



EDUCATIONAL VISITS POLICY

Scope

At Lakes Academies Trust we believe that children derive a great deal of educational benefit from taking part in visits. It provides them with experiences not available in the classroom and enables them to access the curriculum in new and exciting ways. Visits help to develop a child's investigative skills and longer visits in particular encourage greater independence.

We are committed to taking the children out of the School's to have real life learning excursions each year, to an area or activity that will suit the needs of the children and link to a relevant curriculum area where possible.

In addition to the off-site excursions we also provide onsite enrichment opportunities to enhance the learning of all our children, for further details visit our website.

This policy should be read in conjunction with Milton Keynes Council-Guidance for Off-Site Visits and related activities with National Guidance and EVOLVE for general guidance. Aspects specific to LAT Academy's are included in this policy document.

Roles And Responsibilities

Trustees

Have overall responsibility for the implementation of the Educational Visits Policy.

Have overall responsibility for ensuring that the Educational Visits Policy, as written, does not discriminate on any grounds, including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

Have responsibility for handling complaints regarding this policy as outlined in the Trust Complaints Procedure Policy.

Headteacher of the School

Responsible for the day-to-day implementation and management of the Educational Visits Policy.

Be satisfied that there is a declared and valid reason for the visit.

Approve or reject the initial application for any residential visit. (Appendix 2 when submitted by designated visit leader)

Ensure that the Educational Visits Coordinator is competent to oversee the coordination of all off-site educational visits.

Educational Visits Coordinator

Has overall responsibility for offsite educational visits, including approving booking transport.

Responsible for giving advice and approving each step of the planning stages for any visit for which the initial approval has been given by the EVC.

Ensure that all educational visits are planned using standardised School forms.

Ensure that visits have appropriate staff support ratios and cover for health and safety, first aid, medication and behaviour management.

Work with the Designated Visit Leader to provide full and timely details of the visit to parents and obtain their consent or refusal.

Keep records of individual visits including reports of any accidents or incidents.

Ensure that visit evaluation is used to inform future visits and staff training needs.

All visits other than ad hoc visits (see below) must be entered onto EVOLVE to aid planning and reduce bureaucracy by the EVC or DVL.

Designated Visit Leader / Year Group Leader/Phase Leader / Staff

All are responsible for following the Educational Visits Policy, and for ensuring children do so too.

YGL/PL- Have full responsibility for the planning of the visit (Appendix 1) (Appendix 2-to be submitted to the Headteacher) and all the activities included, in accordance with this policy and for ensuring all participants are aware of their roles.

YGL/PL - Responsible for ensuring the accurate completion of the Planning Form (Appendix 2), Costing Form, Risk Assessment (Appendix 3) (Appendix 4), Group Lists and Evaluation Form (Appendix 5) (Appendix 6).

YGL/PL - Responsible for making contact with the venue to book the visit.

DVL - Acts as 'loco parentis' and has a duty of care to all children on the visit.

Ad-hoc visits Where there are local activities that are a planned part of the curriculum but are dependent on the right conditions the DVL should sign out before departure leaving relevant information with the Headteacher.

Children

Responsible for following instructions from adults while on educational visits.

Responsible for behaving in a manner which matches the ethos of the academy's within the LAT, and for following the behaviour rules set out in the School's Behaviour Policy as they relate to the Educational Visits Policy.

Risk Management

Our risk management process is designed to manage risks when planning visits, while ensuring that learning opportunities are experienced to the fullest extent.

The process is as follows:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. State medical needs, medication and care plans to be taken on the visit
5. Record your findings and implement them
6. Review your assessment and update if necessary

Risk Assessment Forms are available in Appendix 3 and Appendix 4.

All adults on the visit will be provided with a copy of the Risk Assessment, Group Lists and contact sheet for all members of staff in attendance. (Appendix 3, Appendix 4 and Appendix 5)

All staff members are required to carry mobile phones with them at all times.

