

Rationale

At All Saints CE First School we recognise that educational visits enhance the learning of pupils. Pupils described as having special educational needs are included in this, and we endeavour to meet these needs to the best of our ability and resources; we recognise that these pupils have skills and talents which need to be nurtured and developed. The school strives to remove barriers to learning and involve all pupils fully in activities within all curriculum areas and beyond so that all children reach their potential.

Policy Links

This policy follows guidance given in the DfE document Health & Safety: advice on legal duties and powers February 2014. The school's policy must be read in conjunction with Staffordshire County Council's Educational Visits Policy. Staffordshire County Council has formally adopted Outdoor Education Advisers' Panel 'National Guidance' (NG) as its guidance for the management of off-site visits and learning outside of the classroom (LOtC). This guidance can be found on the following web site:

<http://oeapng.info/>

The school Business Continuity Plan also includes guidance on serious incidents occurring during educational visits.

The Role of the Educational Visits Coordinator

There is no legal requirement to have an Educational Visits Coordinator (EVC). However, Staffordshire County Council state that all Staffordshire schools are required to. The Governing Body of All Saints CE First School ensures that the headteacher and the Office Manager take on that role and receives adequate training.

When agreeing to any learning outside the classroom the educational visits coordinator must:

- ensure that all LOtC activities comply with guidelines provided by Staffordshire County Council and are officially notified/approved as required by employer guidance.
- ascertain that all members of staff involved in LOtC are specifically competent to carry out responsibilities allocated to them.
- be clear about your role when taking part in the visit as a group member/assistant supervisor and should follow the instructions of the designated Visit Leader, who will have sole, over-all charge of the visit.
- ensure that suitable child protection procedures are in place, including vetting at an appropriate level of all voluntary helpers. .
- ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained (as required by employer guidance) and competent to carry out such tasks as they are allocated.
- ensure that you have assigned sufficient time for staff to organise visits properly.
- ensure that visits are effectively supervised with an appropriate level of staffing.
- ensure that visit information has been shared with parents and that consent has been sought where necessary.
- ensure that arrangements have been made for the medical needs and special educational needs of all the young people and also address any inclusion issues.
- ensure that there are sufficient numbers of staff with the relevant first aid training
- ensure that suitable transport arrangements are in place and meet any regulatory requirements, including those for using private vehicles.
- ensure that insurance arrangements are appropriate.
- ensure that details related to the visit and participants (including staff) are accessible to a designated 24/7 emergency contact(s) at all times in case of a serious incident.
- ensure that there are contingency plans in place should the visit plan be significantly changed or cancelled (Plan B).
- ensure that EVC functions are delegated as and where required

- ensure that a preliminary visit is undertaken for all off-site visits that are undertaken to places that do not provide their own risk assessments so that relevant risk benefit analysis can take place.
- ensure that a risk assessment has been produced
- ensure that, where the activity involves a third party provider, appropriate assurances have been sought. Specifically note those national schemes that make seeking provider assurances unnecessary e.g. LOTC Quality Badge, AALS licence, Adventuremark, or a clear management Statement of Competence.
- ensure that all visits are evaluated with regard to best value, teaching and learning, quality experiences, and address issues raised by any serious incident that might inform the operation of future activities/visits.
- ensure all staff are aware of emergency procedures in case of a major incident and this includes informing parents and Staffordshire County Council.

Procedural Requirements

All supporting forms are available in the risk assessment folder and can also be made available through the office or headteacher. These include:

- Risk assessment forms
- Pre-visit checklists
- Use of private vehicles
- Emergency contact form

Monitoring Arrangements

All Educational Visits are subject to the approval of the Educational Visits Coordinator and this must be done in a timely manner using the Staffordshire Evolve website. The Governing Body will receive regular information of visits through the Headteachers Report to the Governing Body, however approval must be sought for activities that will be of a residential nature.

Induction Process

The induction process involves training for off-site visits. For newly trained teachers, the first visit will be closely coordinated by the EVC and will be accompanied by a trained member of staff. Voluntary help may be used for off-site visits, however all volunteers must be established volunteers within the school and as such will have taken part in the school's induction process.

Promoting positive behaviour during educational visits

Children are expected to behave appropriately and the school's positive behaviour policy is adhered to on all visits. For residential visits parents and children will be made aware of procedures for removing children from a visit if their behaviour puts themselves or others at risk of harm.

Monitoring and review

The policy will be monitored and reviewed every three years or in accordance with Staffordshire County Council arrangements.