

Westgate Primary School Educational Visits Policy

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes *Westgate Primary School* a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improved achievement and attainment across a range of curricular subjects.
- Greater sense of personal responsibility.
- Improvements in children's ability to cope with change.
- Increased critical curiosity and resilience.
- Increased levels of trust and opportunities to develop relationships with each other and with staff.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts.
- Possibilities for team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, *Westgate Primary School*:

1. Adopts the Local Authority's (LA) document: **'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE'** (All staff have access to this via EVOLVE)
2. Refers to National Guidance www.oeapng.info, (as recommended by the LA).
3. Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities. (see Appendix 4 for evolve procedures)

All staff are required to plan and execute visits in line with school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are overseas, and/or residential, and/or involve an adventurous activity.

Roles and responsibilities

Organisation

Responsibility for educational visits rests with the Governing Body and Headteacher. The respective roles of each are outlined below:

Governing Body

- Approval of visits in category 3 (see appendix 3 for categories) will be undertaken by the Chair of Governors, Robert Wilks.
- The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits.
- The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.
- An evaluation of the visit will be available to view on EVOLVE. This should be completed within a 28 day window following the visit. After 28 days this option is not available on Evolve

Headteacher

- The Headteacher, Helen Carpenter, will be responsible for ensuring that Educational Visits are planned in accordance with Leeds City Council's policies and procedures, staff are physically and mentally fit and that governor assent has been given if required.
- The Headteacher will authorise all visits via EVOLVE.
- The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

Educational Visits Co-ordinator (EVC)

- The school's Educational Visits Co-ordinator is **Helen Hooper**.
- They will undertake duties as agreed between them and the Headteacher in line with the responsibilities listed in the Handbook for Educational Visits.
- The EVC will be fully conversant with the Handbook for Educational Visits and OEAP National Guidance web site; and have access to the AfPE Safe practice in Physical Education, School Sport and Physical Activity.

Visit Leader

- The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.
- The Visit Leader will ensure that the notification is completed on EVOLVE and that any activities or events that may place staff or pupils at significant risk are assessed and that safety measures are in place prior to the trip taking place.
- The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.
- The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.
- The Visit Leader will evaluate their trip on EVOLVE.

Supervisory staff

- All staff assisting with supervision on any trip will be conversant with their responsibilities as stated in the Policy Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.
- All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- Staff will feedback information to the Visit Leader to enable a full evaluation of the trip to be completed.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Staff new to visits will first assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits, particularly those which include outdoor and adventurous activities.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

Approval

The approval process is as follows for each type of visit:

1. Routine local visits follow the 'Extending learning locality' policy (Appendix 1).
2. Other local visits and day visits within the UK that do not involve an adventurous activity are entered on EVOLVE, and must be submitted to the EVC for checking at least 7 days in advance, and then forwarded to the Head for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval.

Undertaking the visit

Once the visit is approved, it will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place. A record must be kept of all such instances for evaluation and review purposes. Any accidents or near misses that occur during a visit will be reported to Leeds City Council using the forms CF50 and/or CF50a upon the return of the group to school.

Any accidents that result in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls the school contact will immediately inform the Health and Safety team in Leeds City Council.

Monitoring

The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard. On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.

The school may also request Leeds City Council Health and Safety Team to undertake a monitoring visit of a planned trip or conduct an audit of their educational visit process. This will be used for the school's own monitoring purposes.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 2). All staff on visits are familiar with this plan and it is tested at least bi-annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist

Westgate Primary School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'. *Westgate Primary School's* Educational Visits Checklist can be downloaded in the Educational Visits section of the VLE and in our school resources section on EVOLVE.

Parental Consent

The school obtains blanket consent at the start of each year for activities that fall within the 'Extended learning locality' (see Appendix 1).

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc), so that consent is given on a 'fully informed' basis.

Consent is given either online via SIMS pay or Microsoft forms, or by paper letter and reply slip.

