which will cost money.

## Safeguarding against Extremism and Radicalisation

In accordance with Counter Terrorism and Security Act 2015, we ensure that all our safeguarding procedures prevent any risk of exposure to extremist views and forms of radicalisation.

We encourage the use of external venues or speakers to enrich the experiences of our pupils. However, we positively vet those venues or speakers who we engage to provide such learning opportunities or experiences for our pupils. To do this we ensure speakers in external venues are vetted through the EVOLVE risk assessment process which includes checking the content of speeches.

Such vetting is to ensure that we do not unwittingly use venues or speakers that are inconsistent with our school's values and ethos.

Our school will therefore assess the suitability and effectiveness of input from external venues and speakers to ensure that:

- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups or individuals

- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication.
- Activities are carefully evaluated by schools to ensure that they are effective

We recognise that the ethos of our school is to encourage pupils to understand opposing views and ideologies, appropriate to their age and to be able to actively engage with them in informed debate. This we believe, will develop our pupils' critical thinking skills needed to engage in informed debate and counteract any exposure to extremist views.

We also work with local partners, families and the community in our efforts to ensure our school understands and embraces our local context and to assist in the broadening the experiences and horizons of our pupils. However, we remain vigilant of any external factors which may pose a risk of exposing our children to extremism and radicalisation.

We ensure that all of our staff are equipped to recognise extremism and are skilled and confident enough to challenge it. Where necessary, staff are expected to immediately act to stop the visit or speech.

## 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, Cranbrook Primary School:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' 2018 (All staff have access to this via EVOLVE.
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. Follows the Department for Education Guidance document "Health and Safety of Educational visits' November 2018
4. Uses EVOLVE, the web-based planning, notification, approval, 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 & Approval

There are three 'types' of visit:

**Visits/activities within the local area that are part of the normal curriculum and take place during the normal school day.** These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.

**Other non-residential visits within the UK that do not involve an adventurous activity.**

These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.

**Visits that are overseas, residential, or involve an adventurous activity.**

As above, but the Head authorises and then submits to the LA for approval. Residential trips must be approved by the Governing Body.

An event specific risk assessment including first aid, medication, SEN and 'Plan B' scenarios must be carried out for every visit and should be entered on EVOLVE. A hard copy of the risk assessment should be signed by all adults attending the visit.

## Roles and responsibilities

**Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE at least 2 weeks in advance of the visit. They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. A pre-visit should be carried out if the Visit Leader has not previously visited the venue. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements including the ratio of adults to pupils (EYFS 1:3, KS1 1:5 and KS2 1:8).

**The Educational Visits Coordinator (EVC)** is Amanda Dyer-Irons, 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 final visit plans on EVOLVE before submitting them to the Head. The EVC sets up and manages the staff accounts on EVOLVE and uploads generic school documents, etc. The EVC has delegated authority for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE

**The Head Teacher** has responsibility for authorising all visits and has delegated authority for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE to the EVC.

**The Governing Body** will approve the Educational Visits Policy and ensure it is reviewed annually. The Governing Body will approve residential visits.

**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.

**Parent Helpers** are welcome on Educational Visits and will be selected by the class teacher using their judgement and knowledge. Parent helpers will be fully briefed by the Visit Leader. They will be given a Trip Information Sheet and copy of the Risk Assessment which they will be asked to sign.

Following changes in the Protection of Freedoms Act 2012 and the Disclosure and Barring Services, parent helpers are no longer List 99 checked. Parent helpers must be paired with school staff at all times to ensure they are not unsupervised with children.

## 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.
- Supervision by senior staff on some educational visits.
- 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.

## 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 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

Cranbrook 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'. Cranbrook Primary School's Educational Visits Checklist may be downloaded from EVOLVE Resources.

## Parental Consent

Consent is not required for activities within the local area that are part of the normal curriculum during normal school time. However, it is Cranbrook's policy to inform parents/guardians on every occasion their child will leave the school site.

The school obtains blanket consent when a child starts the school via the Admissions Form at the start of each year for certain routine activities, eg. Local visits etc

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents/guardians about the purpose and details of the visit so that consent is given on a 'fully informed' basis.

If parents/guardians/guardians wish to withhold consent, they will be invited to meet with the Headteacher 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.

If the parents/guardians/guardians give a conditional consent the Headteacher will need to consider whether the child may be taken on the visit or not.

## **Inclusion**

Under the Equality Act 2010, it is unlawful for any school to discriminate against disabled pupils (current or prospective) because of their disability, without justification - which must be both material and substantial to the particular case. Where necessary, we will make reasonable adjustments to avoid pupils being placed at a substantial disadvantage.

In line with our Equal Opportunities policy, all pupils, regardless of gender, ethnicity and disability will have the opportunity of attending all educational visits and activities offered. The school will endeavour to select and adapt visits to enable all pupils to access them. Every effort will be made to support pupils with educational or medical needs 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.

However, there may be times when it is not appropriate for a child to attend the visit. Where the visit leader, EVC and Headteacher deem that a child's attendance would compromise the safety of him/herself, other members of the group and any other person, the Headteacher may decide not to allow the child to participate on the visit. In such circumstances, a meeting would be arranged with the child's parents/guardians/guardians to discuss the issue and make alternative arrangements. Pupils who do not attend Educational visits should still attend school and arrangements will be made to educate the child in another classroom for the duration of the visit.

It should be noted that Disability Discrimination Act does not require responsible bodies to place employees or pupils at inappropriate risk if a health and safety issue arises.

## **Charging / funding for visits**

All education during school hours is free. However, for educational visits and experiences to be financially viable, a voluntary contribution for the cost of the visit is requested from parents/guardians/guardians. The maximum contribution requested will be £15 and all visits will be non-profit making. No pupil will be prevented from participating in an offered visit in the case of no financial contribution being received. In the event of insufficient funds being available, the visit may be cancelled and all paid monies would be returned to parents/guardians/guardians.

In the case of residential trips where the cost of a visit exceeds £15, parents/guardians/guardians are offered the option of making payments in instalments in advance of the visit.

## **Transport**

In line with our School Travel Plan, where appropriate, trips will use public transport and generic risk assessments are saved on EVOLVE.

Where public transport is not possible, a coach will be arranged.

**Use of staff cars to transport pupils** – a Private Car form should be completed and authorised by the Head or EVC. A member of staff will not travel alone with a child.

## **Insurance**

Cranbrook Primary School holds comprehensive insurance for Educational Visits.

## 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 School Learning Area, the visit leader will carry either:
  - a) An LA Emergency 'Card' (see EVOLVE Resources), or
  - b) An OEAP National Guidance Emergency action card (*Available via [www.oeap.info](http://www.oeap.info)*)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.