Blaenavon Heritage Voluntary Controlled Primary School



EDUCATIONAL VISITS POLICY

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CoG:

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Introduction

This policy sets out Blaenavon Heritage VC Primary School's planning and approval procedures for educational visits, and the related procedures by which the local authority and its educational establishments meet the standards set out in the 'Outdoor Educational Adviser's Panel (OEAP) National Guidance' document, now recognised by the Welsh Government as the relevant source of guidance for the management of educational visits and outdoor learning.

Anyone organising an off-site visit or activity for young people from an educational establishment in Torfaen should follow the procedures set out in this policy, plan their visit using the EVOLVE system at torfaenvisits.org.uk and use the 'OEAP National Guidance' to help manage the visit, which can be viewed in the 'Resources' section of EVOLVE or go direct to www.oeapng.info.

This policy is reviewed (and updated as necessary) annually or learning from an accident / incident on an educational visit.

Governing Body's Statement of Values

Blaenavon Heritage VC Primary School has a long and proud history of using educational visits to enhance learners' development.

The school's Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

The Governing Body aims to enable the school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, Deputy Head teacher, party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

The Governing Body, in pursuit of these values, will:

- routinely monitor that the tasks undertaken by staff organising school visits and journeys, as set out in the guidance, are adhered to
- appoint a member of school's senior leadership team to be the Educational Visits Co-ordinator.

School's Educational Visits Ethos

The school will use educational visits to:

- broaden the curriculum beyond the school boundaries
- give ALL students the opportunity to experience cultural, religious, environmental, historical and sporting events both nationally and internationally
- foster an enquiring mind and a spirit of wonder about the world and its' people
- encourage students to explore their local community and beyond
- make trips enjoyable for staff and students.

Planning Successful Visits

The school has adopted the Torfaen County Borough Council's educational visits policy, shown in its entirety at Appendix A, and to use the EVOLVE online system as the basis for planning, approving and managing all of its educational visits.

The purpose of following the council's policy and using the EVOLVE system is to ensure that visit organisers:

- know the procedures required when organising a school visit
- understand the different types of visits and corresponding approval processes
- can identify the roles of the visit organisers, accompanying staff and students
- can identify the standards expected from all students participating in school visits.

The council's policy is underpinned by the following in-house practices:

School timescales for visit notification and approval - All initial visit approval requests must go through the Educational Visits Coordinator (see page 6), Head and Deputy Head (cover). All trips must then be entered onto Evolve for full approval by the head and/or the local authority. The minimum notification and approval

procedure for Residential/Foreign/Hazardous Activity Visits is 6 weeks. Other visits must be made to the Head Teacher at least 2 weeks in advance of the visit.

Accidents and incidents - All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will be reviewed to identify learning points, which will be shared as appropriate with others.

Additional Learning Needs - Lead staff will have contacted the parents for advice if the Additional Learning Need (ALN) is severe. The lead teacher should also contact the ALNCo to ask for advice and to see if an LSA is deemed to be needed. The person with ALN should be included on the medical needs register for all staff to be made aware. It is the visit leader's responsibility to ensure they follow this.

Media whilst on visits - Only age appropriate films should be shown. In no cases should an 18 age limit film be shown, regardless of the audience. It is the visit leader's responsibility to ensure they follow this.

Staff training and professional development - Appropriate training and professional development opportunities will be made available to staff and other adults taking part in school visits and journeys to reflect identified health and safety and educational priorities.

Safety policy - The Governors and Head Teacher of the school accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the School site. As part of their responsibilities the Governing Body and Head Teacher will take all reasonable practicable steps to ensure the health, safety and welfare of pupils whilst travelling to and from, and whilst engaged in, activities away from the school site.

First Aid - Pupils will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and, where necessary, holds an up to date first aid certificate.

Inclusion - The school is committed to providing off-site visits and activities which are accessible to our pupils whatever their needs, abilities or medical conditions.

Visit Evaluation & Review - Information and lessons learned from the evaluation and review of visits and journeys is shared with other staff, the school management, governors and the local authority as appropriate.

