



St Peter & St Paul

CofE Primary School

Educational Visits Policy 2020 -23

(This policy has been drafted having regard for the school's Christian ethos.)

	Date	Signed
Agreed by Staff:	July 2020	Mr Steve Ginn Head Teacher
Agreed by Governors:	July 2020	Mrs N Ford Chair of Governors
Lead:	Educational Visits Coordinator	
Review date:	July 2023	

Our School Mission Statement

We see it as our mission to grow the whole child - intellectually, emotionally, physically, socially and spiritually. To provide them, within a Christian environment, with every learning opportunity possible and to empower them to be the leaders of tomorrow.

Educational Visits Policy

St. Peter and St. Paul CofE Primary School has adopted the Suffolk 'Guidance for Educational Visits' www.oeapng.info as outlined on EVOLVE www.suffolkvisits.org.uk. Further procedures have been agreed with the Governing Body to ensure that this guidance is adhered to.

Rationale:

St. Peter and St. Paul CofE Primary School recognises the important role that off site visits, adventurous activities and 'Learning Outside the Classroom' plays in providing a rich and rewarding education for children and young people whatever their age, ability or circumstances, and actively supports and encourages such activities.

Aims:

The school has a strong commitment to the added value of learning beyond the statutory school day and beyond the school premises by the use of carefully planned educational visits. It is recognised that these visits contribute to a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development and prepares young people for the opportunities and experiences of adult life.

Each year the school will arrange a number of activities that take place off the school site, both in and out of school hours, which support the aims of the school.

The Governing Body has given its approval to the following types of activities being arranged in support of the educational aims of the school:

Out of hours clubs (music, drama, art, science, sport, homework etc)

School teams away fixtures.

Regular nearby visits (village halls, libraries, shops, woodlands, the local churches, farms)

Day visits for particular year groups

Residential visits

Adventure Activities

Approval and Consent:

The Governing Body has delegated the consideration and approval of educational visits and other offsite activities to the Head Teacher and the Educational Visits Coordinator, and has nominated the Strategic Leadership Committee to liaise, as necessary, on behalf of the Governing Body.

The Head Teacher will keep the Governing Body aware of all the School's planned educational visits (Type 1 'S' and Type 2) via the Head Teacher's report. In the case of Type 2 visits, the Head Teacher will submit visit proposals, in advance, for specific Governing Body approval. In the event that a visit requires consideration prior to the next Governing Body meeting, the request shall be submitted to the Strategic Leadership Committee for approval. All notifications of educational visits submitted to the Governing Body or Strategic Leadership Committee for approval will include a statement of the objectives of the visit

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and the learning outcomes expected for the participating pupils. These visits will be recorded on Evolve.

Role of the Head Teacher and Educational Visits Coordinator:

It is the responsibility of the Head Teacher and Educational Visits Coordinator to oversee the whole process of educational visits including:

- Ensuring visits are properly planned and comply with county regulations and guidance.
- Ensuring that risk assessments are undertaken.
- Approving the staff ratios for visits, taking account of the planned arrangements for the visit and the nature of the pupils involved.
- Verifying the competence of visit leaders and assistant staff to undertake the duties that will be expected of them.
- Ensuring parents are properly informed and give their consent.
- Ensuring that County requirements are followed with respect to insurance and indemnity.
- Organising emergency planning for educational visits at school level.
- Monitoring visits, receiving incident and near miss reports, and keeping school procedures under review.
- Arranging staff training and induction in the organisation of educational visits.
- Liaising with the County Council for visits that require County Council approval.

This will be undertaken using the EVOLVE planning and approval system. All type 2 visits will be recorded on EVOLVE and any type 1 visits which take place outside Suffolk will also be recorded.

Members of staff will complete the EVOLVE planning form and submit it to the EVC who will check it and ask for any required amendments before sending to the Head Teacher for approval.

