

Hanging Heaton J&I School - Educational Visits Policy

Introduction

This policy is written in line with Kirklees' Guidance. Group Leaders must be familiar with the aspects of the Handbook that affect their trip. First hand experience forms an essential element in the curriculum of this school. As such the policy of school visits is important in the child's development. All the visits undertaken need to be subject to certain conditions:-

- 1) Visits must be relevant to the children, their age and their level of development.
- 2) The visits should relate directly to the curriculum.
- 3) All visits must be planned with clear educational objectives. Some visits, for instance to a theatre or exhibition, may be regarded as one off with relevance to a broad and balanced curriculum.
- 4) Visits should not be seen in isolation, but should have adequate preparation and follow up.

BENEFITS TO THE CHILDREN

Visits, both day and residential, provide teachers and children with opportunities to work in an environment outside their normal classroom. The children can develop social skills and interact without many of the normal constraints and the personal and social development of the children can be as important as the more formal content within the National Curriculum.

Children benefit from visits by:-

- Providing opportunities to manage themselves,
- finding out about new places and new things,
- developing personal and social skills,
- presenting challenges and adventure,
- Letting them discover and explore wild places.

Throughout the National Curriculum large emphasis is placed upon the importance of first hand experience. Visits to farms, country parks, theatre, the local village and to other areas gives children this invaluable experience.

1. HEALTH AND SAFETY

The school will adopt the procedures as laid out in Kirklees' guidance.

The following procedure will be adopted when organising any visit outside the school grounds.

1.1. Proposals for visits will, as a minimum, state

- the educational purpose of the visit,
- its aims and objectives and
- how it conforms to the school's curriculum aims.

1.2 The LEA planning checklist (EV1) will be used to provide assurance that each visit is methodically and suitably planned.

1.3 The school has adopted the 3 categories of visits as laid out in Kirklees guidance. They are as follows:-

A) Local visits within normal school hours (not including proximity to natural water), visits further afield leaving or arriving outside school hours (not including proximity to natural water);

B) Residential;) Adventurous activities and/or proximity to natural water.

1.4 Approval of visits will be outlined within the arrangements section of this policy however in brief –

- The Headteacher and the Governing Body will approve all visits.
- Kirklees LEA will be notified for all visits in categories B and C (Residentials, adventurous activities and where natural water is encountered eg coast, river, canal.)

1.5 Staff competencies required for the nominated Group leader and for teaching and support staff will be clearly defined (see 2.4)

1.6 Where the school uses external providers, a risk assessment must be obtained from the provider. In the case of activity centres a copy of the AALA licence is all that is required.

1.7 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable. The risk assessments must be read and signed by adults leading the trip.

1.8 The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy.

1.9 Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.

1.10 No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.

1.11 Every trip or visit will be subject to a review.

Risk Assessments

Risk assessments are an integral part of the planning process. The Group Leader is responsible for producing risk assessments for all aspects of the visit. Ednet contains generic risk assessments for most types of locality. These must be amended to suit the specific location and group travelling. Ednet also contains some specific risk assessments, but, again, these must be amended to suit the individual group going.

All adults accompanying the visit must read and sign the forms. For regular visits, such as swimming, or local church, need to be done annually

During the visit ongoing risk assessments need not be written down, but if any situation arises that impacts on future visits or affects any of the children in any way then a note should be made.

2. Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within Kirklees Guidance.

2.1 Governing Body

2.1.1 Approval of all visits out of the pyramid area must be obtained by the governing body **before** the visit takes place.

2.1.2 The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted to each full Governing Body meeting.

2.2 Headteacher

2.2.1 At Hanging Heaton School, the Headteacher is the EVC

2.2.2 The Headteacher will be responsible for ensuring that school trips are planned, organised, undertaken, controlled, monitored and reviewed.

2.2.3 The Chair of Governors will be delegated by Governors, to approve visits

2.2. The Headteacher will report the results of the reviews of visits undertaken to the Governing Body.

2.4 Group Leader

2.4.1 The Group Leader will comply with the requirements outlined in the Kirklees Guidance. As such every Group leader must be conversant with Kirklees Guidance.

2.4.2 The group leader must demonstrate the following:-

- 1. Awareness of potential hazards and dangers.**
- 2. Sound judgement of what constitutes a dangerous situation.**
- 3. Preventing access to dangerous situations for those ill-equipped to cope.**
- 4. Adequate supervision**
- 5. Knowledge of how to help oneself and those in danger**
- 6. Knowledge of where to get information on the area they are travelling to including tide tables and weather forecasts.**

2.4.3 The Group Leader will ensure that the planning checklist is completed and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.

2.4.4 The Group Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.

2.4.5 Any activities which may include the child entering water must be made clear to the parents. or any activities which leave interpretation open e.g. river walking – does this mean a walk along the banks of a river or does it mean walking in the water?

2.4.6 The Group Leader named for each visit will have overall responsibility for the visit whilst it is underway.

2.4.7 The Group Leader will liaise with the EVC throughout the planning and preparation of their trip.

2.4.8 The Group Leader will review their trip and provide details of their review to the EVC.

2.5 Supervisory staff

2.5.1 All staff assisting with supervision on any trip will be conversant with the Kirklees' Guidance.

2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.

2.5.3 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Group Leader.

3. Arrangements

3.1 Proposals

3.1.1 The Group Leader will submit a proposal to the Headteacher AT LEAST 6 weeks before the planned visit. For category C trips, the period will be 10 weeks.

3.1.2 Kirklees' proposal and notification form EV1 must be completed.

3.1.3 The means of complying with the requirements outlined in Kirklees' planning checklist must be outlined.

3.1.4 Proposed visits should be clear as to insurance arrangements and the financial procedures that will be used including charging and remissions.

3.1.5 Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form(s), and provide emergency contact number(s) and all relevant medical details.

3.1.6 Forms V1 (Parental consent) and V2 (medical) apply to residentials only. These must be sent out at least four weeks prior to the visit.

3.1.7 Form V3 should be sent home just before the visit as this covers the children currently on medicines.

3.1.8 Where coach or minibus travel is to be used it must be in accordance with Kirklees' regulations.

3.2 Notification

3.2.1 Notification will be made using proposal and notification form EV1.

3.2.2 Notification to Kirklees team will only be allowed after the Governing Body and Headteacher are satisfied that the form has been fully completed and that any requisite additional information is attached and they have signed all relevant documentation.

3.2.3 The Group Leader is responsible for sending the notification to Kirklees for visits in categories B and C. This must be at least **six weeks** prior to the visit.

3.2.4 The Headteacher will ensure that the Group Leader carries out this task.

3.3 Undertaking the visit

3.3.1 Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Group Leader and a risk assessment made prior to the alteration taking place.

3.3.2 A record must be kept of all such instances for evaluation and review purposes.

3.3.3 Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Kirklees.

3.4 Monitoring

3.4.1 The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.

3.4.2 On occasions the EVC, Headteacher or member of the Governing Body will accompany a group.

3.4.3 The school may also request Kirklees Education Visits Advisor to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

3.5.1 Every visit will be reviewed by the Group Leader.

3.5.2 The results of the evaluation and review process will be provided to the Headteacher

Insurance

All staff, pupils and adult helpers are covered by the LEA's insurance.

Reviewed: Health and safety committee Feb 2013