


Title: All Saints' C of E (VC) Primary School Maldon Educational Visits Policy		
Full Governing Body Ratification		
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1 Introduction

- 1.1 The Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of All Saints' Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school. Evolve is an Essex County Council website that staff can use to find generic risk assessments and guidance for school visits. Our school residential trips are also approved using Evolve.

2 Reasons for Visits

- 2.1 All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.
- 2.2 All activities must have a clearly defined educational purpose and we seek to ensure that the National Curriculum is delivered to all children, regardless of background, gender, beliefs or differences in ability (See Equality and Diversity Statement Section 14). All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for the children at All Saints' School, we offer a range of educational visits and other activities that add to what they learn at school.

3 Visits and curriculum links

- 3.1 All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.
- 3.2 For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA: For example:
- English – theatre visits, visits by authors, poets and theatre groups;
 - Science – use of the school grounds, visits to local woods and parks;
 - Mathematics – use of shape and number trails in the local environment;
 - History – castle visits, study of local housing patterns, museums;
 - Geography – use of the locality for fieldwork, field work further away
 - Art and design – art gallery visits, use of the locality;
 - PE – range of sporting fixtures, extra-curricular activities;
 - Music – range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
 - Design and technology – work with local secondary schools;
 - ICT – its use in local shops/libraries/secondary schools etc;
 - RE – visits to centres of worship, visits by local clergy.

NOTE – when extra-curricular activities take place there will always be an adult, other than the one running the activity on the premises.

4 Gaining approval for a trip

Governors

As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

- 4.1 The Governors must approve any visit involving an Overnight stay or Overseas. The Governors delegate the Headteacher or if applicable the EVC the responsibility to approve all other visits.
- 4.2 The Governors have adopted a charging and remissions policy and this is available from the school office or to view on the school website (See useful documents)
- 4.3 The Governing Body is responsible for ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- 4.4 Governors should ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance see SEN and Disability Act 2001.
- 4.5 Governors should ensure the suitability of all staff appointed to the visit.
- 4.6 Governors should ensure that the visit leader fully understands his/her responsibilities.
- 4.7 The Governing Body should implement effective emergency contact arrangements.
- 4.8 Governors should ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

5 Choosing a provider

After considering the reasons for the visit, the visit leader should check out the provider.

On Residential, Adventurous or Overseas visits, leaders should check to see if the Provider holds the LOtC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

6 Parental Consent

At All Saints' visit leaders organize meetings with parents/carers prior to all residential visits. Teaching staff are available to discuss any concerns with regard to all visits individually with pupils and their parents.

7 Visits and staffing

The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

8 The visit

8.1 On the day

Leave in the school office:

- an amended list of children present and going on visit.
- full list of adult helpers, staff and groups of children for which they are responsible (see Appendix A).
- the itinerary for the entire day.
- a copy of any written briefing notes for the escorts.

Check children out of classroom to ensure bags, lunchboxes and clipboards are taken, take First Aid Kit, sick bucket, inhalers and other medication e.g. epipen and mobile phone.

Copies of Emergency / Critical Incident cards given to all leaders.

8.2 During the visit

- Children must be kept in the adult helper group at all times unless changes are authorized by the team leader.
- There should be a system in place to safeguard young people at all times. (e.g. If toileting, send children into the toilets in small groups with adult stationed at the toilet door).
- Courtesy to the public must be shown at all times, care taken not to block pathways, etc. Pupils will be reminded that they are 'Ambassadors for All Saints' by the Headteacher before setting out.
- Adult helpers should ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any relevant incident involving pupils in their care as soon as possible.
- Every adult helper must be given an emergency contact number of the visit leader and the schools contact number.

8.3 On return

- Check all children off the coach and a member of staff must lead the class either into school or to the area where the children can be collected by parent and a teacher can check them off, thus ensuring that each child departs with known parent or an authorized adult.
- A teacher or member of the Office Staff must remain with uncollected children until all parents have arrived and all children have departed.

9 Financing the visit

When stating the cost for each individual the school will explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit. Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution. Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled. State when and how you would like to receive payment. Cheques must be made payable to All Saints' Primary School.

10 Insurance

Introduction

Insurance is an area where misconceptions abound. It is too important to be left to chance and those involved with schools [teachers, pupils and parents] need to be sure of the nature and level of cover which is provided, both according to statutory requirements and that which may be additionally obtained on a voluntary basis through premium payments.

The following advice will help clarify some of the many queries which are raised, though it does not replace the need for individuals to seek information on insurance from their LEA, school or professional association which is pertinent to their own circumstances.

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

In respect of pupils, schools have a legal duty to take care of the well being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.

Indemnity

The written consent of parents by the school should always be obtained for the participation of pupils in any activity out of school or outside the planned curriculum. Schools should have appropriate forms available for this purpose.

Insurance Provision

Staff should be aware of the school provision for insurance as detailed below:
ECC Schools Summary Of Cover Copy schedule of School Insurance for off-site visits:
Page 14 &15 AIG Insurance Company
Policy Number 0010626148

(This is available to view upon request to the School Business Manager/School Office)

11 Transport

The links below provide guidance from OEAP NG around the safe practice with regards to transport.