Staff organising and taking part in educational visits from the school are expected to be aware of these arrangements, and to ensure they are followed.

Educational Visits Coordinator

For in-school advice about preparing and leading a visit the Educational Visit Coordinator is:

Charlie Booth
Educational Visits Co-ordinator (EVC)
Tel: 01495 766500
Email: Charlie.booth@bvc.schoolsedu.org.uk

Policy last ratified by Governing Body on:

Signed:

Chair of the Governing Body
Date:

APPENDIX A

TORFAEN COUNTY BOROUGH

Parent/Carer Consent
Routine Off-Site Visits

School: Blaenavon Heritage VC Primary School

Your child's name: .....

I hereby agree to my child participating in routine supervised visits off the school site. These visits might include the following, or similar, activities:

Walking to church, the library, local parks and the surrounding area. These may also include visits slightly further afield such as Big Pit and Pontypool Active Living Centre. Sometimes it will be necessary to travel by coach to some venues.

In order to reduce the number of notes sent home, we ask that parents complete a 'blanket' pro forma giving permission for children to take part in such visits during the current academic year. As with all visits, we expect good behaviour and failure to adhere to school rules may result in permission for trips and visits to be withdrawn

I understand that:

- such visits will usually take place within the school normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit;
- I must inform the school of any medical/behavioural condition or physical disabilities that may affect them during the visit;
- all young people are covered by the Local Authority's (LA) third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school/establishment premises or equipment or attributable to negligence by the Council or one of its employees. The LA also provides an 'off-site activities travel and personal injury insurance' policy for all pupils whilst participating on organised trips outside the designated school boundaries.

Full name of parent/carer: ..... **Signature of parent/carer:** .....

Address: .....

Tel No: ..... **Date:** .....

APPENDIX B

TORFAEN COUNTY BOROUGH

Parent/Carer Consent
Non-routine visits

School **Blaenavon Heritage VC Primary School**

Visit/activity: .....

Venue: ..... **Date(s):** .....

Your child's name: ..... **Class** .....

Medical and dietary:

a) Does your child have any medical, physical or behavioural condition that may affect him/her during the visit? YES/NO
If YES, please give details (including medication taken and times):

b) Please give details of any allergies (including allergy to medication):

c) Please list any types of non-prescription medication or lotions your child may not be given:

d) Please give details of any special dietary requirements for your child:

e) Please detail any recent illness or accident suffered by your child that staff should be aware of

f) To the best of your knowledge, has your child been in contact with any contagious or infectious disease or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO

If yes, please give brief details:

h) When did your child last have a tetanus injection?

i) Please indicate your child's swimming ability:

Cannot swim ☐ Able to swim a little in a swimming pool ☐

Able to swim confidently in a swimming pool ☐

Able to swim confidently outdoors (eg in a lake, river or sea) ☐

Your contact details:

Telephone Home: ..... Work: ..... Mobile: .....

Home address: .....

Alternative emergency contact:

Name: ..... Telephone: .....

Address: .....

.....

Family doctor:

Name: ..... Telephone: .....

Address: .....

.....

Declaration:

- Having read the information about the visit, and having understood the level of supervision to be provided, I agree to my child taking part in the visit and activities described.
- I understand that all reasonable care will be taken of my child during the visit/activity and that he/she will be under an obligation to obey all directions and instructions given and observe all rules and regulations governing the visit/activity.
- I understand the code of conduct for the visit and the sanctions that may be used if my child breaks this code of conduct. I have discussed the code of conduct and sanctions with my child.
- I understand that if my child seriously misbehaves or is a cause of danger to him/ herself or to others, then I may be asked to collect him/her or he/she may be brought home early from the visit/activity. In such a situation there will be no obligation on the school/establishment to refund any money.
- In an emergency I agree to my son/daughter/ward receiving medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I understand that the school/establishment may use activity images for promotional or publicity purposes.
- I understand the extent and limitations of the insurance cover provided.

