

Glodwick Infant and Nursery School Educational Visits Policy

Autumn 2017

This policy has been written in line with Oldham Education and Cultural Services Regulations and Guidelines for Educational Visits (ORGEV) and in accordance with the Local Authority guidelines and in line with current good practice.

Health and Safety of Pupils on Educational Visits (HASPEV) and the directorate guidelines forms part of Oldham's educational visits guidance to schools. The LA Trips and Visits approval system came in to effect in Autumn 2003.

To this effect Glodwick Infant and Nursery School will only seek Head Teacher and governor approval for Category A and Category B trips.

Rationale

At Glodwick Infant and Nursery School we aim to make Educational Visits available and accessible to all who are to participate, irrespective of social background, medical needs or physical ability.

There is a named and trained Educational Visits Coordinator (EVC) in the school. At the time of updating this policy this is Miss C. Fowle. She received full training in July 2017.

Guidelines

Common Law requires people with a duty of care to take the same care as a reasonable and careful parent. This duty is continuous during any visit and cannot be delegated. The principle of being 'in loco parentis' applies to all young people under the age of 18. Parental consent is therefore required for young people under this age.

Subject to their agreement parent should :

- Inform staff about any medical condition relevant to the trip.
- Provide an emergency contact number.
- Read and sign the parental consent form.

Proposed Educational Visits should have a clear educational purpose.

The Group Leader must have sufficient experience and be specifically competent to organize the Educational visit.

There must be sufficient additional members of staff and /or volunteers and that they are all properly briefed and prepared with regards to the nature and expectations of the trip.

The statutory staff/ pupil ratios are :

- Nursery and Reception 1 : 3
- Year 1 and Year 2 1 : 6

These ratios may be changed at the discretion and approval of the Head Teacher, particularly if the children are moving from safe to safe

environments. Also, during the Summer Term when an overall majority of children are aged 5 the ratio may be adapted by the Head Teacher in accordance with safety.

The Group Leader must ensure that any volunteers have been given clear guidelines as to their role and responsibilities and under no circumstances would volunteers on any visit or activity be expected to have sole responsibility for any child or group of children i.e. they would remain with a group with a member of staff. Also, it must be made clear to any volunteers that they are not personally covered by the school's insurance in the event of an accident or injury.

A site pre visit or acceptable alternative must take place prior to the visit.

An adequate RISK ASSESSMENT must be carried out prior to the visit. This must be recorded, approved and signed by the Head teacher. A copy of this must then be given to all members of staff participating in the visit.

There are 3 elements to Risk Assessment, which must be considered in organizing Educational Visits.

- Generic Risk Assessment. This is the overall risk taken when taking pupils outside the school premises.
- Site Specific. This is the risk related to the venue.
- On Going Risk Assessment. Experience, judgment and common sense used during the course of the visit.

Emergency Procedures and a Planning Checklist must be in place prior to the visit.

LA and School Requirements must be met.

Approval for the Educational Visit must be obtained from the Head teacher and the Governors.

First Aid should form part of the Risk Assessment for Educational Visits. On each Educational Visit at least one member of the staff must be a competent, qualified first aider holding an approved qualification. A first aid kit should be available and the arrangements for providing first aid must be clear to all staff involved.

The needs of any children with additional educational needs must be considered fully for any Educational Visit. The IPI for an AEN child will help determine the degree of additional support needed for off site visits. Support staff who work with the child would accompany the child on the visit.

Educational Visits in the Locality

Throughout the year children may go out of school into the local area, for example to visit Alexandra Park, to visit Alexandra Park Junior School, to visit a church or a mosque. Parents will always be informed that such visits are taking place but a parental signature is not required each time. At the beginning of each academic year, parents will be informed that such visits

may take place within the year and they will be asked to sign a class list which will then be kept by the class teacher and this signature will be seen as permission for Educational Visits within the locality.

Insurance

There is appropriate insurance cover provide by the LA for Educational Visits for both staff and pupils. Volunteers are not covered by this policy. Parents, guardians, staff and volunteers must be made aware of the extent and limitations of any insurance which is in place for an Educational Visit.

Travel by Coach/ Minibus

The Group Leader is responsible for ensuring that coaches /minibuses are hired from a reputable company and that the operators have the appropriate operators license (PSV).

If at any time a member of staff chooses to use their own car to transport pupils, this should be done with the authority of the Head teacher and can only take place if the car has adequate Business Use Cover added to the existing policy. If possible a booster seat would be used but under certain circumstances e.g. an emergency this may not be possible.

Parents must be notified if a child is to be transported in a private vehicle.

Finance

Under the Education Act 1996, activities offered during normal teaching hours should be available to all pupils regardless of their parent's ability or willingness to help meet the cost. There is no statutory requirement to charge for any educational or related activity.

School can request voluntary contributions in support of an activity organized by them in order for the Educational Visit or activity to take place.

The Head teacher should ensure that parents are given reasonable notice of the costs of the Educational Visits. The Head teacher should establish secure procedures for the management of associated income and expenditure in line with LA guidance.

Subject to the governors approval Educational Visits may also be paid for by special fund raising events, donations, sponsorship, subsidy from school or other funds and charitable grants.

The Governors at Glodwick currently approve supporting educational visits for the learners at Glodwick from the School Budget share. The importance of firsthand experience is recognized.

Conclusion

These guidelines and recommendations are intended to assist those involved in planning, authorizing, running and helping with Educational Visits by clarifying the minimum standards to which they should adhere. Those involved in leading activities will be reassured by being able to check that they are operating within agreed standards and will appreciate the sound practical advice in the policy. These guidelines and regulations ensure that

the children attending Glodwick Infant and Nursery School are able to benefit from the opportunities of well-planned Educational Visits and other outdoor activities within a clear safety structure.

Educational visits manager: Miss C. Fowle

Head Teacher: Mrs. J. E. A. Brierley

Policy to be reviewed during the Autumn Term 2018

(Autumn 2017)