Staff/Pupil Ratios:

The Governing Body determines the following minimum staff/pupil ratios for all visits (categorised as Type 1 and Type 2 under County Regulations – attached as Appendix A) as follows:

- Nursery - 1:4
- Reception - 1:6
- Years 1 & 2 - 1:10

- Years 3 – 6 - 1:15

Ratios for Type 1 visits will usually be higher than this and will always be higher when deemed necessary by the risk assessment.

In every case at least one staff member, the visit leader, must be a qualified teacher. If more than 30 pupils are involved there must be at least one teacher or higher level teaching assistant/cover supervisor to every 30 pupils.

Parental Consent:

The Governing Body has determined that a parental consent form (attached as Appendix B) will be used for informing and obtaining the consent of parents for all visits. In addition, parents will be provided with details of where to access the Trust's Charging and Remissions policy.

The Governing Body determines the following arrangements for informing and obtaining the consent of parents for visits categorised as Type 1 under County regulations:

- Type 1 'R' visits will be covered by a single annual consent for example visits to the Church or to the local High School
- Type 1 'S' visits will require parental consent on each individual occasion using the County parental consent form PC/07

Residential Trips:

For residential or trips involving overnight stays, any child with specific medical/ behavioural issues will have their needs discussed with the parent at least four weeks prior to the trip to allow reasonable adjustments to be made.

Should a child experience a serious illness less than 7 days prior to the residential trip (for example, diabetes, asthma attack or similar) then the School will require written doctor's approval to take part, and any and all revised care plans, so that reasonable adjustment can be made to allow as much participation as may be reasonably possible. The School will reserve the right to balance the child's needs with wider responsibility for other children and staff participating on the trip.

Prior to commencement of the trip, parents will be provided with a medical consent form requesting details of medication and minor procedures that they are prepared to have provided to their children in the event of minor injuries or ailments. A copy of the medical form is attached to this policy as Appendix C. In the event that the form is not returned prior to the trip, the School will not be in a position to provide any of the outlined items.

Insurance:

The Governing Body determines the following policy in relation to insuring staff and pupils for visits categorised as "Type 1" under County regulations:

- County travel insurance or an equivalent will be taken out for all staff and pupils involved in a Type 1 'S' visit

Parents will be informed that the school has an insurance policy in place but that they can be provided with details, should they wish them, so they can take determine whether they wish to take out extra cover.

Emergency Contacts:

The Governing Body determines the nomination of the following persons as emergency contacts in relation to educational visits:

- Head Teacher
- Senior Teacher
- Educational Visits Coordinator

Links to Other Policies:

This policy should be read in conjunction with the Trust's Charging and Remissions Policy and relevant School policies.

Period of Review:

This policy shall be reviewed every 3 years or sooner if new guidance is issued.

Appendix A

TYPE 1 VISITS

Type 1 visits are those that fall into none of the categories below which define a visit as Type 2. There are two categories of Type 1 visit:

- R: Regular, routine off-site activities (e.g. the use of off-site facilities for PE)
- S: Specific, one-off or occasional visits (e.g. museum visits, fields study visits)

Apart from the risk assessment requirements that apply to all visits, Type 1 visits are not subject to the County regulations contained in the handbook.

School governors, headteachers and visit leaders should, nonetheless, ensure that Type 1 visits are organised in accordance with the relevant guidance in the handbook. Schools should establish internal procedures for the management of Type 1 visits taking full account of this guidance.

There are no County notification requirements for Type 1 visits. However, the County notification form EV/07 may, at the discretion of the school be part of its internal procedures.

TYPE 2 VISITS

Type 2 visits are those which fall into one or more of the categories A-F below.

- A: Visits including an overnight stay, including overnight stays on the school site.
- B: Visits including adventurous activities supervised by a County employee or volunteer (e.g. a teacher or youth worker), including adventurous activities on the school site.
- C: Visits including adventurous activities supervised by an external provider (e.g. a commercial centre or hired instructor) including adventurous activities on the school site.
- D: Visits abroad.
- E: Visits in any of the categories A-D for which the organiser wishes to arrange insurance other than through the Trust's travel insurance policy.
- F: Visits where any site owners or activity providers require to be indemnified against claims arising from the visit.

