



St Michael's CE (Controlled) Junior School

Inspired by Him, we serve the community of St Michael's by creating an inclusive learning culture where all differences are respected, where courage is shown to face and overcome adversity, and resilience is embedded in our journey to success so we can be the very best we can be.

Educational Visits Policy

Creation Date		
Issue Date	January 2023	
Agreed & Authorised (Name & designation)	Mrs Jenny Jones Headteacher	Mr Alan Jenner Chair of Governors
Signature(s)		
Next Review Date	January 2024	
Remarks		

Aims and Objectives

Well planned educational visits and activities are part of the broad and balanced curriculum that we offer at St. Michael's Junior School. We regularly use these opportunities to enrich and enhance the experiences of the children through outdoor learning, educational visits and ventures. These guidelines outline our policies and operational procedures in these contexts.

We believe that educational visits and outdoor learning give children opportunities to build courage and develop resilience alongside gaining a further understanding for the world around them. These opportunities develop links to real life, allow children to gain inspiration from the outdoors and develop their enquiring minds. Educational benefits from outdoor learning and educational visits are always maximised by teachers and visits are designed to support and enhance the curriculum.

The school's policy and procedures are formulated in conjunction with the advice, guidance and training provided by the Hampshire Outdoor Education, PE and DofE Service and their documentation and guidance.

Types of visits and ventures planned

The organisation of an educational visit is crucial to its success. All visits, when organised well, should provide a broad and balanced experience for the children. Visits and activities at St. Michael's Juniors might include:

- Author visits
- Theatre groups
- Visits to Aldershot and the local area
- Residential visits
- Visits to other schools
- Outdoor activities in the school grounds
- Sporting fixtures and competitions
- Museum visits
- Science centre visits
- History centre visits
- Choir visits
- Church visits
- Visits from members of our local community, including the church, Police, Guildford Flames.

Organisation and Management

All visits follow the guidelines set by Hampshire County Council principally through the document *Hampshire Outdoors; supplementary advice and guidance*. This document is available on the EVOLVE website, which all staff have a log in for, and is also saved on the school system. We also follow guidelines from the Outdoor Education Guidance Panel, which can also be found online. In addition to these guidelines we also follow the *Safety in Adventurous Activity* document and further guidance provided by Hampshire County Council on the EVOLVE website.

An Educational Visits Coordinator (EVC) is always in post and keeps up to date with the Outdoor Education, PE and DofE Service. The current EVC is Fern Bundy (DHT). Governors are kept

informed of the overall policy and programme, as well as being given feedback on specific and successful visits.

When planning a trip, Year Leaders must gain the approval of the Headteacher and/or EVC at least a half term before the date of the trip ensuring that this also includes information on costings. The EVC and teachers will follow a clear set of guidance used in school as part of our 'Trip Pack', which ensures, the following:

- A group leader has been appointed
- Dates have been checked and cover organised if needed
- The risk assessment has been completed (see below)
- Training needs have been met
- The group leader has experience of leading and supervising an educational visit
- The governors/LA have approved the visit, if necessary
- Parents have signed consent forms
- The mode of travel is appropriate
- If parents are taking children in their own car, a form must be signed to show that they have appropriate cover
- If staff are taking children in their own car, the office must have copies of their business insurance and there will always be at least three in the car – two adults and one child, or one adult and two children
- Arrangements have been made to cover medical needs and special educational needs
- Travel times to and from school are known
- Information has been communicated to parents
- There is adequate and relevant insurance cover
- The address and phone number of the visit venue is held including a contact name
- The emergency procedure cards are taken
- Costings have been checked by the Office (see Charging and Remissions policy) and systems have been set up for parents to pay
- A base contact has the names of the adults and pupils in the travelling group and the contact details of the parents, staff and any volunteers' next of kin
- All adults on the trip have been briefed on safeguarding procedures, including volunteers
- Volunteers have been verified by the office as having DBS clearance
- A pre-visit has been completed
- The visit has been added to EVOLVE (see below)
- First aiders are taken on all visits
- Offsite visits are always evaluated by the staff and children

Risk assessments are completed, using the Hampshire Risk Assessment form, and they include an analysis of the benefits of the activity, an assessment of the risk of harm followed by clear control measures and supervision levels (see below). A pre-visit by key staff is considered an essential part of the risk assessment process. Once the risk assessment is written, it is always checked by the EVC who makes any changes or approves with the Group Leader. The risk assessment can then be uploaded to EVOLVE. The risk assessment is shared with all adults on the activity.

