



THE DISCOVERY SCHOOL EDUCATIONAL VISITS POLICY

Introduction

This policy covers all educational visits that occur outside the school premises. This ranges from walks around the locality to residential visits of several days' duration.

Aims and Objectives for Educational Visits

Educational visits are an integral part of the children's education at The Discovery School. They offer opportunities to enrich the curriculum, enabling the children to have first-hand experience of a wide range of topics and activities.

Nature of Educational Visits

The school runs a wide range of Educational Visits. These may include:

- Walks around Kings Hill, including to the post box or community centre.
- Half-day visits by coach to places of interest to support the curriculum.
- Day visits to places of historical, environmental, religious or other interest to support specific curriculum areas.
- Residential visits.

Personnel

The school's Educational Visits Co-ordinator (EVC) is the Headteacher.

A Group Leader will be assigned by the EVC for each visit.

The Governing Body also has a specific role to play in all Educational Visits, as do Adult Volunteers who may attend Educational Visits in order to support the Group Leader and teaching staff for the duration of the visit. Their roles are outlined in brief below:

The **Governing Body** is responsible for:

- ensuring that guidance is available to inform the school policy, practices and procedures relating to the health & safety of pupils on educational visits;
- ensuring that the Headteacher is supported in matters relating to educational visits and that the Headteacher has the appropriate time and expertise to fulfil any EVC responsibilities;

- asking questions about a visit's educational objectives and how they will be met;
- ensuring that visits are approved as necessary by the LA before bookings are confirmed; and
- ensuring that the Headteacher has taken all reasonable and practicable measures to include pupils with special educational needs or medical needs on a visit;

The function of the **EVC** is to:

- ensure educational visits meet the employer's and school's requirements;
- support the Governors with approval and other decisions;
- assess the competence of prospective leaders and staff;
- ensure that the Risk Assessment meets requirements;
- organise training and induction;
- ensure parents are informed and have given consent;
- organise emergency arrangements;
- keep records of visits, accidents or incident reports;
- review systems and monitor practice.

The **Headteacher** is responsible for:

- ensuring approval for visits is given, including liaising with the LA where appropriate;
- ensuring that the Governing Body is made aware of visits;
- ensuring that arrangements are in place for the educational objectives of a visit to be inclusive;
- being aware of the need for Best Value;
- ensuring that all accreditation or verification of providers has been met;
- ensuring that visits are evaluated to inform the operation of future visits;
- ensuring that each visit has an appropriately competent Group Leader;
- ensuring that all teachers are aware of the LA guidance;
- ensuring that the school has an emergency procedure in case of a major incident, which has been discussed and reviewed by staff.
- Ensuring that the emergency procedure includes getting support from the LA's public relations unit (Refer to the School's Emergency Management and Business Continuity Plan).

The **Group Leader** has overall responsibility for the supervision and conduct of the visit, including direct responsibility for the pupils' health, safety and welfare. The Group Leader must:

- be approved to carry out the visit, suitably competent and knowledgeable about the school and LA's policy and procedures;
- plan and prepare for the visit and assess the risks;

- define the roles and responsibilities of other staff and pupils and ensure effective supervision of what they do.

Adult volunteers who are not teachers at the school must:

- understand and agree expectations of them;
- understand their relationship to the pupils, teachers and visit leaders;
- recognise the limits of their responsibility;
- ensure that they are not left in sole charge of pupils unless this has been formally agreed through a risk assessment;
- follow instructions from teachers;
- raise concerns for pupil welfare with the Group Leader.

Procedure for Running Educational Visits

A visit will proceed only when the EVC is satisfied that all reasonable preparations have been made.

The Expectations of Pupils and Parents

The school has a clear code of conduct for school visits based on the school's 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents, and will include the potential for the withdrawal of a pupil prior to and/or during the visit, if such conduct would have led to a fixed term exclusion from school. In the event of this happening the parents would be liable for the financial costs incurred in having to collect their child as well as the cost of the trip. The school has the right to omit pupils from a trip or related activities if their general behaviour does not indicate that the trip/activity will remain safe for themselves and others.