Inclusion

At Westgate Primary School, we believe that Educational Visits benefit all children and will do our utmost to ensure that every child has the opportunity to participate. In line with the Equality Act 2010, Westgate Primary School will not discriminate against, harass or victimise a pupil or young person because of one of the protected characteristics (disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation) in the way that it provides (or not) a benefit, facility or service. When a visit or activity is being planned, all reasonably practicable measures will be taken to include all young people. Every reasonable effort will be made to find a venue and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved.

Charging / funding for visits

Parents/carers may be asked for Voluntary Contributions in support of an activity or trip, however no child will be excluded from the activity or trip if their parents/carers choose not to make a Voluntary Contribution. Parents/carers will be sent a letter which informs them of the educational value of the visit and the contribution per student which is required for the visit to be able to take place. The letter will also explain that the visit may not take place if insufficient contributions are made. (*See also Charging & Remissions Policy*)

Use of staff cars to transport pupils

When transporting children in private cars, every care will be taken to ensure that:

- Parents have given informed consent
- The driver has completed the E4 validation for voluntary vehicle use form
- The driver is fully licensed, and insured to drive the vehicle for work purposes
- The vehicle is roadworthy and that all seatbelts are in good working order
- The 'transport- using private car' risk assessment has been completed, shared and understood by all concerned parties

Swimming

At Westgate, children in Year 4 are taught swimming as part of their curriculum PE provision. We adhere to the guidelines as set out in the Swim Group's Primary School Support Materials document.

Extra-curricular PE and Physical Activity events

Participation in extra-curricular events is subject to permission from parents/carers, who will be informed of the arrangements of each event by letter. Details of each event, including names of children, accompanying staff, medical details, venue, start/finish times, will be added to a generic annual 'PESSPA' EVOLVE form, on the notes section.

There will be at least one member of staff at each event, who will be responsible for medical needs, supervision of behaviour and safe transfer of children to parents/carers at the end of the event. For each event, either the PE Subject Leader (Helen Hooper) or the PE Admin Assistant (Heidi Kerry) will fill in the supervision document and ensure it is provided for the accompanying member of staff; the supervision document details the names of the children taking part, their medical needs, photo permissions and parent contact details.

Policy Review

This policy will be reviewed on an annual basis every September.

