



Brewood CE (C) Middle School
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POLICY STATEMENT EDUCATIONAL VISITS



St. Mary's CE (C) First School
Marston Road,
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Staffs ST19 9PQ
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The school adopts the guidance and procedures issued in the County Council Education Service document *Educational Visits* and, where relevant, the DfE document *Health and Safety of Pupils on Educational Visits (HASPEV)*. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

1. Procedures

- 1.1 Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the Executive Headteacher or educational visits co-ordinator (EVC) for permission to plan the visit. Once granted they should submit the details on the online Evolve website.
- 1.2 EVC will check online risk assessment and email to Executive Headteacher.
- 1.3 Outline permission will be granted when all the requirements identified in *Educational Visits (paragraph 33)* have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.
- 1.4 The Executive Headteacher will check Risk Assessment and forward to County - Evolve. Evolve will send Risk Assessment back to EVC either approved or with amendments. EVC to either amend or inform staff.
- 1.5 Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.
- 1.6 Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits will evaluate the visit on the Evolve online website.
- 1.7 All volunteer helpers need to be CRB checked, unless a school governor helping occasionally, participants' parents accompanying their own child. Any adult who is not the parent of a current participant must undergo a CRB check at an enhanced level before being used as an assistant staff member.
- 1.8 Medical Information will be required for all participants undertaking a residential visit.
- 1.9 Pupils / teacher ratio follows Staffordshire County Council guidelines ie. 1:10/15 for Year 5 and Year 6 and 1:15/20 for Year 7 and Year 8.
- 1.10 None of the volunteers should be given sole charge and must remain under the supervision of a member of school staff at all times.
- 1.11 All school staff will be made aware of the requirements of this policy and any changes that are

made when the policy is reviewed.

1.12 Educational Visits Offsite

For educational visits off-site staff should not take their own children.

This would not apply to:

- Staff whose child attends Brewood CE Middle.
- 'Family Events' organised by the school i.e. where families are invited to go to a weekend/holiday event i.e. -
 - The family visit to London - in December each year.
 - Parents are responsible for their own children.
- 'Family events organised/led by an external leader.
- On site events i.e.
 - Bushcraft events which are led by an external group leader.
- On site events i.e.
 - Nature walks where a 2nd lead will be appointed if the lead teacher has their own child due to an exceptional circumstance i.e. agreed by the Headteacher/Governors.

Note: Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action. The Youth Service is the designated operating authority for The Duke of Edinburgh's Award and should be liaised with in regard to relevant expeditions and activities.

2. **Local Responsibilities**

2.1 The Executive Headteacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

2.2 The Assistant Headteacher is delegated with the following task:
To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.

2.3 The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following tasks: -

To receive Evolve emails and check all visit details are completed and to ensure the annual record of visits is maintained through the admin office

To check that all requirements for approving a visit, as identified in *Educational Visits* paragraph 33, and 1:51 First Aid have been undertaken.

To liaise with the Executive Headteacher by forwarding Evolve visit form.

To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken via visit form.

To grant final permission for a visit when the visit form is approved by County through Evolve.

The school's current EVC is

Mrs Annie Barrett

Note: Any tasks not indicated in the above list remain that of the Executive Headteacher.

- 2.4 The designated visit leader is in overall charge of the group and remains responsible throughout the visit.
3. **Emergency Procedures**
- 3.1 The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.
- 3.2 In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the headteacher or designated deputy so that they can decide: -
- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.
 - B. However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the Executive Headteacher, Deputy or the home contact will inform the designated senior officer of the Education Service (Director or Deputy Director) on 01785 278499 and the school will instigate its critical incident plan (as identified in *Coping with a Crisis*, produced by Pupil and Student Services). Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.
- 3.3 In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.


The Governing Body

- 4.1 The governing body will receive information about visits undertaken through the Executive Headteacher's termly report.

Appendix 1 - Educational Visits

Appendix 2 - Pro-formas for completion when planning a visit

Policy reviewed annually in the Spring Term

Signed  Date 26/11/17.