EDUCATIONAL VISITS POLICY

Learning, Developing, Growing Together

Spinfield School
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Signed:	
Position:	
Date:	

Spinfield School

Policy on Educational Visits

Spinfield School has formally adopted, through its Governing Body, the Buckinghamshire 'Policy and Guidance for Educational Visits'. Further school procedures have been agreed with the Governing Body to ensure that this policy is adhered to.

Aims and purposes of Educational Visits

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of activities that take place off the school site and/or out of school hours, which support the aims of the school. Spinfield school aims are detailed in full in the school prospectus. The range of activities are outlined in the school prospectus along with the criteria by which pupils are able to access them and the methods by which parents will be notified and asked for their consent.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

Out of hours Clubs (music, drama, art, sport, etc)
School teams
Regular nearby visits (village halls, libraries, shops, woodlands, place of worship, farms)
Day visits for particular year groups
Residential Visits
Adventure Activities, which might be classed as higher risk.

Spinfield School offers a variety of educational visits as detailed above. These are generally made available to pupils in appropriate year or class groups.

Approval Procedure and Consent

The Headteacher has nominated a member of staff as the Educational Visits Co-ordinator (EVC) and the Governing Body has approved this appointment. The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Curriculum Committee and has nominated the chair as signatory, as necessary, on behalf of the governing body.

Before a visit is advertised to parents the Headteacher and the EVC must approve the initial event specific plan. They will also approve the completed plan and risk assessments for the visit at a later date

via Evolve, which is the online booking system used by Buckinghamshire County Council.

Where external contractors are involved in organising all or part of the visit the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through parentmail.

For out of hours clubs, school teams and nearby visits, parents will be asked to sign a letter of consent for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed [by parentmail] if an activity has to be cancelled.

For any visit lasting a day or more parents will be asked to sign a letter, which consents to their son/daughter taking part. The school has a standard model letter, which should be used for this purpose.

As part of the parents' consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has a separate polices for 'Charging and Remissions' which applies to all educational visits.

A risk assessment will be carried out for each visit by the group leader who will base the risk assessment on a prior visit to the venue.

Staffing

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

Where it is appropriate the school will ensure that DBS screening is completed for volunteer adults assisting with educational activities and visits.

The school does not support additional people accompanying educational visits who are not pupils at the school or part of the agreed staff complement. This may include family members accompanying visits if the governing body is not satisfied that there is an educational benefit for the pupils.

The appointed Group Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory-visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

The expectations of Pupils and Parents
The school has a clear code of conduct for school visits based on the schools' 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and include the potential of withdrawal of a pupil prior to and during the visit if such conduct would have led to a temporary exclusion from school. The school includes implication for parents (associated voluntary costs, collection of child) as part of the signed agreements from parents.

Emergency Procedures

The school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Group Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Group Leader will take with them a copy of the Buckinghamshire Grave Emergency Procedure. The group leader will also have access to a mobile phone and contact details for all children and staff on the trip.

All incidents and accidents occurring on a visit will be reported back through the school systems.

The school will have emergency funding available to support the Group Leader in an emergency.

Evaluation

All visits should be evaluated by the Group Leader with the EVC. A short evaluation report will be made available for the Governing Body.

The EVC should ensure that any risk assessments on the trip are dated as having been evaluated and/or modified as a result.

The Group Leader is responsible for presenting a financial account for the visit which will be audited as part of the schools' procedures.

School Journeys

***Please ensure all the following are completed when planning a
school trip***

To facilitate ease of booking of school trips please ensure the following
are completed:-

TASK TO COMPLETE	DATE COMPLETED
Check diary for availability	
Organise a pre visit to the venue (not necessary if previously used)	
When using an external provider (company needs to have an LOTC quality badge) if not a **Provider Form** needs to be completed by the venue and then returned to you.	
Obtain any risk assessment from venue	
Update any risk assessments on system	
Complete an Event Specific Plan	
Once all forms have been completed and you are happy. Book venue and inform office to update diary	
If your class requires cover please inform office staff	
Book Coach	
Meet with EVC co-ordinator to complete evolve and parentmail	
Organise any parent helpers via class email (ratio's Yr1-3 1:6 – Yrs 4-6 1:10 Reception 1:3)	
Ensure EVOLVE form – is completed and submitted. **Day trip minimum 10 working days before the trip residential trip 1 month before**	

The EVOLVE system monitors the stages of these applications and will not authorise the trip if not submitted within the timescale.

