



# Educational Visits Policy

## for Thrybergh Primary School

### Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged. At Thrybergh Primary School we strongly believe that educational visits are a vital part of our children's learning.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

### Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits.
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part.
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits.
- To ensure that whenever appropriate, further advice is sought from the LA and from other technically competent sources.

### Key Principles

#### Ratios

Day visits recommended adult/pupil ratios for normal day visits are:

- School years 1 to 3: 1 teacher or adult for every 6 pupils (under fives may need higher ratios);
- school years 4 to 6: 1 teacher or adult for every 10 -15 pupils on day visits
- school year 7 onwards: 1 teacher or adult for every 15 - 20 pupils on day visits.

#### Residential visits

- A minimum of 2 teachers or adults.
- 1 teacher or adult for every 10 pupils.
- Mixed gender groups should have at least 1 male and 1 female teacher.

## Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures expected by Rotherham Borough Council.
- All visits will be thoroughly thought out, and there will be an Evolve online risk assessment completed. This must be completed by the visit leader, and be submitted to the EVC at least one week prior to the visit taking place. Residential visits should be ideally submitted 1 month prior to the departure date.
- Miss R McDermott will be responsible for the approval of all visits, which then have to be authorised by Miss R McDermott or Mrs K Edmonson.
- A named and trained Educational Visits Co-ordinator (EVC) will be appointed to support the governing body and Headteacher. At Thrybergh Primary School this role is currently being covered by Miss R McDermott.
- There will be a named and approved Visit Leader and the necessary number of supervising staff on every school visit. The Visit Leader will be specifically competent for the role and will attend training to update skills where possible.
- Working with the EVC as necessary, the Visit Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Visit Leader will assume full responsibility during the visit, including ongoing risk assessment. [?](#)
- The Visit Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
- All visits will be inputted into the Evolve system, the website address of which can be found below. The authorisation procedure is as follows: submit Evolve form to Miss R McDermott. She will then authorise it and send it to Miss R McDermott and Mrs K Edmonson.
- Details of any residential visits at home or abroad, or day visits involving activities of a hazardous nature, will be submitted to the LA via the electronic submission system for endorsement well in advance of the departure date.

## Parents and carers

Informed parental consent is required for all educational visits by young people up to the age of eighteen years, unless a specific recorded decision to the contrary has been made by the Educational Visits Co-ordinator. We do however have prior consent for children to walk in the local area. An online risk assessment (Evolve) is still recommended in this instance.

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for high risk, residential and foreign visits, a briefing meeting with parents/guardians will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances.



## **Pupils**

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.

## **Links**

Although this policy focuses on the management of health, safety and welfare, educational visits are an integral part of the strategy for learning and the curriculum plan. The policy should therefore be linked to complementary policies concerned with such issues as equality of opportunity, special educational needs, inclusion and staff development.

Evolve website:

[https://evolve.edufocus.co.uk/evco6/evchome\\_public.asp?domain](https://evolve.edufocus.co.uk/evco6/evchome_public.asp?domain)