



St Mary's C of E Primary School, Timsbury

Educational Visits Policy

Rationale

At St. Mary's C of E Primary School, we believe off-site educational visits, including residential visits, are a vital part of providing a broad and balanced curriculum for all pupils in the school. Such visits enrich the curriculum and provide experiences not available within the confines of the school grounds.

Purposes, Aims and Objectives

Through a suitable programme of educational visits, we aim to:

- Provide a range of educational visits to supplement and enrich the curriculum
- Stimulate in the pupils, an interest in the world around them
- Make an impact not easily achieved through other means
- Raise achievement by enhancing self-esteem and motivation
- Develop social skills and promote citizenship
- Develop understanding and tolerance
- Prepare pupils for the opportunities and responsibilities of later life.

Types of Visit

There are three different categories off-site visits:

1. Category A - Low Risk Activities

These are lower risk activities or offsite visits and include:

- Visits to libraries, museums, exhibitions, theatres, National Trust properties, music and arts events, cultural centres and galleries and zoological gardens
- Local field study visits to environments presenting no technical hazards or those judged to be very low risk
- Journeys to local sports facilities
- Use of local playing fields / sports facilities away from the main school site
- Away sports fixtures.

2. Category B - Medium Risk Activities

These are medium risk activities and cover any which pose potentially higher risk to the participants than Category A activities. They therefore require greater supervision of young people and the leader requires additional skills and / or experience. These include:

- Beach and coastal studies
- Camping in areas where there are basic facilities

- Cycling on or off roads or mountain biking in non-remote or hazardous countryside
- Field study ventures in non-remote or hazardous areas
- Land navigation exercises
- Orienteering in local parks or open countryside / woodland
- Riding horses or pony-trekking
- Team building or problem-solving exercises
- Use of swimming pools.

3. Category C - High Risk Activities

These are higher risk activities and cover any that pose potentially higher risks to the participants than Category A or B activities. They therefore require greater supervision of young people. They can take place abroad and / or the visit leader requires considerable experience and a degree of competence defined by a National Governing Body of the sport. Category C visits include:

- Residential visits
- Archery
- Caving
- Climbing
- Overseas adventure activities
- Trekking
- Water sports including canoeing / kayaking, sailing, surfing, swimming in open water, water skiing, windsurfing.

All **residential ventures** are classed as Category C and must be notified to the Local Authority at least four weeks in advance of the venture.

Roles and Responsibilities

A) Educational Visits Coordinator (EVC)

- All schools must have an EVC. This is the person responsible in the school for approving visits and ensuring that correct planning procedures have been followed.
- The EVC will have undertaken training provided by the Local Authority, in compliance with Government guidance.
- The EVC will not always be the educational visit leader. The educational visit leader is the person who has overall responsibility for the whole group undertaking the visit or activity.
- The EVC at St. Mary's C of E Primary School is **Mr Chris Daniels**.

The role of the EVC is outlined by the Department for Education (***Health And Safety On Educational Visits, Published 26 November 2018***

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>) as follows:

- To liaise with the Local Authority and to ensure that the Headteacher and Governing Body are kept fully informed

- To ensure that only competent leaders are appointed to lead educational visits
- To assess the competence of leaders and other supervising adults, in line with Local Authority guidance
- To organise training, including induction for leaders and other supervising adults
- To ensure that adults have DBS disclosures in place as appropriate
- To ensure that parents and carers are fully briefed and that informed consent has been given for their child to take part in the venture
- To organise emergency arrangements and ensure that these are known to visit leaders and accompanying adults
- To keep records of individual ventures
- To keep venture accident records
- To review systems and ventures.

B) Pupils also have responsibilities:

- They should not take unnecessary risks.
- They should follow the instructions of the group leader, activity leader or other member of staff.
- They should behave sensibly, keeping to the agreed code of conduct.
- They should inform a member of staff of any significant risks.

C) Parental responsibilities are:

- Inform the group leader of any medical details relevant to the trip.
- Provide emergency contact numbers.
- Sign the consent form.