Full name of parent/carer (PLEASE PRINT):

.....

Signed: ..... **Date:** .....

TO BE COMPLETED BY PARTICIPANT:

I understand that for the safety of the group and myself I will undertake to obey the rules and instructions of members of staff.

Signed: ..... **Date:** .....

APPENDIX 1



TORFAEN EDUCATIONAL VISITS POLICY



TORFAEN COUNTY BOROUGH
BWRDEISTREF SIROL TORFAEN

September 2018 Revision
(Unchanged from 2017)

This document sets out Torfaen's planning and approval procedures for educational visits and the procedures by which the Local Authority and its educational establishments meet the standards set out in the 'Outdoor Educational Adviser's Panel (OEAP) National Guidance' document, now recognised by the Welsh Government as the relevant source of guidance for the management of educational visits and outdoor learning.

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Foreword by Chief Officer, Education & Lead Director for Children and Young People

Well planned and well organised educational visits offer an invaluable opportunity to enrich young people's learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.

Learning out of the classroom is a strong theme that runs through all stages of education in Wales. Torfaen has a well-established and continuing commitment to offering an exciting and enjoyable range of educational visits for our young people.

It is important that children and young people are progressively exposed to carefully managed risks, without being exposed to significant dangers. Educational visits can range in scope from a short excursion to a local park, museum, cultural; or historical venues encompassing a wide variety of outdoor and adventurous activities.

These invaluable educational experiences enhance the curriculum, help develop good working relationships between staff and young people, give them opportunities to experience challenging new activities and help young people to develop important life skills.

This guide sets out the planning and approval procedures, which help staff to plan and deliver high quality and safe off-site visits. By adopting these nationally agreed procedures, staff will be following best practice and therefore reducing the level of risk to our children and young people and in doing so will be supported by the local authority should an incident occur.

Staff who organise and engage in educational visits with children and young people show dedication, commitment and enthusiasm. Their work ensures that the young people of Torfaen continue to be given the opportunity to take part in such activities. I would like to take this opportunity to thank all of them for their professionalism and dedication. This guide is aimed at supporting them in this valuable work.

Dermot McChrystal
Chief Officer, Education & Lead Director for Children and Young People

Contact details

For general advice about:-

- Off-site visits and adventure activities;
- Duke of Edinburgh's Award training or ventures;
- Local Authority approval or notification for visits;
- Approval for staff wishing to lead adventurous activities;

- Educational Visits Co-ordinator training

John Tushingham
Head of Access, Engagement & Performance
Tel: 01495 766941
Mobile: 07980 682726
john.tushingham@torfaen.gov.uk

For general advice relating to health and safety, accidents or incidents:

Greg Price
Corporate Health & Safety Adviser
Education Service, Civic Centre, Pontypool, NP4 6YB
Tel: 01495 766914
greg.price@torfaen.gov.uk

Glossary of terms

WG	-	Welsh Government
LA	-	Local Authority
OEAP	-	Outdoor Education Adviser's Panel
Head	-	Headteacher or most senior manager of establishment
EVC	-	Educational Visits Co-ordinator (person in charge of visits in a school / establishment and main point of contact for VLs)
VL	-	Visit Leader (person organising a visit)
DofE	-	Duke of Edinburgh's Award
NGB	-	National Governing Body