General Considerations: [Contents | \(oeapng.info\)](#)

Private Cars: [Contents | \(oeapng.info\)](#)

12 Emergency / Critical Incident Procedures

All leaders must have access to the school's 'Critical Incident form' – With Emergency Telephone contacts and action plan should an incident happen. At All Saints the school has a dedicated shared drive for a critical incident which is accessible for staff.

On return, the visit leader must comply with the school's normal accident reporting procedures.

13 Monitoring and Evaluation

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations.

Such a process will help in the celebration of success as well as feeding into the general planning and risk management for future visits. Any significant issues should be shared with the Headteacher or if applicable the EVC

14 Equality and Diversity Statement

All Saints' C of E (VC) Primary School, Maldon, is committed to treating all members of the community with fairness and respect regardless of their ethnic background, gender, religion, disability, sexual orientation or their socio-economic background. This policy has been written to assist the school community and ensure that as far as is reasonable no child or adult shall be unfairly treated, discriminated against or disadvantaged as a result.

At All Saints this is put into practice by:

- Making reasonable adjustments to ensure all pupils regardless of Special Educational Needs or Disability can be included in School Visits.
- Keeping the costs to the minimum needed, or proportional cost recovery, and for remissions for those on lower income, so that those from different socio-economic backgrounds are not disadvantaged.
- Selection of children for trips and events is not based on the ability of parents to pay, once again ensuring parity between those of different economic backgrounds..

Appendix A Visit Leader Checklist

Checklist Items:	Answer:
1. I have read the school policy on visits and reported any concerns with regard to my visit to the Headteacher	
2. I have provided the Office Manager with a list of any children who are absent from school or not going on the visit	
3. I have provided the Office Manager with a full list of adult helpers and staff and the groups of children for which they are responsible.	
4. I have provided the Office Manager with an itinerary for the day and any written briefing notes for adult helpers.	
5. I have ensured all adult helpers have my emergency contact number and the school contact number.	
6. I have obtained a critical Incident Action Plan Card from the office and will refer to it as necessary whilst on visit	
7. I have ensured that all staff and adult helpers are aware of their Safeguarding responsibilities	
8. I have ensured that Staff, adult helpers and pupils are aware of the location of the First Aid Kit, Sick Bucket and all pupil inhalers, epipens and medications.	

Appendix B - Risk Benefit Assessment for Local Religious/Educational Visits

Generic Benefits			Specific Outcomes		
Opportunities for collective worship in Parish Church Experience Awe and Wonder Learn using local resources as inspiration Value the community			Pupils are ambassadors for school demonstrating good manners to other residents. School retains popularity and high intake Children more knowledgeable of local area and features Strong links with school and Church continue and manifested in Christian ethos 'Every Child Shines'		
Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, Reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments Action	Action By
Walking to and from venue	Missing pupils Traffic issues	Increased fitness and knowledge of local area dangers	Head counts on departure and arrival both ways Teachers and adults accompany pupils	Gives teachers and pupils opportunities to learn and practise road safety skills	All
Easter, Harvest, Christmas or Leavers' Service	Young pupils need to toilet - SEN pupils unsure	Links with clergy Quality collective worship	Pupils toileted before leaving school can use Church facilities in an emergency 1 to 1 adult pupil ratio for statemented pupils.	Staff familiar with route and routines needed for pupil welfare	All
Crossing Roads	Accidents Minor or major	Increased awareness of safety procedures	Staff first aid trained Staff have mobiles	Headteachers to organise, all adults supervise	SLT/Headteachers
Visiting Museums, buildings etc	Tripping, breaking artefacts and getting cut	Foster historical interest Increased understanding of local/national history	First aid kit taken Phones taken Staff first aid trained	2014 curriculum emphasises benefits of using local resources	Deputy Headteachers
Visiting outdoor areas, parks town	Sunburn, sunstroke getting cold wet pupils injured or lost	Health benefits Raised awareness of dangers	Children given safety talk before leaving school Head counts Sun lotion applied	Staff aware of 'loco parentis' role to ensure pupil safety as priority	SLT/Headteacher
As above for individual with medical conditions	Asthma attack or other health issues	Inclusion Equal opportunities for above benefits	Asthma pumps Individual medicine and first aid box taken	1 to 1 adult support if necessary	Teachers and Support Staff

Staff given copies of all generic risk assessments at staff meeting by Headteacher on June 2nd 2014.

Signed:

Team leaders complete risk assessments for specific non local visits (to be agreed by HT as necessary)

Appendix C
All Saints' C of E (VC) School Maldon
Risk Benefit Assessment Template for Non-Local Visits

Generic Benefits			Specific Outcomes		
Specific Activity	Possible Problems/Issues	Probable Benefits	Control measures, Reasonable and practical steps to avoid or reduce problems/issues	Decision/Comments Action	Action By

Signed by Visit Leader.
Signed by Headteacher