Signed

Chair of Governors/ committee

Signed

Headteacher

Date: 05/02/2021

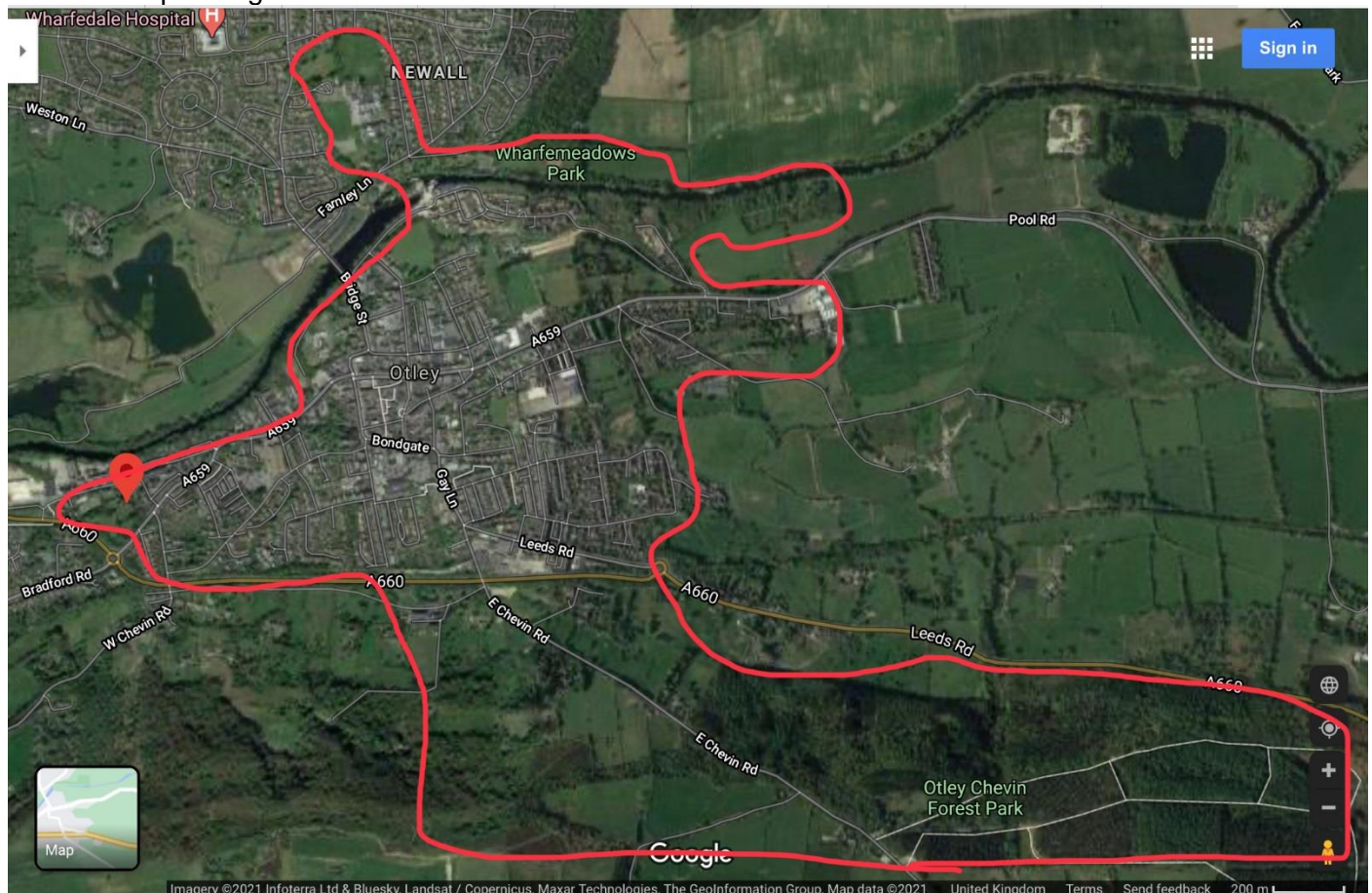
Appendix 1 - Extended Learning Locality

Boundaries

The boundaries of the locality are shown on the map below. This area includes the following frequently used venues:

- Grove Hill Park
- Prince Henry's Grammar School
- Wharfemeadows Park
- Gallows Hill Nature Reserve
- Chevin Country Park

We use this extended area on a regular basis for a variety of learning activities, and approved staff, are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure.



Operating Procedure for Extended Learning Locality

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.

- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults, but staff and the Head will use knowledge of the children and the local area to determine how many staff are necessary for each visit.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A working mobile phone is taken with each group and the office must have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- Staff will use identified, agreed routes to and from PHGS, e.g. walking in single file on the narrow pavement on Bridge Street.

Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office), otherwise this is the Head, Helen Carpenter.
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

