

**TWYDALL PRIMARY SCHOOL**



**EDUCATIONAL VISITS APPENDICE**

## **INTRODUCTION**

“School visits are an essential part of the wide education of our children and young people. Students can experience places, cultures and activities that would otherwise be difficult for them to reach and visits help in the development of confidence and independence.”

*Medway Council Education and Leisure Directorate*

At Twydall Primary School, the staff and Governors believe that educational visits are an invaluable addition to our pupils’ education. The school provides a broad and well balanced curriculum and school visits are one aspect of this.

We strive to create an environment where children can develop physically, intellectually, emotionally, socially and morally.

We planned and executed educational visits provide our pupils with valuable experiences, which support and enhance their learning at school.

## **AIMS AND OBJECTIVES**

- To ensure the health, safety and welfare of all participants on educational visits is our first priority.
- To provide the pupils with learning opportunities across all areas of the curriculum.
- To make an impact on the pupil's self esteem, allowing them to become confident.
- Develop opportunities and responsibilities.
- To provide pupils with a positive attitude to new experiences.
- To allow pupils to encounter, participate in and enjoy a varied range of activities of the school site.

Educational Visits Checklist – Preliminary questionnaire – Appendix 1  
Information / Approval Required for Educational Visits – Appendix 2

## **ALL VISITS ARE:**

- Risk assessed in compliance with Health and Safety Regulations using the Event Specific Notes Form from EVOLVE (Appendix 3) and Medway Council – Guidance for Off-Site Visits and Related Activities with National Guidance & Evolve 2017 (Appendix 4)
- Educational Visits checklist is carried out (Appendix 1)
- Preliminary visit is undertaken
- Planned with the providers – (External Provider form required prior to School making a commitment if the establishment does not hold the LOtC Quality Badge – Appendix 6)
- Approved by the Headteacher, EVC, Governing Body and/or the LA (Appendix 2)
- There are now no ratios to cover a school visit there is now an effective level of supervision of staff / adult supervisors / pupil ratio (please note - staff who are supervising a pupil on a 1:1 are not to be included in staffing ratios)
- Fully explained to parents / carers and children. (Details are given to parents / carers and consent forms are signed – no changes to the itinerary can take place without prior consent from parents / carers)
- Planned with the emphasis on being inclusive
- Logged on to 'EVOLVE' – an internet based system relating to education visits and will **require 2 weeks notice to be approved or the planned trip will not take place.**

- Evaluated (Appendix 5 and on EVOLVE)

## **RISK ASSESSMENT**

“No activity or situation can ever be made totally safe but it is possible to control risks and to minimise the potential harm that can arise.”

*Medway Council*

“Schools should note that the failure to carry out suitable risk assessments is a criminal offence.”

A Risk Assessment will always be carried out before setting off on a visit, using Event Specific Notes Record (Appendix 3)

The Risk Assessment will include the following considerations:

- What are the issues? To identify hazards
- Who will be affected by them?
- How the risk will be managed?
- What are the emergency procedures / contact details – Emergency Card Visit Leader / Emergency Card Home Contacts – Outside school hours (Appendix 7/8)?
- Effective level of supervision by staff / adult supervisors.
- Use of Generic Event Specific Notes – (covers all generic issues that need to be covered on all visits).

The group leader and other supervisors will continually reassess the risk throughout the visit using an on-going risk assessment and take appropriate action if required.

“It is not the responsibility of the Educational visit Coordinator to carry out risk assessments themselves. Nor is the Educational visit Coordinator responsible for assessing the accuracy of any assessments.”

## **RISK ASSESSMENT**

Prior to the visit taking place the visit leader and an SSA will undertake an exploratory visit and conduct a risk assessment to:

- Ensure that the venue is suitable to meet the aims and objectives of the school visit
- Assess potential areas and levels of risk
- Ensure that the venue can cater for the needs of the staff and pupils in the group
- Ensure that the group leader is familiar with the area before taking a party of pupils

## **SUPERVISION**

It is important to have an effective level of supervision of staff / adult supervisors to pupils. The factors taken into consideration include:

- Sex, age and ability of group
- Pupils with additional needs – (Staff who are supervising a pupil on a 1:1 are not to be included in overall staffing levels)
- Nature of activities
- Experience and competence of staff – both general and on specific activities
- Duration and nature of the journey

## **EVOLVE**

Medway Council uses the 'EVOLVE' internet based system as a one-stop shop for all matters relating to Educational Visits. EVOLVE is found at [www.medwayvisits.org](http://www.medwayvisits.org). All Heads of Establishments and Educational Visits Coordinators (EVC's) have a login to the site and all visits must be logged. Staff have access to the EVOLVE system with their own username and passwords.

## **TIME ALLOCATION**

Most local, half day and full day visits are made during the school day and may encompass several areas of the curriculum.

## **TEACHING AND LEARNING STRATEGIES**

Pupils are provided with challenging but realistic learning experiences during educational visits, which affect their physical, social, cognitive and emotional stages of development.

