



THORPEPARK

EDUCATION VISITS POLICY

Date policy reviewed: February 2018

Date approved by Governing body: 20th February 2018

Person responsible for this policy: Caroline Knight

VERSION 2.0

At Thorpepark Academy we believe that educational visits are an integral part of the entitlement of every pupil to an enriched balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and form a key part of what makes Thorpepark Academy a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside of the classroom include:-

- Improvements in their ability to cope with change
- Increased critical curiosity and resilience
- Providing opportunities for creativity and developing learning relationships
- Increase levels of trust and opportunities to examine the concept of trust with themselves and each other
- Improved achievement and attainment across a wide range of curricular subjects. Pupils are active participants and develop different learning styles
- Development of the social and emotional aspects of intelligence
- Encourages pupils to become more risk aware
- Greater sense of personal responsibility
- Enhancing communication skills and developing team work
- The development of a fit and healthy lifestyle

The school is currently working with Hull Children's University to provide diverse visits which enhance the children's learning. They also provide competent staffing to help with the visits, ratios usually 1 to 4. 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 Education Visits Policy Thorpepark Academy:-

1. Adopts the Local Authority's document 'Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE
2. Adopts 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

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

There are three types of visit:

- 1. Visits/activities within the school learning area that are part of the normal curriculum and take place during the normal school day**
Local and ad hoc visits in the local area are covered by parents/carers signing the admission form and being informed in the weekly newsletter (see appendix 1)
- 2. Other non-residential visits within the UK that do not involve an adventurous activity. For example visits to museums, farms, theme parks, theatre etc**
These are entered on EVOLVE by the visit leader and submitted to the EVC/Headteacher for checking and approval.
- 3. Visits that are overseas, residential or involve an adventurous activity**
These follow the same as number 2 and then the Headteacher then submits the visit to the LA for approval.

Roles and Responsibilities

Visit leaders are responsible for the planning of the visits and for entering these on EVOLVE (when required). They should obtain outline permission for a visit from the Headteacher/EVC prior to planning and before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements and should seek advice from the EVC where necessary.

The EVC is Simon Witham who will support and challenge colleagues over visits and learning outside the classroom activities. Donna Nahar is the first point of contact for advice on visit related matters and will check final visit plans on EVOLVE before submitting them to the Headteacher/EVC. Donna Nahar sets up and manages the staff accounts on EVOLVE and uploads generic school documents.

The Headteacher has responsibility for authorising all visits and oversees the submitting of visit forms to the LA for approval.

The Governing Body's role is that of a critical friend. The Headteacher adds all visits to his Governing Body report.

The Local Authority is responsible for the final approval of all visits that are either overseas, residential or involve an adventurous activity.

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:

- New staff to work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits
- Support for staff to attend training courses relevant courses relevant to their role, where necessary

In decide whether a member of staff is competent to be a visit leader, the Headteacher will take into account the following factors:-

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

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

Thorpepark Academy Educational Visits Checklist forms part of the risk management process for visits and off-site activities and is below:-

School Self-Assessment Monitoring Form

NAME OF SCHOOL	THORPEPARK ACADEMY SCHOOL
NAME OF HEADTEACHER	SIMON WITHAM
NAME OF EDUCATIONAL VISITS CO-ORDINATOR	SIMON WITHAM
NAME OF EDUCATIONAL VISITS CO-ORDINATOR (ADMIN)	DONNA NAHAR BRITTA FRY

1. GENERAL

	Yes	No	?
1.1 During the year, does the school organise any offsite visits?	√		
	Cat 1/2	Cat 3/5	Cat 4
1.2 If yes, what types?	√	√	

2. MANAGEMENT

	Yes	No	?
2.1 Is there a specific school policy for educational visits?	√		
2.2 Are School and LA visit guidelines clearly available and accessible to staff?	√		
2.3 Are all visit plans checked/assessed by the EVC/Headteacher?	√		
2.4 Do staff refer to and use the LA Generic Risk Assessments?	√		
2.5 Does the school have written procedures for emergencies/delayed returns?	√		
2.6 Does the school actively monitor and review its own offsite visits?	√		

3. RECORDS

	Yes	No	?
3.1 Is there a specific central file for educational visits in the school?	√		
3.2 Has the school got dated records of when staff have read the guidelines?	√		
3.3 Are there accident/incident/near-miss reporting and recording systems?	√		
3.4 Are accidents/incidents/near-miss records reviewed at regular intervals?	√		
3.5 Does the school have records of competent/trained first aiders?	√		

3.6	Does the school have a record of first aid qualification renewal dates?	√		
3.7	Does the school maintain records of staff experience /training/qualifications?	√		

4. PERSONNEL/TRAINING

		Yes	No	?
4.1	Is there a clearly appointed EVC within the school?	√		
4.2	Are there written terms of reference for the EVC responsibilities?	√		
4.3	Are all staff aware of who the EVC is, who EVC Admin are and their roles?	√		
4.4	Has the EVC team received LA training/induction in the role?	√		
4.5	Has the school sent any staff for Visit Leadership/Risk Management training?	√		
4.6	Are all minibus drivers LA assessed and approved?	n/a		
4.7	Does the school have a policy of police checking volunteers?	√		
4.8	Does the school check volunteer drivers have appropriate licence/insurance?	n/a		

