

Policy Review Details

This policy will be reviewed by the Full Governing Body on a 2 yearly cycle

Date of Issue: Spring 2025

Chair of Governors Signature

Headteacher Signature

Date of next review: Spring 2027

Statement of Values

Heather Garth Primary Academy seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Heather Garth Primary Academy recognises the significant educational value of visits and activities which take place away from the immediate school environment.

Heather Garth Primary Academy aims to enable this school to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem-solving skills and develop independence and self-confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Board of Governors, head teacher, party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

Policy Statement

The Board of Governors and Head Teacher of Heather Garth Primary Academy accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the School site.

The Board of Governors have adopted and follow the Local Authority's educational visits guidance contained in the most recent edition of "Organising Visits and Journeys for Pupils".

Support for Educational Visits

The Board of Governors recognise that pupils' participation in a wide range of visits and journeys is beneficial to their whole educational experience.

Inclusion

We are committed to providing off-site visits and activities which are accessible to our pupils whatever their needs, abilities or medical conditions.

Statement of Safety Policy

As part of their responsibilities The Board of Governors and Head Teacher will take all reasonable practicable steps to ensure the health, safety and welfare of pupils whilst travelling to and from, and whilst engaged in, activities away from the school site.

Accidents & Incidents

All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will be reviewed to identify learning points which will be shared as appropriate with others.

Emergency Procedures

The Head Teacher will ensure that emergency procedures are in place in accordance with local authority guidance and will ensure that such procedures are fit for purpose and function effectively.

First Aid

We aim to ensure that pupils will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and, where necessary, holds an up to date first aid certificate.

Ratios

Minimum ratios for educational visits are:

Key Stage 2 – 1:15

Key Stage 1 − 1:8

Foundation Stage - 1:4

However, each trip is evaluated according to location, activity, and the venue's own risk assessment and ratios are addressed accordingly.

Statement of Safety Organisation

The School have adopted the following procedure for approving school visits and journeys:

- (i) for Category A and Category B visits, final approval must be obtained from the Head Teacher;
- (ii) for Category C visits, final approval must be obtained from the Head Teacher <u>and</u> the Local Authority;
- (iii) approval for visits must be provided prior to the visit taking place;
- (iv) for all Category B and Category C visits, the Evolve online system must be used for visit notification and approval purposes.

Duties

The Board of Governors:

- a) will ensure that the tasks undertaken by staff organising school visits and journeys, as set out in the Authority's guidance, are adhered to; and
- b) have appointed a member of staff to be the Educational Visits Co-ordinator Mr S Farr.

Arrangements

Arrangement number 5.7 of the School's health and safety policy sets out how the School will manage the organisation of visits and journeys:

- a) the Head Teacher will ensure that the guidance in respect of Educational Visits and Journeys is followed by all staff involved in organising visits;
- b) The Head Teacher will ensure that all visits and journeys organised by school staff obtain their approval.
- c) The Head Teacher will ensure that approval is obtained from the Local Authority for those visits requiring such approval.



Trip Checklist for Adults to Safeguard Children on a Trip

Please complete and hand to the Educational Visits Coordinator before the trip.

lease complete and hand to the	Educational visits 600	idiriator <u>be</u>	Please
			tick
Are you aware of School Critica familiar with this and have relev		nust be	
Have all adults been given the cand others, in case of emergence		rip leader,	
Have all adults been given the scase of emergencies?	·		
Are all adults aware of procedur knowing who first aiders are)?	es in an emergency (ir	ncluding	
Are all adults' aware of the haza visiting?	ards/risks for the place	you are	
Have all adults received a printe you are visiting?	ed risk assessment for	the place	
Are all adults aware of the schowhilst on the trip?	ol's policy on mobile pl	none use	
Are all adults aware of expectat children's behaviour whilst on the		and the	
Are adequate staffing numbers any special needs?	available, taking into a	ccount	
Are all adults aware of the aims outcomes (what you want them,		ed	
Have all adults got a list of the o	children they are respo	nsible for?	
Are all adults aware of any med group?	ical issues of children i	n their	
Are all adults aware of any poss in their group?	sible issues/concerns re		
Signed	Trip Leader	Date	
Signed			
 Signed			
	1 104410401101		