APPENDIX B

Serious Incident Action Card for the Group Leader

- Summon emergency services if appropriate
- Provide first aid / prevent further injury
- Account for all party members including staff
- Delegate a responsible adult to take care of uninjured members of the party
- Instruct no-one to talk to media and secure inappropriate use of mobile phones, email and social media (e.g. Facebook, Twitter etc)
- Activate the emergency procedures by calling

01183 589332 (**+441183 589332 if calling from abroad)**

(This is the Bucks Fire and Rescue Control Room number) **YOU MUST REQUEST THAT THE BUCKINGHAMSHIRE COUNTY COUNCIL'S DUTY RESILIENCE OFFICER IS PAGED**

Be prepared to provide the following information which will be passed to the duty Resilience Office for Buckinghamshire County Council by Buckinghamshire Fire and Rescue Service.

- The complete telephone number which we can call you on (including national /area codes etc)
- your name
- the name of your school /party
- the nature of the emergency

Ensure you leave this information before any further discussion takes place, in case you are cut off.

If possible, also provide:

- your location
- further details of the nature of the incident
- any other contact numbers that can be used

In order that you can be contactable at all times and to enable you to lead and coordinate all necessary actions you should delegate party leadership to the Deputy Leader.

Log-keeping:

A copy of the Incident Record sheet can be used to note down the information
Record:

- further and full details of the incident, how and why it happened so far as can be established at this stage
- all action taken and conversations held

You should not make any public statements about the incident without prior agreement of a statement with the County's Incident Control Team.
Ask those in the group to write individual statements of what they saw / heard in relation to the incident.
Depending on the circumstances some or all of the following actions may be required:

- Retain all equipment involved in an accident or incident in an unaltered condition - unless it is required by the police
- Begin to make appropriate arrangements for those not injured to return home immediately
- Arrange any support for the staff and injured in hospital
- Obtain necessary documentation from the medical authorities e.g. death certificates, medical certificates indicating how injured may travel home, and case histories including x-rays
- Retain receipts for all expenditure connected with the incident.

INCIDENT LOG

Keep a detailed log of actions and conversations as they take place. Include nature of instructions given, names, addresses, telephone numbers, each person with whom contact is established.

DATE	INCIDENT
Time	**ACTION/CONVERSATION**

INCIDENT LOG CONTINUED

DATE	INCIDENT
Time	**ACTION/CONVERSATION**

INCIDENT RECORD SHEET

Establishment:	**Date:**

Party size :- Pupils	**Staff/Adults**

Location

Nature of Incident:	**Time:**

Contact Numbers:

Venue/Hotel:

Your mobile:

Fax:

Email address:

Details of Casualties (No/names of injured/fatalities)

Where injured taken

Tel No:
Accompanying Staff

Other information

The Role of the Emergency Contact

The Emergency Contact should be an appropriately experienced person who fully understands the role. It is essential that contact can be made quickly and easily throughout the duration of the visits (24/7)

The Emergency Contact's responsibilities are:

- **To hold details of all the members of the group including staff and volunteers (names, addresses, contact names and telephone numbers etc)**

- **As point of communications with parents/guardians and group leader (e.g. cascade arrangements related to organisational issues)**

- **To be available to be contacted following the initiation of the Serious Incident Procedure and be ready to join the County Resilience Team at County Hall**

- **To be available to act as a link with the group immediately following an incident and until such time as alternative arrangements are agreed and established e.g. Incident Control Centre set up at County Hall**

See **Appendix 2**: Emergency Procedures for Notification, Support and Response