



Educational Visits and Activities Policy

This policy should be read in conjunction with the Inclusion, Food and Fitness, Curriculum and Equal Opportunities policies and Charging Policy

Introduction

We aim to offer all our children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development and prepares them for the opportunities and experiences of adult life. To enrich their knowledge, understanding and skills across curriculum, we offer a range of educational visits and other activities that reinforce their learning and broaden their experiences and attitudes.

Inclusion

We would expect and encourage all children, regardless of social background or differences in ability, to take part in educational visits and activities organised by the school. All children are included in visits regardless of ability to pay.

Curriculum links

All educational visits and activities support and enrich the work we do in school and develops the personal, social and health education of our children. In-school activities may include visits from specialists, such as actors, authors, school-police liaison officers, artists, musicians and members of the community who have experiences to share. Where appropriate, a risk assessment is undertaken.

Swimming

Swimming is a National curriculum requirement. The school informs parents when swimming lessons will take place and permission is required for children to participate.

Organisation

The National Curriculum and revised Literacy and Numeracy framework is the basis for learning in each year group. Educational visits and activities support children's learning. Visits and activities take place with the approval of the Governing Body.

1. Parents are informed of visits and activities in letters. Parents are required to give written permission for their child to take part in any activity that takes them off the school site. If we do not receive written permission from a parent/carer, the child is unable to participate.
2. Visits and activities usually take place within the school day.
3. In Year 6, there is a residential school journey.
4. Risk assessments take place before and throughout all visits to ensure that all activities are as safe as possible. Where appropriate, teachers may also visit the sites before the actual school visit.
5. Teachers are required to follow set procedures, in order to minimise the risks. They include:
 - a. submitting a risk assessment through the 'Evolve' system;
 - b. including an alternative plan in their forward planning, in case the itinerary needs to be changed, for example because of inclement weather;
 - c. coordinating adult support and briefing all helpers about what is expected of them;

- d. involving children in a risk assessment, prior to the visit, and discussing with them what is acceptable behaviour;
- e. completing the "Final Arrangements" form by the visit leader ensuring it is given to the office, immediately before leaving school;
- f. ensuring that supervision is maintained throughout the visit. Remote supervision must be based on a risk assessment of the individual involved, the venue, the activity and the supervising staff.

6. Local Authority guidelines relating to health and safety are followed.

Residential School Journey

Children in Year 6 have the opportunity to take part in a residential visit. This activity is during term time and is linked to the National Curriculum and acts as preparation for the children's transfer to secondary school.

It enables children to:

- apply skills learnt in a classroom to another situation;
- develop independence, self-sufficiency and mutual co-operation;
- behave responsibly and respectfully.

The journey is always organised through a reputable agent, with whom the leader negotiates a daily timetable, which is followed by all groups. Each group has its own member of staff and a designated coach for the duration of the trip. We charge for travel, accommodation, insurance and specialist instruction. Financial support is available for families who are in receipt of support payments. Parental permission is required for all medication, which should be clearly labelled by the parent, with the child's name and the dose required. Usually, it will be administered by the child's group leader. Consent and emergency treatment forms need to be signed by all parents.

First Aid and Medical Needs

The school ensures that all children's and adults' medical needs are known and that appropriate medication is available and can be used effectively. The level of provision should be based on a risk assessment.

Transport

Coach travel: Key safety procedures will be followed when travelling by coach:

- seat belts will be worn;
- children will not sit on the front seats or on seats facing the aisle;
- children will be seated at all times;
- noise levels will be kept low;
- children will not eat or drink;
- first aid kits and sick bags will be available;
- for longer journeys parents will give travel sickness pills before hand;
- check for left property at the end of the journey.

Private car travel: Use must be approved by the Head Teacher. The driver must ensure their passenger's safety, that the vehicle is road worthy and they have appropriate licence and insurance for carrying pupils. The drivers must ensure that seat belts are worn at all times. Volunteers will be vetted by the school. Parent's agreement should be sort for their children to be carried in other parent's cars.

Charging for school activities

The school invites parents to contribute to the cost of an educational visit. All contributions are voluntary but if we do not receive sufficient voluntary contributions, we may cancel a visit. The school sometimes pays additional costs to support a visit so that children whose parents have not contributed are able to participate. The school does not make a profit from any money collected for school trips.

Parent/Carer Consent

Informed parent/carers consent must be obtained for all visits. For routine visits within the local area, blanket consent is obtained on induction to the junior school.

If parents/carers withhold their consent, the young person must not be taken on the visit but the curricular aims of the visit should be delivered to the young person in some other way wherever possible. If the parents/carers give a conditional consent the Head will need to consider whether the young person may be taken on the visit or not.

Approval and notification system for all visits

All visits must be approved by the Head or Educational Visits Coordinator and a record of the visit stored in the 'educational visits' folder in the digital 'curriculum' area.

The EVOLVE system caerphillyvisits.org.uk, which is recommended by the Caerphilly LA, guides the visit leader through the visit planning and approval system (in line with wag guidance).

For visits that have been given blanket approval, the visit leader and EVC must ensure that relevant information is left with the school/establishment emergency contact including details of the venue, activity, group, transport, start/finish times and other relevant information for **each** visit.

Emergency Plan

Emergency procedures are an essential part of planning a school visit. Teachers in charge of pupils during a visit have a duty of care to ensure that all children are safe and healthy. They have a common law duty to act as a reasonably prudent parent. Teachers should not hesitate to act in an emergency and to take life saving action in an extreme situation.