5. TRANSPORT/EQUIPMENT

		Yes	No	?
5.1	Does your school have its own minibus?	X		
5.2	If yes, is there a clear management and maintenance policy?	X		
5.3	Does the school have any of its own equipment for adventure activities?	n/a		
5.4	If yes, are there equipment management/maintenance/replacement records?	n/a		
5.5	Does the school have and use its own life jackets/buoyancy aids?	n/a		
5.6	Are life jackets/buoyancy aids tested and records kept?	n/a		

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Signed	Position	Date
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Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time but all parents are asked to sign on the admission form when their child starts at Thorpepark Academy.

Specific parental consent must be obtained for all other visits. A letter is sent to parents detailing everything about the visit so that consent is given on a fully informed basis. Parents are also reminded about school visits in the weekly newsletter.

Inclusion

All children are allowed on school visits unless it becomes clear that they are a Health and Safety risk to take.

Charging

The school subsidizes all school trips and asks for voluntary contributions from parents. No child is ever excluded from a visit if they haven't made a contribution.

Transport

The school uses a bus with a hired driver or the school mini bus. There is always another member of staff on the minibus if the driver is a member of staff also. If staff are taking children in their car on a visit; this is clearly explained to the parents in the visit letter.

Insurance

The school insurance for visits is with the DFEE.

Appendix 1 School Learning Area

Local and ad hoc visits in the local area are covered by parents/carers signing the admission form and being informed in the weekly newsletter.

General

Visits/activities within the School Learning Area that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits:-

- do not require parental consent
- do not normally need additional risk assessments
- should only be recorded on EVOLVE if regular e.g. Swimming lessons
- do not need to be recorded on EVOLVE if these are ad-hoc activities

Boundaries

The boundaries of the School Learning Area are the edges of Orchard Park Estate. This area includes, but not limited to, the following frequently used venues:-

- Sirius North Academy
- Tesco's
- Local shops
- Local schools
- Local park
- Health centre 'Orchard Centre'
- Greenwood Avenue Library
- The Parks children centre

Operating Procedure for School Learning Area

The following are potentially significant issues/hazards within our School Learning Area:-

- Road traffic
- Other people/members of the public/animals
- Losing a pupil

- Uneven surfaces and slips, trips and falls
- Weather conditions

These are managed by a combination of the following:

- The Headteacher, Deputy Headteacher or a member of the Senior Leadership team must give verbal approval before a group leaves
- Only staff judged to be competent to supervise groups in this environment are approved.
- The concept and operating procedure of the 'school learning area' is on the admission form and is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any no go areas and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- All pupils are 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 always register their class before leaving on a visit and inform the school office that they are leaving the site and what time they will approximately return.
- A school mobile is taken with each group and the office have the number. Staff may use their own mobile if they prefer but must make sure the office has the number.

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 and out of school hours it is Donna Nahar).
2. This nominated base contact will be able to make contact with an experienced senior manager at all times.
3. For activities that take place during normal school hours, the school will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the school will be aware of any relevant medical information and emergency contact information for all participants including staff.
5. The visit leaders and the base contact know to request support from the local authority in the event that an incident overwhelms the establishments emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the School Learning Area the visit leader will carry either:
 - a) An LA emergency card (see below)
 - b) An OEAP National Guidance Emergency action card (Available via www.oeap.ino)
7. This emergency procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

**EMERGENCY CARD
(VISIT LEADER)**

Emergency Card (Visit Leader)

This 'card' must remain with the Visit Leader at all times on a visit

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should seek advice from their establishment emergency contact(s). This should normally include a member Senior Management of the establishment.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(999 or appropriate local number if abroad, Europe 112, North America 911)
5. **Contact the LA Emergency Contact Number** to report the incident and request assistance.

Hull City Council Emergency Contact 01482 616720

Be prepared to give: Your name and Establishment/Group
 Phone number and back up phone numbers
 Exact Location
 Nature of Incident
 Number in the Group

You will be called back as soon as possible so try not to make outgoing calls until contact is made. You will be given advice and asked what the LA can do to support you.

Then:

- Contact your establishment, EVC or Home Contact (see below) and seek further advice. If you are unable to do this, the LA will contact your establishment on your behalf.
- If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions;
- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed by the LA;
- Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage;
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale – It may be appropriate to ask someone else to do this;
- Contact the British Consulate / Embassy if abroad.

Name	Office/ Home (if applicable)	Mobile
Establishment	01482 854632	
Hull City Council (Rachel Roberts)	01482 616200	077114 39321

If the visit will be outside normal establishment hours:

Establishment 'Home' Contact	DONNA NAHAR	01482 837011 07827225231
Head of Establishment / EVC	SIMON WITHAM	01482 650357 07572297517