



Rangeworthy
Church of England Primary School
"LET YOUR LIGHT SHINE"



Rangeworthy CE Primary School

Educational Visits Policy

Date policy last reviewed:	November 2019
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Signed (Chair)	Name: Jeanette Mullen	Date:	21 st November 2022
Finance & Resources			
Signed (Headteacher)	Name: S. Warnock	Date:	21 st November 2022
Next Review: November 2023			

This policy is supplemental to the school's Health & Safety Policies.

1 - STATEMENT

Educational visits are considered to be a valuable part of a pupil's education and the school is committed to provide a learning experience through varied, well planned, managed and conducted visits off the school site. Visits will

- Enrich the learning experience of all pupil's
- Support the curriculum
- Expand teaching and learning strategies available to staff
- Enhance the social development of all pupil's

Such visits do, however, often involve a degree of risk, which is inherent when pupils are placed in unfamiliar places or are undertaking new activities. Some risk is accepted, but by following the procedures included within this policy, the degree of risk will be reduced to an acceptable level.

This policy is of direct interest to any and all staff/volunteers who may propose or participate in any school visit.

2 - DEFINITIONS

For the purpose of this policy, a visit may include an excursion off site for the day or half day; this may include outdoor pursuit activities, a residential stay for a night or more, time spent overseas or a longer expedition in the UK.

3 – TYPE OF SCHOOL VISITS TO BE UNDERTAKEN & CHARGING POLICY

The School will undertake a wide range of school visits, which may include Outdoor Activities and Residential Visits. Where possible, parents will be asked to contribute towards the cost of these visits. Please refer to the Charging Policy.

4 – RISK ASSESSMENT PROCESS

For any proposed school visit a risk assessment will be completed. This will involve the following steps.

STEP 1 - INITIAL PROPOSAL & HAZARD RATING - The person proposing a visit or, in the case of inter school activities and regular school visits e.g. swimming, the person appointed by senior management will discuss the visit with the head providing sufficient information to enable the Head Teacher to decide whether it should proceed to the formal planning stage.

STEP 2 - INITIAL APPROVAL – The EVC (Educational Visits Co-ordinator), in consultation with the Headteacher will assess the information provided and decide whether the visit is able to be organised effectively in order to minimise/control the risks associated with it.

If the assessment indicates that the requirements have not been met or there is insufficient information on which to make a decision, then either additional information will be requested or the suggested visit will be indicated to have been disapproved.

If Approval is given then an individual will be appointed as the SCHOOL VISIT ORGANISER for the visit and the visit given a risk assessment classification by the Headteacher. The risk assessment classification will be High, Medium or Low. This is based on the following:

High Risk-Visits abroad and/or involving adventurous activities.

Medium Risk -Other residential visits.

Low Risk -Short duration visits in the local vicinity or regular visits. This would include visits to local shops, park

This is not an absolute indicator of the risks involved in a visit, but is used to identify the likely timescales required in order to make adequate arrangements for the safe management of the visit.

STEP 3 - SPECIFIC RISK ASSESSMENT – A School Visit Risk Assessment is to be completed by the School Visit Organiser. This will include, or have attached, all relevant information about the visit and may involve the School Visit Organiser in a preliminary visit to the venue.

This is the key element to the process and it is important that all relevant aspects are considered. These will vary considerably depending on the visit but the higher the risk rating the more complex the arrangements are likely to be.

A copy of the Risk Assessment is shared with participating staff and volunteers and a copy is taken on the visit.

STEP 4 - FORMAL APPROVAL OF VISIT - Once completed the Risk Assessment will be submitted to the Headteacher and EVC, together with any supporting paperwork. The Headteacher and EVC will then decide whether the visit should proceed to the next stage, whether additional information is required or if the visit is no longer felt to be appropriate.

STEP 5 - PARENTAL INTEREST - A letter is to be sent to parents/guardians explaining in detail what the visit aims to do and asking them to indicate whether they would be prepared for their child/ward to attend. It must also indicate whether they will need to contribute towards the funding of the visit and the likely cost. Parents will be notified what they will need to provide, e.g. pocket money, packed lunch etc. Parents will also be asked to notify the school of any particular needs of pupils, this covering diet, medication, plus use of non-prescribed medication.

STEP 6 - CONFIRMATION OF VENUES ETC. - This is where the relevant provisions will be finalised. In particular the venue and transport will be booked and both the numbers of pupils to attend and adult supervisors confirmed.

STEP 7 - BRIEFING OF PUPILS - This is essential so that pupils know what to expect and what is expected of them. In particular they will need to be advised what is to happen on each day, which must include where they are to meet, clothing etc. required, what papers they need to bring with them

STEP 8 - EMERGENCY - Details relating to Emergency provision will be finalised

STEP 9 – SAFEGUARDING - It is the responsibility of all staff and adults to safeguard and promote the welfare of pupils during any school visit and any risks will be considered during the planning process.

STEP 10 – INCLUSION - The principles of inclusion will be promoted and addressed ensuring:

- an entitlement to participate.
- accessibility through adaptation or modification, including the provision of auxiliary aids and services.
- integration through participation with peers.

STEP 11 - - COMPLETION OF NOTIFICATION FORM - If the visit is to involve a residential stay then the Residential School Visits Notification Form must be sent in to the Health and Safety Unit four weeks in advance of the visit.

STEP 12 - THE VISIT - The visit takes place.

STEP 13 - DEBRIEF AND EVALUATION - Staff and pupils involved will be asked to comment on the visit and identify any concerns and also to highlight where things worked out positively.

5 - REVIEW

This policy is a working policy and will be subject to regular review in practice. The school will periodically review the process to ensure that it continues to work effectively.