Planning A Visit

Before undertaking any educational visit, visit leaders must discuss their proposal with the EVC and fill out a Visit Form on the Local Authority's **Evolve** website (bathnesvisits.org.uk). This ensures that appropriate consideration and EVC approval has been given to:

- visit type (overseas, residential, adventurous activity, other)
- purpose of visit
- visit date/s and times
- destination and travel arrangements
- staffing ratios, staffing and attendees
- emergency school contact details
- special needs/requirements
- risk assessments
- information that will be shared with parents and carers such as cost, supervision, clothing requirements
- parent / carer consent.

Once this form has been completed by the visit leader and approved by the EVC, the EVC will send it to the Headteacher and / or Local Authority for approval.

Staffing Ratios

The recommended ratios for staffing educational visits are set out here:

Category A:	Reception	1 adult to 4 pupils
Locally based, daytime	Years 1-3	1 adult to 6 pupils
low risk activities only	Years 4-6	1 adult to 10-15 pupils

Category B:	Years 4-6	1 adult to 10 pupils
Activities with a higher risk than Category A.		

Category C:	1 adult to 10 pupils
(not including defined adventure activities)	

These ratios should be adjusted in the light of the following particular circumstances, which will influence the risk assessment:

- the sex, age, attitudes, disability, behaviour and competence of the young people
- the extent to which people with special needs are included within the group
- the venue
- the nature of any planned specialist activities or equipment
- the competence, experience and expertise of the staff
- the duration and nature of the journey
- the need to maintain a complete programme of supervision
- the type of accommodation
- the weather conditions.

Cost Of Educational Visits

The costing of off-site activities should include any of the following that apply:

- transport
- entrance fees
- insurance
- provision of any special resources or equipment
- costs related to adult helpers
- any refreshments the school has opted to pay for.

Off-site activities are primarily funded through voluntary parental contributions. This must be made clear to parents / carers in correspondence about an educational visit. If contributions do not adequately cover the cost of the trip, it may not be able to go ahead.

Families who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging for a residential visit.

No child will be excluded from an activity because their parent / carer is unwilling or unable to make the voluntary contribution; and this is made clear in letters and briefings about any trip.

Transport

Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

Following a Visit

After undertaking any educational visit, visit leaders must evaluate their trip with the EVC and complete an evaluation form (Appendix 1). This ensures that where necessary, adjustments can be made to any future trips to the same venue; as well as whether there are particular generic concerns that need to be addressed.

Communication With Parents And Carers

Parents and carers of children taking part in off-site activities should be provided with all appropriate information about the intended visit. Parents and carers must give permission in writing before a child can be involved in any off-site activity. Off-site activities that take place within the school day and within the boundaries of the village of Timsbury are covered by a generic permission slip that parents / carers sign when children join the school.

Monitoring And Review

The Governing Body has delegated the monitoring and review of this policy to its 'Premises with Health and Safety Committee'. The policy will be reviewed every three years or sooner, should changes be made to national and/or local policy regarding school educational visits.

First Review:	October 2016
Second Review:	February 2019
Next Review:	February 2022

Signed:

Chair of Governors

APPENDIX 1

VISIT EVALUATION FORM	
Trip	
Dates	
Provider	
Leader	

	Yes / No/ NA	Comments
The trip contributed to the development of personal skills: self-confidence, independence, communication skills, teamwork, personal relationships.		
The visit enhanced subject knowledge.		
The supervision level was adequate.		
All visit staff fulfilled their functions competently.		
The behaviour of the whole group was good.		
The standard of accommodation was good.		
Food quality was good.		
Health and Safety Risks were adequately controlled.		
The standard of transport and drivers met expectations.		
Details of any injuries, accidents, incidents, emergencies have been recorded.		
The visit represented good value for money.		

Where an independent provider has been used		
High quality and professional staff were used		
The programme met expectations		
Suitable and sufficient equipment was provided and in good condition		

Overall Comment/things to note for the next visit to the same place