



# St Martin's School

## Educational and off site visit Policy



### Introduction

We believe that pupils can derive considerable educational benefit from taking part in educational and off site visits. They have the opportunity to undergo experiences not available in the classroom. To develop investigative skills and to become acquire greater independence. They also provide pupils with knowledge and awareness of the world around them and encourage personal and social development.

### Policy Aims

This policy aims to set out the considerations and procedures necessary to plan a safe and effective educational visit. Giving structure to the process in order to facilitate staff planning such trips. It takes into consideration statutory requirements and guidance for best practise.

This policy applies to all educational visits, both day and residential, which involve taking children off site and outside of the Local Learning Area, except sports fixtures.

It has been written in line with 'National Guidance', which should also be considered when planning and carrying out any trip.

### Procedure

All trips should start to be planned towards the end of the term prior to when the trip will take place. The Head, EVC and Office should be informed and authorisation before confirming any booking.

Pre-visits must be completed and risk assessments including details of parent helpers should be submitted to the EVC at least three weeks prior to the visit.

Parent helpers should receive an anonymised risk assessment at least one week before the visit.

On the day of the visit, a briefing for staff and parents should be held prior to leaving school. After the visit, feedback forms must be filled in as this provides SLT with vital information regarding future trips.

Parental consent for day trips is covered by the agreements with parents when a child joins the school.

### Roles

Several people have responsibilities during the process and implementation of an educational visit. Their roles and responsibilities are as follows.

#### Head teacher

The head teacher is responsible for ensuring the health and safety of all participants on any educational visit.

#### Educational visit co-ordinator (EVC)

The EVC must be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school. They should attend training every 3-5 years. They are responsible for ensuring that educational visits are planned, risk assessed and carried out safely.

#### Trip leader

Those organising and leading educational visits must be competent to do so. The EVC should assess their competence, experience and existing skills and knowledge. They are responsible for the planning, risk assessment and running of the trip.

#### Other staff

It is the responsibility of other members of school staff to support the trip leader in their responsibilities and to be prepared to deputise should the need arise.

#### Volunteers

Parents and other volunteers may be asked to supervise a small group of children within the larger group. They should not be asked to take full responsibility for a group or to escort children to the toilet.

### Monitoring

All staff will complete a competency record in order that their level of experience and skills can be monitored.

Any concerns raised about the competency of a member of staff will be taken seriously and other suitably competent staff will work with them on future trips until their skill levels are satisfactory.

### Finance

All school trips are paid for by parents. They are invoiced along with school fees for the coming term when this is possible.

### **Induction, training, apprenticeship, succession and planning**

As part of the schools induction meeting, new staff will receive information about planning an educational visit.

Existing competent staff should accompany new staff as Trip leader before they take on this role themselves.

All records regarding staff competency are held by the EVC.

### **Risk management**

A risk assessment must be carried out for all trips outside of the Local Learning Area (see separate policy) excluding sports fixtures, which are also covered by a separate policy. This must be done using the school risk assessment form and carried out by the trip leader. It is advisable that all trips have a pre-visit carried out prior to the writing of the risk assessment in order to assess any current risks e.g. building works.

It is beneficial if risk assessments are completed by a team of staff members who will be attending the trip. In older year groups children can also be involved in the process.

Risk assessments must be given to the EVC at least three weeks prior to the start of the trip.

### **Staff ratios**

Staffing is a complex issue. Staff to pupil ratios should take into consideration. Staff (all adults on the visit), Timings for activities, Activity, Group, Environment, Distance from support (base / transport)

As a guide we recommend the following ratios as a starting point.

- EYFS 1 : 4
- Key stage 1 1 : 6
- Key stage 2 1 : 15

### **Emergency procedures**

Whilst on a school trip staff will deal with any emergency on the spot as far as is possible. They will follow the instruction of emergency services or officials from venue. At the earliest opportunity they will contact school for further support or guidance. In the event of being involved in a terrorist incident the whole party will follow the run, hide, tell procedure whilst trying to stay together as far as is possible.

### **Volunteers**

Sometimes it is necessary to ask for parental help on educational visits. This should be organised at least 3 weeks prior to the trip. They should be given an anonymised risk assessment at least one week prior to the trip.

Volunteers

- Must not be given full responsibility for a group and should be monitored by school staff.
- May not take children to the toilet unaccompanied.
- Should not be taken on residential trips.

### **Behaviour**

We expect the same excellent standards of behaviour whether our children are learning in school or at another venue. Any children misbehaving will be drawn to one side and warned that their behaviour must improve. Yellow and red letters can be issued just as at school. These children will be closely supervised thereafter. In case of misbehaviour on a residential trip; parents may be required to collect their children.

### **Inclusion**

St Martin's School will take all relevant steps to ensure that all children irrespective of needs, ethnicity, gender or religion can be included in every school trip. This may be by allowing a child's 1 to 1 adult to accompany them on a day trip or by tailoring the specific activities to allow all children to take part with special adjustments if necessary.

### **Venues and providers**

When organising residential visits or adventurous activities the trip leader should check if the provider holds a LoTC Quality Badge. Otherwise, their risk assessments and policies (including insurance) must be checked. Likewise, for day trips Trip leaders will check if the venue holds a LoTC Quality Badge. Otherwise, their risk assessments will be checked.

### **Data protection**

Outside venues are not given any personal details about our children unless the trip is residential. In which case they are provided with necessary health and medical details which are subject to GDPR.

### **Insurance**

No activity can commence unless there is adequate insurance cover in place.

All school trips are covered by the fully comprehensive insurance policy provided by Marsh who are a specialist educational insurance company.