

Bell Farm Primary School  
**Educational Visits Policy**



## **1. Introduction**

- 1.1 Bell Farm Primary School provides many opportunities for its children to enrich and enhance their on-site learning through use of Outdoor Education and Off-site Educational Visits. This encompasses residential activities, environmental studies, sports, physical and cultural activities, business visits, conference and adventurous activities. Residential trips are planned as part of our wider curriculum and become more challenging as the children move through the school. They offer a range of exciting opportunities to develop both their learning and social skills.
- 1.2 The value of off-site educational visits is well recognised by the Governing body and fully supported throughout the school. It is emphasised that a culture of safety must prevail and there is a need for careful planning and adherence to statutory procedures. Off-site educational visits must be well managed, information communicated and responsibilities recognised.
- 1.3 This document outlines the specific policies and procedures for school. It supplements and follows the advice and guidance contained within the following significant publications:
  - SCC Guidelines for Educational Visits and Outdoor Education Activities
  - The Health and Safety Executive in conjunction with the Department for Education and Skills (DfES) published "Health and Safety Responsibilities and Powers" statutory document.
  - The DfES document "Health and Safety of Pupils on Educational Visits" (HASPEV)
  - The supplementary guidance published by the DfES
  - Part 1 - Standards for LEA's in overseeing educational visits
  - Part 2 - Standards for Adventure
  - Part 3 - a handbook for Group Leaders

## **2. Roles and Responsibilities**

- 2.1 The Governing Body satisfies itself that the appropriate procedures, risk assessments, and control measures are in place and that the documented guidance notes are being followed. All off-site visits that are residential, abroad, or hazardous need to be approved by the Governing Body. Such approval must be recorded in the minutes of the Governing Body.
- 2.2 The Headteacher is delegated by the Governing Body to approve all off-site educational visits of a perceived low risk, local, daily or regular nature.
- 2.3 The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The EVC is Chloe Hopkins. The EVC will approve the group leader for every visit and monitor the written risk assessments to ensure good practice. In addition, the following responsibilities and duties are undertaken:
  - Support the group leader in identifying the purpose for the visit and the selection, training and briefing of appropriate supervising adults and volunteer helpers.
  - Ensure that Disclosure and Barring Service (DBS) checks are in place where necessary

- Arrange Emergency Contact Duty Officer and draw up proper procedures to be followed in such an event.
  - Ensure that Group Leader takes relevant contact information and “Operation Duke” cards with them on the trip.
  - Keep records and make reports of accidents and “near accidents”
  - Review and regularly monitor procedures
  - Liaise with the LA Outdoor Education Adviser to ensure the proposed visit complies with the LA regulations.
- 2.4 The Group Leader is responsible for identifying the purpose of the visit and following the checklist published in the LA guidance. A risk assessment is necessary for all off-site visits. Significant risks and their control measures will need to be recorded and filed with the EVC. This will take account of:
- Generic risks as published in this document and the LEA Regulations and Notes of Guidance for Off-site Activities.
  - Event Specific Risks as identified from a pre-visit or thorough knowledge or experience of the environment, accommodation, the leader’s competence, the group and other factors such as transport.
  - On-going risks identified by the professional staff responding to changing circumstances and the success of planned activity and procedures. The participants and staff will be fully briefed on the purpose and the risk assessment control measures
- 2.5 Participants are encouraged to consider risks involved in an off-site educational activity and to assist in the design of appropriate risk management strategies that support their learning.

### **3 Guidance Notes for Off-Site Educational Visits**

To ensure proper good practice and compliance with the necessary regulations it is expected that:

- 3.1 All group leaders will familiarise themselves with the published advice and guidance. Further information is available from [www.gov.uk/government/publications/health-and-safety-advice-for-schools](http://www.gov.uk/government/publications/health-and-safety-advice-for-schools). Training for group leaders will be arranged to include all aspects of supervision, ongoing risk assessments (including being prepared to stop an activity that has become too hazardous) and how to deal with an emergency.
- 3.2 In order to plan an off-site activity the EVC should be involved in discussing plans at an early stage. Routine or local visits such as games matches need to be planned ahead also. It may be possible to approve a series of events on a termly basis. No financial commitment should be agreed until all relevant approvals have been achieved.
- 3.3 Parental Consent. Copies must be available for the Emergency Contact and the Group Leader to take on the visit.
- 3.4 Internal Approval Form. This local form is to achieve any necessary cover arrangements.
- 3.5 Off-site Activity Monitoring Form. This must be completed for all residential visits and for those that are either visits abroad or for hazardous pursuits. It will need to be signed by the Headteacher and submitted to the LA one month in advance and certainly before becoming financially committed. These types of off-site activity also need the Governing body’s approval.
- 3.6 Evaluation Report: On return the Group Leader must report to the EVC and, where necessary, an evaluation report should be completed in order to achieve any learning about a ‘near miss’

or where an incident took place but fortunately did not require the completion of an Accident/Incident report form. If such a form was completed at the venue, this does not remove the need to place such an occurrence on the record on return to school. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

- 3.7 Risk Assessment forms should be completed and lodged with the EVC when risks are perceived as significant. External providers will have their own risk assessment documents that can be used to help in this process. For certain activities an Adventurous Activity Licence is legally required. (See the LA guidance or [www.hse.gov.uk/aala](http://www.hse.gov.uk/aala)) If this is the case their licence number need only be quoted instead of actually requiring their documents.

Policy source : Model policy in Surrey CC "Guidelines for Educational visits and Outdoor Education Activities 2009

<b>Status of Policy</b>	<b>Date</b>
Authored by Julie Bayfield	
Policy created	January 2010
Policy reviewed	May 2016
Agreed by Staff	January 2010
Agreed by Governors (C & L)	May 2016
Review	Biennially (every two years) May 2018