

WEST DERBY SCHOOL



EDUCATIONAL VISITS AND OUT OF HOURS ACTIVITIES POLICY

Approved on:	05/09/2018
Next review date:	Autumn Term 2021
Signed:	S Graham (Headteacher)
Signed:	K Callant (For and on behalf of Governing Body)

Purpose

Educational visits provide a valuable opportunity for students to encounter experiences that are not available to them in the classroom. They can enable students to learn through new experiences and develop their initiative, resourcefulness and independence. These visits must be organised and carried out with the highest regard for the health and safety of those taking part.

Aims and objectives of the policy:

The aim of this policy is to:

- Ensure that educational visits are as safe as possible
- Encourage visits and work outside school hours which enhances the curriculum
- Ensure students are able to enjoy residential outdoor pursuits experiences during their schooling in a safe and healthy manner
- Offer a wide and stimulating programme of visits, trips and activities in the UK and overseas
- Clarify roles and responsibilities
- Provide support and guidance to those who manage and supervise visits
- Ensure the level of risk assessed will determine the level and type of precaution most appropriate for a particular visit
- Protect staff from prosecutions in the event of an accident or serious incident

Educational Trips and Visits Procedure

Educational trips and out of school activities do much to enrich the experience of our students. Many staff have made valuable contributions in this respect and this commitment is greatly appreciated. Where these activities take the form of trips away from school, this policy should be followed.

Scope

All staff who are considering the organisation of a school visit, whatever its nature, should read the full LA Educational Visits policy (Resources – All Staff - School Policies – Educational Visits) but this document serves as a summary of the main steps to be followed when organising a trip or an after school activity.

Copies of the full policy are available from the Educational Visits Coordinator (EVC) and on the Resources Drive. Further information can be found at [http://www.ednet.co/Resources?category=Education Visits](http://www.ednet.co/Resources?category=Education%20Visits).

In short, school trips can be divided into three categories of risk: low (A), medium and high: (B/C).

Low risk activities (Category A) account for most trips, visits to museums, football and cricket matches etc. These trips do not require notification to the LA, but there are procedures within school to follow. The permission of the EVC will still need to be obtained. These procedures are based upon those proposed by the LA.

Medium and high risk activities, (Category B/C) which include all residential trips, require notification to the LA.

Please take the time to familiarise yourself with West Derby School's summary and the full policy.

Organising a trip (page numbers refer to LA policy document)

The following guidelines apply to all trips.

Initial request form – Discuss the proposed visit with appropriate line manager and EVC (Kate Forrest). Once the trip has been agreed with the Headteacher, submit your request form on the Evolve system as outlined in the attached flow charts for permission to organise the trip, stating which category it falls under A, B or C. Remind yourself of your responsibilities as group leader by reading/revisiting the policy especially pages (Section 4 pages 23-24). The policy is also available to access on the Evolve system under Resources. You must also complete the **'Annual Outline Planning Permission for low risk trips and visits' form and submit to K Forrest.** This replaces the previously used Wufoo form.

Category A trips require a written risk assessment (Form 2). However, for routine trips a generic risk assessment and a generic Category A Checklist will suffice e.g. the PE department may submit one risk assessment and one checklist to cover all sporting events at a particular venue or type of venue. The risk assessments and checklists will need to be reviewed annually by the Head of Department. Permission is required from the EVC, so allow plenty of time. At least one week is necessary for Category A trips to enable sufficient time for checking and any required changes.

Category B/C trips need above permissions and the notification to the LA by the EVC. At least 28 days' notice are requested by the LA in advance of the trip. Therefore, please ensure all forms are completed and submitted to the EVC at least two weeks before this to enable sufficient time for checking and any necessary changes. This is also processed via the 'Evolve' system to which all staff have access. Please see Appendix 1. The steps outlined on page 3 must also be followed. Full details can be found in the policy document.

On returning an evaluation form (Form 5) must be completed on Evolve. **The EVC is not permitted to allow someone to lead another trip if they did not complete an evaluation of their last one.** Where a First Aid box has been taken out of school for a visit, the group leader must let Mrs Speed know on their return, in order that she can check the contents and replenish as appropriate.

Copies of all forms are available in the Educational Visits Folder on the Resources Drive.

NB: Form 3a covers trips that run within the school day, i.e. between 8.45 a.m. and 3.30 p.m.

