

HUBY CE (VC)PRIMARY
'Only my best will do, be kind to one another'

HEALTH & SAFETY POLICY GUIDELINES
EDUCATIONAL VISITS

RATIONALE

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum and a vibrant part of Huby CE Primary school. They are an opportunity to extend pupils' learning and enrich their appreciation and understanding of themselves, others and the world around them. They can be the catalyst for improved academic performance and a lifetime interest. They are to be encouraged and we aim to provide at least two visits per class in each academic year of a wide variety.

PURPOSE

1. To ensure that every pupil has the opportunity to benefit from education visits.
2. To ensure all visits are safe, purposeful and appropriate to meet educational needs of all pupils taking part.
3. To enable the school to identify appropriate training, support and information for all Governors, staff, helpers, pupils and providers involved in educational visits to enable a successful visit. (risk assessments, behaviour guidelines, class and pupil information)
4. To comply with LEA 'Code of Practice and Guidelines for Educational Off-Site Visits and Activities' and keep up to date with further advice.
5. To meet DfES guidelines (1998) entitled 'Health & Safety of Pupils on Education Visits' (HASPEV) and DfES 3 part supplement any guidance published July 2002.
6. To ensure where appropriate further advice is sought from LA and other professionals.

BROAD GUIDELINES

Key Point - These guidelines can be captured in four words:

PLAN - DO - REVIEW - RECORD

APPROVAL

- All visits are linked to the school aims and where possible planned and approved well in advance in accordance with visits planning procedures.
- Governors will be informed of all visits but delegate approval of low risk and routine visits and occasional opportunities to the Headteacher.
- All visits are to be recorded on the LA Educational Visits website and approval sought.
- Mr M Hartley has been appointed as Educational Visits Coordinator (EVC)
- The EVC will identify and record qualifications, training and CPD for all group leaders
- The EVC will approve group leadership, planning checklist, risk assessment, management and evaluation of all visits.
- There will be a named Group Leader on all visits.
- The Group Leader will ensure sufficient staff and helpers of the right experience are checked (CRB if appropriate) and briefed throughout the visit.

- The Group Leader will ensure risk assessment and management including generic, site specific and ongoing are undertaken and recorded. They will share this information with the EVC coordinator who will be responsible for checking all is good.
- The Group Leader will ensure Best Value principles are used when selecting providers, appropriate checks are made, insurance and financial support procedures are followed.
- Group Leaders will ensure a named person, emergency procedures and systems for recording and sharing information on accidents and near misses are in place before briefing pupils and parents.
- Group Leaders will, where possible, undertake exploratory visits or seek references from other schools if using new venues.
- On any residential visits there will be a Designated Child Protection member of staff.
- Staff to pupil ratio guidelines are:
 - Years 1-3 (5-8 years) 1:6
 - Years 4-6 (9-11 years) 1 : 10

These will vary according to the activities planned.

PARENTS

- Within the school prospectus parents will be given details about Education Visits practice safety procedures etc.
- Parents will be given sufficient written and other information about all visits to make informed decisions and give written consent, medical and contact details. Where possible parental permission will be sought 2 weeks before the visit is to take place.
- Where appropriate for high risk and residential visits, meetings with parents will be arranged.
- Expectations of behaviour and codes of conduct will be explained to parents. This will include the need to meet the cost and make arrangements for collecting children in certain circumstances.
- Parents will be encouraged to support the supervision of school visits, where appropriate.
- Unless otherwise stated children will wear school uniform on all visits.

PUPILS

- Pupils should be briefed about aims, expectations and codes of conduct for all visits. Ongoing briefings are an important part of learning and safety.
- Where possible pupils should be involved with planning, developing codes of conduct, assessing/managing risk and evaluating their own attitude, behaviour, development and learning.

See also policies for equal opportunities, special needs and inclusion.

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