

ST. NICHOLAS C.E.PRIMARY SCHOOL

HEALTH & SAFETY POLICY GUIDELINES EDUCATIONAL VISITS

RATIONALE:

As we review and develop our Curriculum to fulfil the needs of pupils for the 21st Century, the importance of first hand experiences and Educational Visits in our planning and provision is vital. Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of St. Nicholas as a successful school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance, a lifetime of interest or in some cases professional fulfilment. They are to be encouraged.

PURPOSE:

- To ensure that every pupil has the opportunity to benefit from education visits.
- To ensure all visits are safe, purposeful and appropriate to meet educational needs of the pupils taking part.
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for Governors, Heads, staff, helpers, pupils and providers involved in education visits.
- To comply with the LEA 'Code of Practice and Guidelines for Educational Off-Site Visits and all Adventurous Activities- 2013' and keep up to date with further advice.
- To meet DfES guidelines relating to the 'Health & Safety of pupils on Education Visits' (HASPEV). Plus any other relevant guidance published.
- To ensure where appropriate further advice is sought from LEA and other technically competent personnel.

BROAD GUIDELINES:

PLAN – DO – REVIEW – RECORD

APPROVAL:

- All visits are linked to the school aims and where possible planned and approved well in advance in accordance with visits planning procedures
- Governors will be informed of visits but delegate approval of low risk and routine visits and occasional opportunities to the Headteacher.
- After Headteacher's approval all higher risk visits including adventurous activities, residential experiences and foreign travel will be submitted for Governors' approval.
- All visits will be logged on the LA data base.
- A named Educational Visits Co-ordinator will be appointed. At St. Nicholas School this is *Mrs Andrea Peacock*.
- The EVC will identify and record with minimum paperwork, qualifications training, development, induction and apprenticeship arrangements for all group leaders.
- The EVC will approve group leadership, planning checklist, risk assessment, management and evaluation of all visits.
- There will be a named Group Leader on all Visits.
- The group leader will ensure sufficient staff and helpers of the right experience are checked (DBS if appropriate) and briefed throughout the visit.

- The Group Leader will ensure risk assessment and management including generic, site specific and ongoing are undertaken and recorded.
- The Group Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed. (See sections 7 of LEA guidance).
- Group Leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools if using new venues.

PARENTS:

- Parents will be given details about Education Visits practice, safety procedures etc.
- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details.
- Where appropriate meetings will be arranged with parents; e.g. prior to residential visits.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.

PUPILS:

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible pupils should be involved in the planning, developing codes of conduct, assessing and managing risks and evaluating their own attitude, behaviour, development and learning.

CONCLUSION:

Although part of our health and safety policy, educational visits are an integral part of the curriculum plan and strategies for learning. Our policy is also closely linked to and should be read in conjunction with our Equal Opportunities, Special Needs and Inclusion Policies.

Policy Adopted –

Headteacher _____

Governing Body _____

Date: _____

Review date: _____

