

GLENCORSE PRIMARY SCHOOL

'A small school building big dreams'

School Educational Visits Policy

Introduction

All offsite visits and activities that are organised and undertaken by the school are regarded as 'educational visits'. Whenever pupils leave the school site under the direct and indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objective

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. We recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by school

- Day visits to places of interest linked to the curriculum for all P1-7 pupils
- A P7 residential visit to Benmore Centre, Argyll
- Local visits to places of interest linked to the curriculum for all P1-7 pupils

Compliance

The school's policy complies with Midlothian's 'Guidance for Educational Visits'. The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- First Aid Policy
- Health and Safety Policy
- The Administration of Medicines Policy
- Child Protection Policy

Access to Policies and Guidelines

These can be found via the Midlothian site. <http://www.midlothian.gov.uk> or staffroom.net on the Athena page. School policies can be found in Resources, All Staff, Glencorse Policies and in the Policy and Procedure folder in Headteachers' Office.

Roles and responsibilities

The Headteacher has overall responsibility for all the school's educational visits.

The School's Educational Visits Coordinator (EVC) roles are held by Headteacher and Admin Assistant. EVC oversees the planning and organisation of the school's visits and provides advice and guidance to staff, including recommendations regarding the approval of visits.

When staff are planning a trip, they should consult with Admin Assistant, who will issue an Initial Approval Form and any other necessary paper work. This should be completed and then returned to the Admin Assistant who will then upload the information into EVOLVE.

The class teacher should write a letter for parents outlining the purposes of the visit, charges etc. This will be agreed with the Headteacher/Admin Assistant and the letter must be approved by the Headteacher before being issued.

The Admin Assistant will organise transport through Midlothian Council, send out letters to parents and consent forms. These will be returned to Admin Assistant together with any payment due for trips.

Planning and approval procedures

Visits should be recorded, checked and approved in accordance with the following procedures:

Category 1 Visit

Curricular-related local visits or activities (almost certainly on foot) which take place entirely within the school day.

Example: Visit to local park, wood, high school.

These do not require PC forms, however at the start of the school year parents are required to complete a permission slip which allows their children to visit local venues around the school.

Category 2 Visit

Simple curricular or extra-curricular visits NOT involving anything in Category 3 or 4 (may or may not use transport)

Example: Theatre visit, zoo visits, historical visits etc.

Category 3 Visit

Visits entirely within the UK that involves any or all of the following:

- Residential stays

- Adventurous or outdoor activities
- Visits to remote locations

Example: Outdoor centres, hostels, coastal visits, canoeing, rock climbing skiing etc.

Category 4 Visit

Visits outside the UK

Example: France, Germany, Italy etc.

Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives.

Staff and Volunteer Leaders

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with the children, and pose no threat to the young people in their care. Children on educational visits should at all time have ready access to a competent adult who has an appropriate level of first aid training.

Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect to remote supervision. The recommended staff/pupil ratios are as follows:-

Categories 1 and 2 Visits

- P1-P3 1 member of staff to 8 participants
- P4-P7 2 member of staff to 10 (15 for local coach travel eg Swimming lessons)

Categories 3 and 4 Visits (not involving adventurous activities)

- P1-P7 1 member of staff to 10 participants

Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any

accommodation (eg Benmore Centre) that is used and that the group plans to visit are suitable satisfactory, and acceptably safe. When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

High Risk activities and environments

Leaders who organise visits that involve high-risk activities and environments, usually in Categories 3 and 4, must be aware that such visits normally require a greater degree of planning and preparation.

Risk assessments and management

The school has a legal duty of care for its pupils, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. The Visit Organiser should undertake an appropriate risk assessment for each visit.

The process of risk assessment should be a positive means of raising awareness of hazards. A set of written generic risk assessments and a specific visit form should be completed and uploaded to the EVOLVE site.

- All relevant generic risk assessment forms are reviewed and amended regularly by the Admin Assistant
- An additional specific visit risk assessment should be completed by the visit leader for each visit to record and share information about potential hazards and precautions that may be particularly noteworthy for the specific group, doing particular activities, at specific sites on that visit.
- There may be a specific risk assessment issued by the venue that you are visiting. This can also be uploaded to EVOLVE.

Insurance

This is arranged annually by Midlothian Council.