



Educational Visits Policy

Introduction

Holley Park Academy adopts the guidance and procedures issued by the EVC Advisory Service based at Derwent Hill. This reflects the message contained in the HSE and DfE statements. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

Inclusion

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils.

Procedures

Under and health and safety laws, schools are required to obtain appropriate approval for Educational visits.

For certain categories of visits (Type B visits) schools must seek and obtain approval from the Authority via Derwent Hill.

In distinguishing which types of visits require the Authority's approval, the following categorisation has been adopted:

TYPE A

- Educational low risk offsite visits, up to one day duration, eg. theatre visits, museum visits, visits to local schools for an event.

TYPE B

- Educational off-site visits involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment.
- Visits involving adventurous activities.
- Visits to farms or theme parks.
- Visits including overnight stay or residential accommodation.
- Visits outside the UK, including Foreign Exchange visits.

Staff wishing to undertake a **Type A** visit should submit the details on Form (RA2) to be signed by the EVC or Headteacher. They should also liaise with the School Office to cost and book the visit. 2

The Visit Leader must undertake the completion of the Risk Assessment (Form RA2).

Venues to be visited may also supply their own risk assessments. It is **highly recommended** that staff visit venues prior to the visit in order to make informed assessments.

Staff wishing to undertake a **Type B** visit must seek approval from Derwent Hill Advisory Service, Governors and complete Form (RA2). After the forms have been checked and approved by the EVC or Headteacher, they must be submitted to the Authority **at least 8 weeks prior to the visit taking place**. It is recommended that for Type B visits, applications are made online, via Evolve. Staff must make the EVC aware of the visit.

Following **all** visits the Visit Leader should undertake a review. Any incidents, accidents or near misses should be reported in accordance with the reporting requirements. .

Parent / Carer Consent

It is a requirement that a signed parental consent form is obtained from the parents/carers of all pupils participating in Educational Visits. Letters should be submitted to the Headteacher prior to the visit. Proposed activities/aims of the educational visit should be outlined to parents/carers.

Details of departure/arrival should be explained to parents. Medical information and emergency contacts must also be obtained. **Payment for Visits**

Please refer to Holley Park Academy's Charging Policy. **Duties**

and Responsibilities.

- All staff have a duty of care for the welfare and safety of all children taking part in an educational visit.
- Every person has a duty to stop or curtail any activity when it is considered that unsafe practice has been observed.
- Every adult accompanying the visit must have a role.
- The Visit Leader should brief all adults as to their roles and responsibilities during the educational visit. **By signing the Risk Assessment, the Visit Leader confirms that all adults on the visit have read, understood and adopted the written Risk Assessment.**

The staffing required to run the visit safely needs to be identified and should take the following factors into account:

- Gender, age and ability of group.
- Pupils with special education needs or medical needs.
- Nature of activities.
- Experience of adults in off-site supervision.
- Duration and nature of journey.
- Type of any accommodation.
- Competence of staff, both general and on specific activities.
- Requirements of the organisation/location to be visited.
- Competence and behaviour of pupils.

- First aid cover.

The following are regarded as the minimum ratio acceptable on any visit:

- 1 adult for every 6 pupils in Years 1 - 3. (Under fives in the Early Years Foundation Stage should have a higher ratio of 1 adult for every 4-6 children).
- 1 adult for every 10-15 pupils in Years 4 - 6.

Bus / Coach Hire

Visit Leaders must liaise with the School Office to book an operator who holds a PSV licence, appropriate to the type of vehicle and/or nature of the journey being undertaken. Every passenger must have their own seat. All coach seats must be fitted with seat belts.

Emergency Procedures

Procedure in the event of an incident, accident or emergency - **This is the responsibility of the Visit Leader.**

- **Follow the Emergency procedures as set out in the Code of Practice from Sunderland City Council.**
- **If support is required from the Council, contact the Civic Centre Control Room on 0191 553 1999.**
- **Ensure that an appropriate adult is accessible by phone.**

School Lunches

The school kitchen will provide packed lunches as required for children receiving Free School Meals.

Further Information

Holley Park Academy's current EVC coordinator is Clare Gallant supported by Emily Nicholson.

For any further information regarding Educational Visits please consult the EVC or the Sunderland City Council's External Visits Policy and Guidance - Code of Practice.

Copies of forms are available from the school staffroom -Offsite Visits, Health and Safety File, the EVC or from the website- Derwent Hill Advisory Service.

Policy written by Clare Gallant