See also: School Emergency Plan & Procedure

Appendix 3 – Visit Categories

Visits in category 1	
Definition	<p>Curriculum based activities that take place on a regular basis, occur largely within school hours and are not classed as Category 3 visits.</p> <p>These will be lessons, activities and experiences that parents would consider being a part of the school day and will include visits to swimming pools, playing fields, sports halls, field study sites, split site lessons, work placements and visits to other schools.</p> <p>Sporting activities after the end of normal school hours will be included where such an event is a natural extension of the school day and it is unreasonable to expect parental consent to be sought for each event, for example a regular school sports club.</p>
EVOLVE	These visits can be planned on EVOLVE.
School Approval	By the Headteacher– this may be implicit within the school timetable.
LA Approval	These do not need to be formally notified to the Health and Safety Team. The Health and Safety Team may from time to time request that individual schools supply details of category 1 visits planned to enable Leeds City Council to fulfil the LA's statutory monitoring role.
Parental Consent	Written parental consent may be provided on an annual or termly basis for certain types of Category 1 visit, where it is deemed prudent to seek such consent. Some schools may wish to seek parental consent for all Category 1 trips, to ensure that home contact numbers are up to date or because of the special educational or medical needs of the pupils involved
Risk Assessments	<p>Activities will need to be assessed – e.g. crossing the road, maintaining suitable levels of supervision etc. These should be undertaken prior to the visit taking place.</p> <p>There are sample risk assessments for a range of activities on EVOLVE.</p>

Visits in category 2	
Definition	<p>Day visits, school trips and activities that parents would not regard as a part of the normal school day and which are not classed as Category 3 visits.</p> <p>Such activities will extend beyond normal school hours but do not involve any overnight stay. They may include visits to a museum, theatre, sporting events elsewhere in the country – e.g. London, Scotland, that can be reached and returned within the same day.</p>
EVOLVE	It is highly recommended that these visits are planned through EVOLVE to allow consistency of standards in the school and throughout Leeds City Council.
School Approval	By the Headteacher.
LA Approval	<p>These do not need to be formally notified to the Health and Safety Team.</p> <p>These visits will be subject to monitoring by Leeds City Council.</p>
Parental Consent	Parents must be informed of the nature of any such visit and consent will be required in writing.
Risk Assessments	<p>Activities will need to be assessed – e.g. crossing the road, maintaining suitable levels of supervision, use of road transport, etc.</p> <p>Risk assessments should be undertaken prior to a Category 2 visit being undertaken to enable the Headteacher to decide whether the visit can be approved or not.</p>

Visits in Category 3	
Definition	Visits which are <ul style="list-style-type: none"> • Residential, i.e. overnight or returning a different day to the departure day • Overseas, i.e. outside of the borders of the UK • Adventurous, i.e. any activity requiring an AALA license or a national qualification to undertake, e.g. canoeing, kayaking, rock climbing, archery, etc.
EVOLVE	All visits in this category MUST be notified to the LA using EVOLVE
School Approval	Headteacher and Governing Body
LA Approval	<p>The notification should be submitted to the HSWT no later than 4 weeks prior to the visit taking place.</p> <p>Where no further information is required approval will be given via EVOLVE for the visit to go ahead.</p> <p>Where further information is required or there are other issues to address, approval will only be given once the responses have been received.</p>
Parental Consent	Parental consent must be given for any person in full time education. Consent will be required in writing.
Risk Assessments	Risk assessments should be completed for all aspects of the visit, including methods for supervising whilst undertaking activities, means of transport to and from the location, use of the accommodation etc.

Appendix 4 – Evolve process and procedures

Proposals

- The Visit Leader will submit a proposal to the Headteacher before starting an Evolve notification. The Evolve notification must be submitted within the following timescale for each category of visit to the EVC. Exceptions are possible but MUST be cleared.

Category	Latest date for submission to the EVC
1 – regular curriculum	1 week (recommended)
2 – one offs	2 weeks (recommended)
3 – overnight, overseas, adventurous	6 weeks (mandatory)

- The EVOLVE notification must be completed for all category 3 visits.
- Parents should be given sufficient information to enable them to make an informed decision as to whether their child should participate in the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical detail. Blanket consent is given annually for all Extended Learning Locality visits.
- Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

Notification

- Notification will be made using EVOLVE.
- The Visit Leader is responsible for planning the visit and completing the Evolve notification.
- The Headteacher will ensure that the Visit Leader carries out this task.

Evaluation and Review

- An evaluation will be completed on EVOLVE.
- The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- Every visit will be reviewed by the Visit Leader.
- The results of the evaluation and review process will be available to the Headteacher via EVOLVE.
- The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.