



St Barnabas' C. E. Primary School

Educational Visits Policy

St Barnabas' School believes that outdoor educational and off site activities are a valuable and important part of the learning process and have a positive impact on raising standards.

The Governors welcome the willingness of teachers to engage in such activities.

Policy

Each visit must have an identifiable educational benefit for the participants and must be led by a competent Group Leader, First Aider and accompanying adults. Designated people crossing children over roads must wear high visibility jackets.

All those involved in the organisation and running of educational visits will comply with National, Oxfordshire and St Barnabas' guidelines on the health and safety of participants on educational visits. The documents are in a file in the staffroom.

The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.

It is the responsibility of all staff to ensure that the risk to the health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

The Governors and Headteacher would expect to support fully any member of staff in the event of any accident or misbehaviour provided that reasonable care and attention have been exercised.

There are clear guidelines on when to charge and when voluntary contributions can be requested for educational visits. (See the Charging and Remissions Policy)

Practice

St Barnabas' School:

- will appoint a trained Educational Visits Co-ordinator who will ensure that educational visits follow National, Oxfordshire and St. Barnabas' guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit.
- will develop and implement procedures to monitor all educational visits.
- will develop and implement an approval system for Category A and B visits whilst referring Category C visits to the Local Education Authority for approval. (Category A visits present no significant risk e.g. walk to the park/museum. Category B visits comprise some higher risk activities e.g. residential trip to Local Authority centres. Category C visits involve potentially hazardous activities that need the approval of the Local Authority e.g. visits abroad.)



During the planning of a visit the Group Leader will:

- ensure that the visit is planned and risk assessed, including an exploratory visit whenever it is possible.
- ensure that the visit complies with National, Oxfordshire and the school's guidelines.
- ensure that parents/guardians are made fully aware of the nature, purpose and detail of a visit and that permission including all relevant information is obtained for any off site activity.
- ensure that appropriate enquiries are made of any establishment or company being used for residential or outdoor adventurous activities.
- ensure that provision is made for any incident, including first aid and a procedure to follow in the event of an emergency or other serious incident.
- ensure that all necessary forms are completed for an educational visit and the appropriate consents and approvals are obtained.
- ensure that all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and ensure these adults understand their role.
- check that DBS checks have been taken place for accompanying adults where relevant, if checks have not been carried out the adult must not be left unattended with children during the visit.

During a visit the Group Leader will:

- the teacher will retain ultimate responsibility and will contact HT if any issues arise and support is needed.
- ensure that the visit is as safe as practicable.
- ensure parents know what is happening on the trip – a clear itinerary – no changes should be made unless all the parents are informed.
- curtail the visit or stop the activity if the risk to the health and safety of any participant reaches an unacceptable level.
- ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- retain ultimate responsibility for participants at all times.
- ensure all accompanying adults understand their roles by providing them with a plan of the day, who is the lead First Aider, groups to look after and reminder that they must be vigilant at all times.

During a visit accompanying adults will:

- follow the instructions they have been given by the leading member of staff.

During a visit all participants will:

- ensure they cooperate with the Group Leader and follow the instructions given to them in order to minimise the lowest acceptable risks to the health and safety of all participants.

After the visit the Group Leader will:

- ensure that the visit is reviewed and a verbal report is made to the Head. Note any important details or changes that may need to be made to the trip



on the Risk Assessment form. This will include the result of all investigations into particular incidents as necessary.

- ensure that pertinent information from or about the visit or activity is drawn to the attention of the EVC and shared with colleagues for consideration in the planning of future educational visits and activities.

Educational Visits Co-ordinator: Lesley Pettitt

Date agreed: October 2017

Date of Review: October 2020