



Skidby Church of England Primary School

Educational Visits Policy

Policy Statement

Our School Vision: A Christian school in a small community, making a big difference.

Thessalonians Chapter Five tells us; “*Encourage one another and build one another up*”

Our School Values

There are many Christian values, but our school vision is underpinned by our core values:

- developing **Respect** for all,
- creating **Resilience** in the face of new and challenging circumstances and
- taking **Responsibility** for our thoughts and actions.

All pupils will be given the opportunity to participate in Educational Visits.

Educational visits off site are an extremely valuable educational tool for all pupils and are seen by our school as an integral element of our planned curriculum. They:

- Enable pupils to respond positively to opportunities, challenges and responsibilities, thereby developing their personal skills
- Promote health and fitness and stimulate resilience in the face of new and challenging circumstances
- Help children to develop skills in assessing and managing risks in a sensible and controlled manner through taking responsibility for their plans and actions.
- Help raise self-esteem and build on pupils’ strengths and interests
- Stimulate and reinforce positive attitudes to education in pupils
- Help build stronger relationships in our community, developing respect for all
- Develop pupils’ awareness of the environment
- Help the school to promote its core values and achieve its vision

This policy must be read in conjunction with the following policies:-

- SEN Policy
- School Equality Policy
- First Aid Policy
- School prospectus
- Charging and Remissions Policy

RESPONSIBILITIES

Governing Body

Our governing body will:

- Ensure that this Policy is fully implemented
- Seek to understand any visit educational objectives and how they will be met
- Consider the value for money of the visit
- Ensure that an Educational Visits Co-ordinator and Governor are appointed
- Monitor the relevant documentation and support the visit if documentation is in order.

Our Chair of Governors will:

- Receive and consider a copy of the “Record of Visits East Riding” (ROVER) form for any Category 3 visits (UK residential), and must give approval for the visit to go ahead

Headteacher

Our headteacher will:

- Nominate a competent Activity Leader
- Ensure that the insurance cover is sufficient for the visit, noting that visits out of hours may need additional cover.
- Give in-house approval for a visit to go ahead if appropriate using the ROVER system

Activity Leader

The activity leader must:

- Take responsibility for the safe running of the visit including securing prior agreement for any activities taking place.
- Ensure inclusivity for all participants. If a child has a special educational need or is physically disabled, links will be established between the school and parents and a plan agreed to achieve this as far as it is reasonably possible.
- Ensure all staff and volunteers participating in the educational visit are aware any emergency procedures.
- Ensure all participants practice our school Christian core values of respect, resilience and responsibilities at all times whilst participating in the educational visit.

Volunteers

All volunteers participating in an educational visit must:

- Where possible meet with pupils prior to the visit. This is essential where the volunteer is supporting a residential visit
- Follow the instructions of the Activity Leader and clearly understand their role on the visit
- Have a disclosure if managing a group away from teaching staff on a visit or participating in any residential visit.

LEGAL RESPONSIBILITIES

As the employer our school has a legal responsibility to ensure the health, safety and welfare of our staff and the health and safety of our pupils.

Staff who undertake visits out of normal school hours must have full insurance indemnity cover.

Staff have a common-law duty to act with care as befits a trained and experienced professional but they are not in loco-parentis.

RECORD OF VISITS EAST RIDING (ROVER)

ROVER is an online database used primarily for the recording, notification and approval of educational visits. It provides the relevant information to the LA for all visits.

Copies of all ROVER forms completed for visits are held by our School Business Manager.

OTHER RECORDS AND COMMUNICATIONS

Risk assessments will be carried out for all visits off site which take consideration of:

- the age and number of pupils taking part,
- travel arrangements,
- the hazards of the environment to be visited,
- the nature of the activities planned.

Risk assessments will:

- follow LA guidelines dependent upon the category of the visit.
- be an on-going live document and updated regularly if the need arises.
- contain an outcome section to be completed at the end of the visit logging any incident that occur and a copy kept with all risk assessment outcomes.

Parents will be made aware of all the arrangements for any visit. If a parent wishes to withdraw their child from the visit they can do so, and the school will make alternative educational arrangements at school for withdrawn children.

Specific systems of communication with parents may include the following:

- Prospectus – including information about charging and voluntary contributions
- Letter to parents – includes venue, purpose, times and voluntary contribution details

Visits file

A Visits file for all visits will be held in the school office. Medical records and consent forms specific for each visit will be kept for three years under lock and key.

First Aid

There will be a trained first aider on every visit and a first aid box will be always readily available. Where possible we will have two first aiders on residential visits. Most staff have undergone basic first aid training.

Disabled Pupils

All pupils can participate in visits. Every effort will be made by the school to ensure that no pupil is excluded from participating except in exceptional circumstances. Reasonable adjustments will always be considered first. However, if it is not possible to accommodate the specific needs of a pupil this will be discussed with parents.

All venues will be carefully chosen to reduce any possible barriers. Thorough risk assessments will be prepared in advance of the visit. Sometimes it may be appropriate to provide alternative activities for a group of disabled pupils and their peers when participating in an activity not possible.

Reasonable adjustments will also be made to accommodate children requiring medication. If medication cannot be effectively administered on a visit a full assessment will be undertaken by the headteacher to consider all possible options and outcomes of the assessment discussed with the pupil's parent/guardian.

Emergency procedures

The school will use the LA approved recommendations in terms of emergency procedures and all staff and helpers should be aware of these. A mobile phone will always be taken on all off-site visits. On residential visits there will be a strict itinerary developed which is shared with all parties involved and designated emergency contact people nominated.

The Charging Policy

A copy of the Charging Policy is on the school website and in a file in the Headteacher's office. A slightly abridged version is in the School Prospectus. The

school adheres to LA guidelines in that voluntary contributions are requested. However, charges can be made for residential accommodation.

Transport

The school will only use reputable companies for transport that are on the approved LA list and ensure that all drivers have DBS clearance.

Where private cars are used the following details must all be current-:

- Driver must have a valid driving licence and current insurance policy valid for carrying passengers on an off site visit.
- Car must have appropriate road fund licence and MOT (if applicable)

The volunteer driver must sign a declaration that all these are in place. Where teachers transport children, their insurance must cover this under their professional duties. No reimbursement can be given to drivers as this will invalidate insurance cover. Parents must all be informed if their children are transported by private car and if an objection is raised other transport must be found.

Where a self-drive minibus is to be used, the driver must have a current MINIBUS DRIVING PERMIT issued by OSD Transport after a driving test. Our school only uses designated staff members to drive the minibus. It is the responsibility of the driver to check seatbelts and the condition of the vehicle. Only reputable companies for minibus hire that are on the approved LA list will be used.

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Date adopted by the governing body: _____

Signed:

Chair of governors: _____

Headteacher: _____