All Type 2 visits are subject to County regulations governing risk assessment, staffing, parental consent, insurance and emergency planning. Schools may establish additional internal procedures for the management of Type 2 visits consistent with these regulations. All Type 2 visits require authorisation by the Area Director following notification on form EV/07.

Appendix B - Parental Consent Form (PC/07)

SUFFOLK COUNTY COUNCIL - EDUCATIONAL VISITS

NAME OF CHILD: _____ DATE OF BIRTH: _____

SCHOOL: _____

VISIT(S) TO: _____

DATE(S) OF VISIT(S): _____

I have received and read details of the above visit(s).

I consent to my child taking part in the visit(s) and the activities indicated. I acknowledge that the staff will be liable in the event of any accident only if they have failed to take reasonable care of my child during the visit.

I have read any information provided with regard to the standard of behaviour and/or code of conduct expected during the visit and I undertake to reinforce this information with my child.

I consent to my child receiving medical treatment that, in the opinion of a qualified medical practitioner, may be necessary.

My child's doctor's name and address is: _____

I undertake to pay the required sums by whatever date(s) are specified to me and accept that, in respect of any withdrawal from the visit for whatever reasons, there will be no refund of the whole or part of the payment(s) made unless the circumstances are covered by travel insurance or otherwise at the discretion of the school governors.

Signed: _____ (Parent/Carer)

PLEASE COMPLETE THE SECTIONS BELOW

1. Please give your home address and contact phone numbers. If you will be away from home during the visit please give an alternative address where you, or a relative or friend acting for you, can be contacted.

Home Address

Name: _____

Address: _____

Post Code: _____

Tel: _____

Tel: _____

Alternative Contact if required

Name: _____

Address: _____

Post Code: _____

Tel: _____

Tel: _____

2. In your child's interest, it is important that the organising staff should know whether he or she suffers from any illness or medical condition. Please use this space to state, in confidence, any health or other matter concerning your child of which accompanying staff should be aware. Please indicate here also if your child is receiving medication, with details and dosage, and/or has any specific dietary requirements. **If your child is asthmatic please indicate which inhaler (blue or brown), the frequency of use and when.**

Appendix C - Medical Consent Form

Description of Trip: _____

Dates of Trip: _____

I, (Parent/Guardian) _____

request and give permission for the Head Teacher or person acting on his/her authority, to administer the following in accordance with dosage or application instructions to my child

Child's Name _____

Whilst on the residential trip, should your child feel slightly unwell, he/she may need to be given 'over the counter' medication to ease their discomfort. Provided each item on the list below has been clearly signed by you, we shall be in a position to administer them to your child, should the need arise.

Please sign each item below:

Paracetamol 500mg. tablets (for pain relief and fever) _____

Calpol Six Plus (contains Paracetamol (for pain and fever) _____

Calprofen Suspension (Ibuprofen) (for aches, pain and fever) _____

Plasters (to stop infection of small wounds) _____

Anthisan Cream (Antihistamine) (for mild itchy skin) _____

Hayfever Allergy Relief 10mg (Antihistamine tablets) (for allergy symptoms) _____

Piriteze Allergy Syrup (Antihistamine) (for allergy symptoms) _____

Saline Eye Wash (to ease red swollen eyes) _____

I understand that neither the Head Teacher (or the person acting on his/her authority), the School nor All Saints Schools Trust or Suffolk County Council, will be liable for any illness or injury to the child arising from the administering of the medicine, unless it was caused by negligence.

I confirm that I have read and understand the school's Privacy Notice. I agree that the school may process this information to enable the correct medical intervention, if required, of my child.

I have the right to request modification of the information that you keep on record.

I have the right to withdraw my consent and request that this information is removed from your database.

Date: _____

Signed: _____

Document History

Version	Date	Comments
Issue 1	March 2017	Prepared in line with SCC guidance
Issue 2	July 2020	Reviewed and updated by EVC with Chair of Governors to reflect current practice and statutory requirements