The group leader would normally take charge in an emergency.

The leader should:

- establish the nature and extent of the emergency;
- ensure that the group are safe and looked after;
- attend to any casualties;
- ensure that a teacher accompanies any casualties to hospital;
- inform the emergency services;
- ensure that all group members, who need to know, are aware of the incident;
- ensure that all group members follow the emergency procedures;
- contact the school;
- write down accurately and, as soon as possible, all the facts and witness details.

Local Authority Information:

EVC queries relating to these procedures should be directed to the appropriate officer as follows:

Local Authority (LA) leader approval, LA approval or notification for visits, EVC training and general advice about off site visits and adventure activities

David Evans
Outdoor Education Adviser
C/O Caerphilly County Borough Council
Ty Penallta
Ystrad Mynach
Hengoed
CF82 7PG
Mob 07870300944
outdooradviser@aol.co.uk

Accidents, incidents and general advice relating to Health and Safety

Donna Jones
Health and Safety Officer
Caerphilly County Borough Council
Ty Penallta
Ystrad Mynach
Hengoed
CF82 7PG
Tel 01443 864865

Using an independent provider - pre-booking checks

For **any** off-site visit, the visit leader should check that the location and activities offered are educationally suitable for the group and will meet the aims of the visit. This level of pre-booking check is sufficient for visitor attractions and public access venues such as zoos, historical/cultural sites, museums, sports stadia, theatres, cinemas, hotels, bowling alleys, ice rinks, theme parks, public access (lifeguarded) swimming pools or similar.

When using a specialist venue or activity provider e.g. outdoor activity provider (other than CCBC's own Outdoor Education service) please apply the following guidance **before signing any booking form or contract**:

1. Ask the provider to complete the independent providers' questionnaire (which can be downloaded from the EVOLVE system's Guidance and Resources/Forms section caerphillyvisits.org.uk) and check that this has been satisfactorily completed by the provider **before you book**. This requires them to confirm that they have risk assessments in place for all activities/services that they provide and that these are available to view at the premises on request.
2. **There is no need to obtain copies of the provider's risk assessments.**
3. Seek specialist advice on any concerns arising from the provider's responses by contacting your Outdoor Education Adviser.

Table 1: Visit Approval/notification required for different types of visit

Important note - LA approval via EVOLVE is **not** required for:

- Any visits staffed by CCBC's Outdoor education team, D of E expeditions approved by CCBC's D of E officer
- Outdoor Education Advisers' Panel (OEAP) Outdoor Learning Card activities run in non-demanding environments by teachers / youth workers / other employees who have attended OEAP Outdoor Learning Card training.

	Approval/notification required
<ul style="list-style-type: none"> • residential • visits abroad • demanding environments (see Table 2) • adventure activities (see table 3) 	Visit planned and approved using the EVOLVE system caerphillyvisits.org.uk at least 28 days before visit.
All other visits	All other visits must be approved by the Head or EVC and a record of the visit kept and stored in the 'educational visits' folder in the digital 'curriculum' area.

Table 2. Definition of Demanding Environments.

Important note: classification of locations is subjective. Visit leaders who are unsure of whether or not a location requires LA approval can seek clarification from their Educational Visits Coordinator (EVC).

Location	Definition	Level of approval required
Normal countryside	<p>Areas;</p> <ul style="list-style-type: none"> • which are close to vehicle access (i.e. less than 30 minutes walking time for any group member to the nearest road from which the group could be evacuated by vehicle) and • where the environment does not have any of the features of a 'demanding environment' listed below. 	Visits here do not require LA approval
Demanding environments	<p>Areas where there is significant risk to the group from one or more of the following factors;</p> <ul style="list-style-type: none"> • hazardous terrain (e.g. cliffs, very steep slopes etc.); • remoteness (i.e. more than 30 minutes walking time from the nearest normal vehicle access point from which the group could be evacuated); • difficult escape (i.e. places where the group could be trapped and/or where they would need specialist help to escape); • exposure to severe weather (i.e. open to the weather and no easily accessible shelter within 30 minutes walking time for any of the group); • open areas without clear boundaries where the group might stray into hazardous or remote terrain in poor visibility; • fast flowing water, deep water, or water with strong currents (including tidal flow) where: <ol style="list-style-type: none"> 1. the group will be close to the water and there is a significant risk of someone falling in; 2. the group will be entering the water. 	Visits here do require LA approval (except activities run by the Caerphilly Outdoor Education Service)

Table 3. Adventure Activities

Important note: This list is not exhaustive. Any visit leader unsure of whether or not an activity should be classified as an adventure activity should seek the advice of their Educational Visits Coordinator (EVC).

Land Based Activities	Water Based Activities
Rock climbing/abseiling including climbing walls	Kayaking and canoeing
Mountaineering	Sailing and windsurfing
Hill walking	White water rafting
Ice climbing	Waterskiing
Gorge or coastal scrambling/sea cliff traversing/coasteering	Snorkel and aqualung diving
Underground exploration - cave or mine	All forms of boating (excluding commercial transport)
Skiing (snow/dry slope)	Improvised rafting
Air activities (except commercial flights)	Kite surfing
Horse riding and pony trekking	Surfing and body boarding
High ropes courses	Dragon boating
Quad biking/ATV's	Wave skiing
Orienteering	Jet skiing/personal water craft
Mountain biking	
Any activity (including camping, fieldwork and non-adventure activities) taking place in demanding environments as defined in Table 2 above	

Policy written by Paul Warren

November 2015

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Signature of Chair of Governors: _____