Upon arriving at every venue the Designated Visit Leader will identify a rendezvous point, where children and adults should go if they become separated from the rest of the group.

Regular head counts of all children and staff will take place sporadically throughout the day to ensure all persons are present at all times.

Minibus

The Trust currently does not own a minibus.

Coaches

If a coach is deemed necessary, it is essential that three quotes from various companies are obtained to provide the best value for money. The cheapest may not necessarily be the best but it is ensuring 'best practice'.

Parental Consent

Written consent from parents is not required for local off-site activities which take place during school hours. (with the exception of Nursery age children)

Written consent is required for visits and residentials that take place outside of school hours or further afield than the locality (Appendix 12) . Parents are notified in

advance and given the opportunity to withdraw their child from any visit or activity. Medical and contact details must be re-checked and up to date at this time.

All letters regarding charges for a visit must make reference to the cost being a voluntary contribution on behalf of the parent and indicate that, where insufficient contributions are received, the activity may be cancelled.

No child should be disadvantaged from going on a visit because of the parents' inability or unwillingness to pay.

Copies of all letters must be included in the file pack to show that all the necessary details of the visit were given to parents.

Overnight / Residential Trips

Leaders of residential visits must complete the relevant forms in good time to be signed by the Headteacher.

The cost per child for each visit will be calculated according to the charges applicable for that visit, e.g. travel costs, accommodation, food, insurance, entry fees and pocket money.

A detailed breakdown of costs to show how the cost per child is arrived at must be included in the file papers for each visit.

Copies of all letters to parents showing necessary information given must also be included in the file papers.

Groups And Ratios

Each adult will be allocated a group of children for the duration of the visit.

Parent helpers must not be grouped with their own child for the visit.

Minimum supervision level for children in Reception, Years 1 and 2 is 1:6.

Minimum supervision level for children in KS2 (Year 3 – Year 6) is 1:10.

For any size group there must be at least 2 adults.

SEND

When travelling with a child with special educational needs and disabilities (SEND), the Designated Visit Leader will ensure an adult is supervising them at all times and the visit is adequately modified to suit the child's needs.

Where possible, activities and visits will be adapted to enable children with SEND to take part. Where this is not possible, an alternative activity of equal educational value will be arranged for all children.

Emergency Protocol

In the event of an emergency where assistance is needed the Designated Visit Leader/other adult will contact the relevant emergency service, and then the Designated Visit Leader will contact the Headteacher (or in their absence, the Deputy Headteacher) at the School who will in turn contact parents.

In the event of an accident or incident an Accident Incident Report Form (Appendix 8 or Appendix 9 dependent upon the incident)) is completed by the Designated Visit Leader and passed on to the appropriate persons for record keeping. Should an emergency protocol be necessary staff must follow the information in the Educational Visits Emergency Policy (Refer to Appendix 7 for Critical Incident).

Insurance

Water Hall Primary School Employer's Liability Insurance is covered by DFEs Risk Protection Arrangement for academies. The membership number is 143/264

Knowles Primary School Employer's Liability Insurance is covered by DFEs Risk Protection Arrangement for academies. The membership number is 144/357

Insurance is organised for every visit, no matter how short, to ensure adequate protection and medical cover.

Parents will be informed of the limits of any insurance cover.

Finance

Knowles Primary

The financial procedures outlined in the School's Charging and Remission Policy is followed when arranging visits.

Money for visits is always paid directly to the School.

If the visit is cancelled due to insufficient funds then a full refund will be given to those who have paid.

In the event that the child's place is cancelled on the visit through parent's decision, it is at the Headteacher's discretion as to whether a refund is given to parents.

Any charge made will not exceed the actual cost of providing the visit, divided equally by the number of children participating.

Insurance is costed into the child's contribution at 5% of the overall cost.

Water Hall Primary

All off-site activities are currently funded through Pupil Premium funding

Signed.....

Date.....