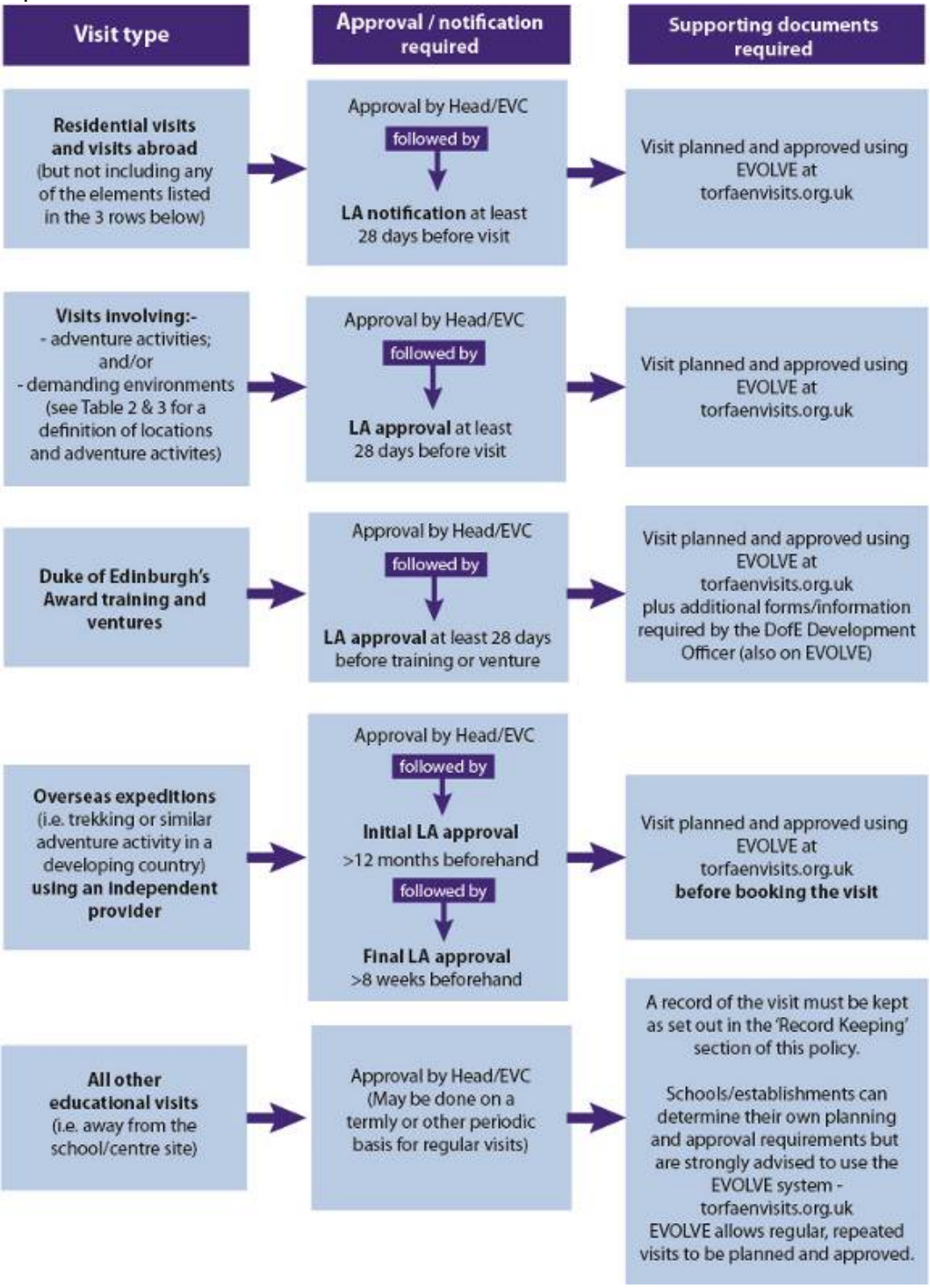
Visit approval/notification procedures

Table 1 Visit approval/notification required for different types of visit
Table 2 Definition of demanding environments
Table 3 Adventure activities

1. Approval and notification system for all visits
2. Blanket visit approval
3. Parent/consent form
4. Using an independent provider: pre-booking checks
5. LA leader approval
6. Arrangements for DofE training and ventures
7. Exchange visits
8. LA approval decisions for visits
9. Record keeping
10. Monitoring
11. Review

Table 1 - Visit approval/notification required for different types of visit

In planning a visit, Visit Leaders should consider what sort of visit it is, which will determine what level of approval is needed and what planning and preparation is necessary for the visit to proceed.



Please note that the EVOLVE system is also set up to refer all exchange visits where learners stay in the homes of hosts to the LA for approval (see section 7).