If you are running a trip that returns or leaves outside of these hours, you must also gain written consent for a child to either make his/her own way home from school, or to be collected by a responsible adult.

It is also the responsibility of the group leader to ensure that no child is left alone waiting to be picked up.

Flow Chart: Actions for Group Leader to complete

Category A: Low Risk Activities (Annual Consent Form 3a)

Annual Consent Form 3a

For routine and regular educational visits and off site activities (e.g. sporting fixtures and local visits)

1. Discuss proposed trip with EVC and Line Manager re feasibility/finance and costings/staffing and gain permission from Headteacher

2. Complete the Annual Outline Planning Permission for low risk trips and submit to K Forrest.

3. Compose letter/Parental Information Flyer and check with EVC (reference charging/finance/contributions, non-refundable deposits)

4. Complete risk assessments **(Form 2)**

5. Submit Evolve form uploading letter, risk assessment plus any other relevant documents.

6. Ensure that the Annual Parental Consent Form **(Form 3a)** has been completed **and that it has been renewed at the beginning of the academic year** for all pupils involved Any monies need to be paid to Bev Davies and a receipt will be issued to you.

NB: Staff also need to leave their own emergency contact details in accordance with the EV policy.

7. Inform teaching staff via email of the names of students who will be absent, giving adequate notice. Leave a list of attendees at the school office on departure and arrival back at school if applicable.

8. On return complete Evaluation Form **(Form 5)** via Evolve, or refer to generic evaluation. NB this must be completed to enable the group leader to organise future trips

Flow Chart: Actions for Group Leader to complete

Category B/C (Stand Alone Form 3b): For Medium/High risk activities

Stand Alone Consent Form 3b

For individual medium/high risk activities including residential stays and trips abroad

1. Discuss proposed trip with EVC and Line Manager re feasibility/finance and costings/staffing and gain permission from Headteacher

2. Compose letter and check with EVC (reference charging, contributions/ non-refundable deposits/finance)

Attach Form 3b to be completed and returned (copies of these forms must be taken on the trip with the group leader)

3. Complete risk assessment (**Form 2**)

4. Submit Evolve form uploading letter, risk assessment plus any other relevant documents

5. Ensure that the Stand Alone Consent Form (**Form 3b**) has been completed for all pupils involved and handed to office staff for the population of the pupil information sheet (**Form 4**), Monies need to be paid to Bev Davies and a receipt will be issued to you.

NB: Staff also need to leave their own emergency contact details in accordance with the EV policy.

6. Inform teaching staff via email of the names of students who will be absent, giving adequate notice. Leave a list of attendees at the school office on departure and arrival back at school if applicable.

7. On return complete Evaluation Form (**Form 5**) via **Evolve** or refer to generic evaluation NB this must be completed to enable the group leader to organise future trips

Educational Visits Policy List of Appendices

Please read and use contents pages (page numbers of the LA document) to find further information on particular types of trips.

NB These pages are taken from the LA policy. We are obliged to notify the LA of any trips in Category B/C. This should be completed by the lead member of staff 28 days prior to the activity.

Section 1 – Contents page of LA policy and Executive Summary (3-5)

Section 2 – Educational Visits Health and Safety Policy (6-9)

Section 3– Types of visit (10-15)

Section 4– Roles and Responsibilities (17-30)

Section 5– Supervision and staffing ratios (31-36)

Section 6 – Risk assessments (37-39)

Section 7 – Insurance Arrangements (40-41)

Section 8 – Transport (42-45)

Section 9 – Swimming (46-48)

Section 10 – Farm visits (49-51)

Section 11 – Use of contractors and tour operators (51)

Section 12 – Visits abroad (55-58)

Section 13 – Financing (60-61) * ***please note that 13.4, surplus funds, does not apply to WDS. Please see Finance Manager for details.***

Section 14– Emergency Procedures (62-67)

Section 15 – Accident Reporting Procedure (68)

List of Appendices - (Forms 1-7)

Form 1 – LA notification form

Form 1a – Internal Approval form for low risk activity

Form 2 – Risk Assessment

Form 3 - Parental consent

Form 3a – Annual consent form for low risk activity

Form 4 – Summary contact details checklist

Form 5 – Visit Evaluation Form

Form 6 – Category A visits checklist

Form 7 - Category B/C visits checklist