During educational visits, pupils will be given opportunities to:

- Develop their knowledge and understanding of the world around them
- Explore and research
- Create, design and develop social skills
- Participate in practical tasks, which enable specific tasks to be developed
- Collect information
- Observe and evaluate skills
- Develop thinking skills

## **BEHAVIOUR**

Any pupils whose behavior may be considered to be a danger to themselves or to the group may be stopped from going on a visit. This decision will be made by the Executive Head/Associate Head/Deputy Head/Assistant Head/Phase Leader/Year Group Leader.

Any child who receive specified sanctions in the month previous to the trip, will not be allowed to attend but must still come to school and will be provided with suitable work.

**In advance**, parents/carers need to be made aware of the possibility of their child missing the trip (not just the day before the trip).

### **In KS2**

E.g. Children will not be allowed on school visits if they have:

- TIME OUT 3 in a term for not following instructions
- 3 warnings – 4 in a month
- 5 lunchtime incidents in a month, when instructions have not been followed
- 1 serious incident e.g. bullying, health and safety risk
- Exclusions for specific behaviours that put themselves and/or others at risk

## **LETTERS TO PARENTS**

Letters to parents will include that uniform must be worn on all school visits due to safeguarding and the easy identification of children who attend Twydall.

## **DIFFERENTIATION**

Work undertaken during visits will be differentiated or modified for each pupil; this could occur by outcome or task.

Our aim is to meet individual needs to achieve their full potential.

## **HEALTH AND SAFETY**

Staff will refer to whole school:

- Health and Safety Appendice
- Educational Visits Appendice
- Behaviour Code
- First Aid Procedures
- Risk Assessments
- Emergency Procedures
- List documentation – including a list of all pupils and medical details of pupils recorded on the ESN (Event Specific Notes)

## **EQUAL OPPORTUNITIES**

Equal opportunities within educational visits will reflect the whole school ethos and philosophy on equality of access and opportunity. The environment and experiences will enable pupils to fulfill their potential. There is no race, ability or gender stereotyping and all pupils have equal opportunities.

Child Protection measures are made in accordance with the whole school appendice.

## **ASSESSMENT, RECORDING AND REPORTING**

The Teaching and Learning activities provided on an educational visit will have an appropriate assessment activity.

## **REVIEW AND MONITORING**

All visits are reviewed and evaluated annually.

## **ROLES**

The Headteacher will nominate an Educational Visits Coordinator.

## **THE HEADTEACHER WILL ENSURE THAT:**

- There is a suitable group leader
- All necessary actions have been completed before the visit begins, including giving authorisation for the visit to take place (Appendix 2)
- The Event Specific Notes (risk assessment – Appendix 3) are complete and that it is safe to make the visit
- The group leader has experience in supervising the groups going on the visit and will organise the group effectively
- The group leader has relevant skill, qualifications and experience
- All supervisors on the visit are appropriate people to supervise children and have appropriate clearance
- The Governing Body has approved the visit if necessary
- Arrangements have been made for all the medical needs and special educational needs of all the pupils
- The mode of travel is appropriate
- Travel times out and back are known
- There is adequate and relevant insurance cover (Medway Council Insurance documents available on request)
- The address and telephone number, contact name of the visit's venue is known (this will be on the print out from EVOLVE)
- The names of all the adults and pupils travelling in the group and the contact details of parents / carers and the staff and volunteers is known

## **THE EDUCATIONAL VISITS COORDINATOR (EVC) WILL:**

- Liaise with the Headteacher, Governors and Local Authority to ensure legal requirements are met
- Check all paperwork is in place including all relevant risk assessments
- Make sure parents / carers are fully informed including advance warning of costings
- Records of all visits are made available via the Evolve system of recording them
- Review systems and monitor practice
- Assist the group leader with the completion of all relevant paperwork relating to the proposed visit following the School Visits Health and Safety Planner



## **VISIT/GROUP LEADER**

The group leader is responsible overall for the supervision and conduct of the visit and should be a competent person to lead the group. The group leader will keep a copy of all documentation relating to the visit with them at all times.

The group leader should:

- Appoint a deputy
- Organise, undertake and complete the planning and preparation of the visit including the briefing of group members and parents
- Undertake and complete a comprehensive risk assessment
- Have regard to the health and safety of the group at all times
- Know all the pupils proposed for the visit to assess their suitability
- Observe the guidance set out for teachers and other adults
- Ensure that pupils understand their responsibilities

Teachers and other adults on the visit will:

- Monitor and ensure the health and safety of everyone in the group
- Follow the instructions of the group leader and help with supervision and discipline

## **RESPONSIBILITIES OF PUPILS**

The group leader should make it clear to pupils that they must:

- Not take unnecessary risks
- Follow the instructions of the leader and other adults
- Dress and behave sensibly and responsibly

## **INCLUSION STATEMENT**

We ensure access to the curriculum at an individual level through appropriate differentiated material to support all pupils.

Further support is available from the Inclusion Advisors.

## **SUPERVISION**

This appendice will be reviewed on an annual basis.