Excluding pupils from a trip

The school reserves the right to exclude a pupil from a school visit if his/her behaviour presents "a significant, unmanageable and unacceptable risk" to the health, safety and welfare of that pupil or others on the trip, including the adult leaders.

Before considering exclusion from the visit, the school will:

- Carry out a formal risk assessment of allowing the pupil to attend
- Consider whether safety risks would still be unmanageable after all reasonable control measures had been considered
- Consider allowing the pupil to participate in certain aspects of the trip only

If a pupil is identified as posing a risk to safety during the planning stage, the pupil may be given targets to improve his/her behaviour in order to be able to participate. However, if the safety of a

pupil (or others) cannot be guaranteed because of his/her inclusion in the visit, then that pupil will not be included.

Obligations under the Equality Act

The school will not exclude pupils from trips on the basis of SEND, and will always seek to make “reasonable adjustments” to include them. This may involve asking the child’s parent or a member of support staff to attend the trip.

Risk Assessment

Risk assessments are made for all Educational Visits, using the school’s own Risk Assessment Form. This necessitates that the Group Leader, where possible, has made a pre-visit in order to be able to plan for the visit and to conduct a Risk Assessment appropriately. Risk Assessments must be simple, manageable, proportional, suitable and sufficient. The system must:

- identify significant hazards;
- assess the risk of harm;
- put control measures in place;
- check if anything else is needed;
- use a simple assessment language – high/medium/low.

Risk Assessment considers the site and its environment, the group, the activity and the leaders.

Health & Safety

The school follows the Local Authority ‘Educational Visits’ guidance.

Note: The LA has an Outdoor Education Adviser, who is able to give support and advice.

Please refer to Standards for Local Authorities in overseeing Educational Visits for more information.

Financing Educational Visits

The school complies with the Education Act 1996 (section 451), and procedure is outlined in the school’s Charging and Remissions policy.

Emergency Procedures

It is the responsibility of the Headteacher to ensure that emergency arrangements are in place for all Educational Visits. This includes:

- ensuring that all involved know who is the emergency contact point in the school, for each visit, and in the LA.
- having access to an emergency (Critical Incidents) plan;
- ensuring that the contact point – or rota – is effective throughout the visit;
- ensuring that parental contact information is up to date and accessible.

Policy Review

This policy will be reviewed every three years or earlier if changes in recommended practice or changes in legislation dictate this.

Useful Information and Resources

- **Kent Framework for Safe Practice on Educational Visits and Outdoor Learning –**
<http://www.kelsi.org.uk/Curriculum/outdoor-education>
- **Outdoor Education Advisors Panel (OEAP) National Guidance for Educational Visits and Activities –** <http://oeapng.info/>
- **DfE Guidance on the Health and Safety of Pupils on Educational Visits -**
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>
- **Emergency Planning Guidelines for Kent Schools -**
<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>
- **Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings -**
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>
- **KCC Incident/Accident Reporting -**
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>
- **KCC Health and Safety Inspection Proforma -**
<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

Useful Contacts

- **KCC Health and Safety Unit**
Health and Safety Advice Line: **Tel:** 03000 418456 / **Email:** HealthandSafety@kent.gov.uk
Location: Room 3.32 Sessions House, Maidstone, ME14 1XQ
- **The Outdoor Education Advisory Service**
Tel: 03000 416539 / **Email:** outdoor.education@kent.gov.uk
Location: The Swattenden Outdoor Centre, Swattenden Lane, Cranbrook, TN17 3PS
- **KCC Insurance and Risk Management**
Tel: 03000 416440 / **Email:** insurance@kent.gov.uk
Location: Room 2.53 Sessions House, Maidstone, ME14 1XQ

- **Health and Safety Executive (HSE)**
Enforcement of Health and Safety Legislation. - <https://extranet.hse.gov.uk/lfserver/external/F2508IE> Tel: 0845 345 0055 online reporting.
- **RIDDOR Incident Contact Centre**
The reporting service for work-related health and safety, RIDDOR incidents to the HSE. Website: www.riddor.gov.uk. E-mail: riddor@connaught.plc.uk
- **Safe Practice in Physical Education and School Sport** Association for Physical Education (AfPE) - www.afpa.org.uk Tel: 0118 378 6240, Email: enquiries@afpe.org.uk