EVOLVE is an online recording system provided by Hampshire County Council. Our off-site visits are recorded on the system. Residential visits are recorded using this system and sent to the Local Authority for approval. The system requires teachers to record information detailed in the

trip pack and the visit information is then viewed and approved by the EVC alongside the risk assessment. The system allows the Local Authority to track children on visits which aids any emergency planning.

Supervision

It is important to have a sufficient ratio of adults to children for any off-site visit. Supervision strategies are taken from the *Hampshire Outdoors; supplementary advice and guidance* and include agreements on ratios, which are never exceeded and frequently improved. The strategies to be used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present and other factors such as transport or weather etc. These are agreed as part of the planning process and can be adapted to changing circumstances, for example clear 'Plan B' alternatives, when it is necessary or prudent to do so. We follow guidance from the *Hampshire Outdoors; supplementary advice and guidance* document which states the following ratios:

Activity	Qualifications/Staffing	Minimum Ratios
Local Visits In the local area, close to support base	<ul style="list-style-type: none"> • An experienced group leader • Other responsible adult(s) in support 	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1 per activity or supervision group (maximum 1:20)
Day visits More than 60 miles or one hour from base	<ul style="list-style-type: none"> • An experienced group leader • Other responsible adult(s) in support 	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1 per activity or supervision group (maximum 1:12)
Residential visit, UK or abroad	<ul style="list-style-type: none"> • An experienced group leader • At least one Outdoor Leader certificated leader recommended • Other responsible adult(s) in support 	Reception: 1:6 Key Stage 1: 1:8 Key Stage 2 and above: 1 per activity or supervision group (maximum 1:12) These ratios do not include the centre/ residential base staff
Open country <ul style="list-style-type: none"> • Working by water • Away from a road or building • In environments containing significant hazards • Working in 'remote' areas at distance from immediate support 	<ul style="list-style-type: none"> • Qualified and experienced leaders, minimum Outdoor Leader Certificated • Other qualified leader(s) • Other responsible adult(s) in support 	<ul style="list-style-type: none"> • Reception: 1:6 • Key Stage 1: 1:8 • Key Stage 2 and above: 1 per activity or supervision group (maximum 1:12)

Where a high adult to pupil ratio is required, it is not always feasible to use school staff alone. Parents may be used to supplement the supervision ratio. They should be carefully selected with appropriate clearance and be well known to the school and pupil group. Where a parent does not have a DBS check, this will be referenced on the risk assessment and appropriate control measures will be taken.

Safeguarding

The school's Safeguarding policy follows and includes off-site activity, including residential activity. Guidance on acceptable behaviour and avoiding unnecessary contact is taken from the *Hampshire Outdoors; supplementary advice and guidance*. Suitable employment checks are made on volunteers and other responsible adults who support visits in line with guidance, including DBS requirements. External providers or outdoor centres are drawn from the Outdoor Education, PE and DofE Service's checked providers list, which confirms that safety management checks are in place

Communicating with Parents

Parents or persons with parental responsibility are asked to complete a consent form that gives permission to take their child offsite on a local visit and gives medical information. It is the parents' responsibility to update the school if an emergency contact or medical details change throughout the year. An annual reminder is sent to parents to ensure details are up to date. A letter will be sent which informs parents of any off site activities where further consent is required. Parents will be informed of the purposes of the visit, the names of the leader, the mode of transport, the departure and arrival times, the dress for the day, any food arrangements and any costing information in line with our Charging and Remissions policy. Parents can exercise their right to give or withhold consent based on this information. If parents withhold consent the pupil will not be taken on the visit but the curricular aims of the visit will be delivered to the child in another way, wherever possible. For residential visits a more detailed medical form and further detailed information will be sent to parents. Off-site insurance details are available from the school office.

Incidents and Emergencies

Guidance from the Outdoor Education, PE and DofE Service is used to prepare leader and base contact checklists and contact details. There is also an incident management checklist available to use. Children's Services also have an Incident and Emergency 'Establishment Plan' which will be used as the basis for all incident and emergency responses.

Related Documents and Policies

Health and Safety Policy
Behaviour Policy
Safeguarding Policy
Child Protection Policy
SEND Policy
Hampshire Outdoors; supplementary advice and guidance
Safety in Adventurous Activity
Charging and Remissions Policy
Teaching and Learning Policy
Medical Policy

Monitoring and Review

The Head Teacher is responsible for the implementation of the policy and related procedures by all staff. Monitoring and periodic reviews are the responsibility of the Governing Body.

The EVC is responsible for the day to day organisation of educational visits and activities.