



Heather Garth
Primary Academy
Stars Aiming High

Educational Visits Policy

Policy Review Details	
This policy will be reviewed by the Governing Body on a 2 yearly cycle	
Date of Issue: July 2019	
	
Chair of Governors Signature	Headteacher Signature
Date of next review: July 2021	

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.

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 and 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.

	Please tick
Are you aware of School Critical Incident policy? You must be familiar with this and have relevant copy with you	
Have all adults been given the contact number of the trip leader, and others, in case of emergencies?	
Have all adults been given the school's telephone number, in case of emergencies?	
Are all adults aware of procedures in an emergency (including knowing who first aiders are)?	
Are all adults' aware of the hazards/risks for the place you are visiting?	
Have all adults received a printed risk assessment for the place you are visiting?	
Are all adults aware of the school's policy on mobile phone use whilst on the trip?	
Are all adults aware of expectations of both their own and the children's behaviour whilst on the trip?	
Are adequate staffing numbers available, taking into account any special needs?	
Are all adults aware of the aims of the day and expected outcomes (what you want them/children to achieve)?	
Have all adults got a list of the children they are responsible for?	
Are all adults aware of any medical issues of children in their group?	
Are all adults aware of any possible issues/concerns re children in their group?	

Signed _____ Trip Leader Date _____

Signed _____ EVC Date _____

Signed _____ Headteacher Date _____