

Dean Bank Primary and Nursery School



Educational Visits Off-Site Activities On-Site Adventures

Headteacher: Mrs P Northcott
Chair of Governors: Mrs J Low
Responsible Person: Mrs S Gilyeat

Date: September 2023
Date for Review: September 2025





Children will learn through having:

- A wealth of Outdoor Learning experiences which are an integral part of the curriculum.
- Teachers who embrace Outdoor Learning with enjoyment and confidence.
- An environment which provides stimulating and interactive learning.
- Resources which are easily accessible for independent learning.

Dean Bank Primary and Nursery School offers 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. We seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability.

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment and so form a key part of what makes Dean Bank Primary and Nursery School a supportive and effective learning environment.

To enrich the curriculum for our children, Dean Bank Primary and Nursery School offers a range of educational off-site visits and other outdoor activities that add to what they learn in school. An off-site visit is any visit or outing which involves taking children out of the school grounds and into another environment.

We believe that making off-site visits provides opportunities to:

- Broaden the appeal of a topic
- Provide visual stimulus
- Give first hand experiences
- Make a topic more meaningful
- Make learning memorable
- Gain additional learning
- Provide multi-sensory experiences not possible in school
- Be in another environment
- Apply classroom learning to the real world
- Enable children to gain independence
- Learn how to behave in different circumstances
- Experience unfamiliar, new situations
- Meet other people and relate to others
- Have fun!

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy Dean Bank Primary and Nursery School

1. Adopts the Local Authority's (LA) document: 'Durham County Council Educational Visits, Off-Site Activities and On-Site Adventures Policy and Guidance' (attached Appendix 4 - all staff have access to this via EVOLVE)
2. Adopts National Guidance www.oeapng.info (as recommended by the LA)
3. Uses EVOLVE, the web based planning, notification, approval, monitoring and communication system for off-site activities

All staff are required to plan and execute visits in line with school policy (i.e. this document), Local Authority policy, and National Guidelines are particularly directed to be familiar with the roles and responsibilities outlined within this guidance.

Types of Visit and Approval

There are three 'types' of visit:

1. Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day
2. Other non-residential visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the headteacher for approval.
3. Visits that are overseas, residential or involve an adventurous activity. As above, but the headteacher authorises and then submits to the LA for approval. Note that there are a number of venues which have been delegated approval so the headteacher can approve – see EVOLVE for the most up to date list.



Roles and Responsibilities

Visit Leaders

Are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the headteacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The Educational Visits Co-ordinator (EVC)

Will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Headteacher. The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

Headteacher

Has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

Governing Body

The Governing Body's role is that of a 'critical friend'. There is no requirement for governors to approve visits but they will be informed at regular governor meetings what visits have taken place and what is planned. Individual governors may request 'read-only' access to EVOLVE please contact Mrs Gilyeat for further details.

Local Authority

The LA is responsible for all final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

Adult Volunteers

Additional adults on the visit should be clear about their roles and responsibilities during the visit. They must not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment. They should follow the instructions of the group leader and teacher supervisor and help with the control and discipline. They should speak to the group leader if concerned at any time during the visit.

Pupils

The group leader must make it clear to pupils that they must not take unnecessary risks, follow instructions, behave sensibly and responsibly and look out for anything that might threaten themselves or anyone in the group and tell the leaders about it. Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be prevented from going on the visit.

Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- Staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits
- Support for staff to attend training courses relevant to their role, where necessary

In deciding where a member of staff is competent to be a visit leader, the headteacher will take into account the following factors:

- Relevant experience
- Previous relevant training
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency
- Knowledge of the pupils, the venue, and the activities to be undertaken

First Aid

- There will be a qualified first aider on every visit where possible or the visit leader will otherwise be able to contact a first aider when the visit is lower risk and
- A first aid kit and sick bucket should be taken on every visit involving a coach journey

Staff/Pupil Ratios

The level of supervision should be based on risk assessment for specific visits, including consideration of special and additional needs. The following ratios should be used as a guide:

Lower Risk Activities / Visits	
Nursery and Foundation Stage pupils	1 adult to every 4 - 6 pupils
Key Stage 1 pupils	1 adult to every 4 – 6 pupils
Key Stage 2 pupils	1 adult to every 10 – 15 pupils

Higher Risk/Adventurous/Residential Visits and Activities	
Key Stage 1 pupils	1 adult to every 2 pupils
Key Stage 2 pupils	1 adult to every 6 – 10 pupils



Emergency Procedures

In an emergency the group leader would usually take control of the situation as teachers in charge of visits have a duty of care to make sure that their pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.

Every visit will have nominated emergency contacts. If the visit is off site for only the duration of the school day the school telephone number is sufficient to give as an emergency contact. However, if the visit is of a residential nature two 24 hour contact numbers will be identified (i.e. mobile and/or home phone number). The emergency contacts will have a copy of the Emergency Card (EV8) with the relevant emergency contact details on. They will also have access to all the relevant medical and next of kin information. The visit leader will have a completed Emergency Card (EV7) with them at all times (this will detail the contact details for the emergency contacts).

The school has an Emergency Plan in place to deal with a critical incident during a visit. A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team. The incident may overwhelm the school's emergency response capability, or involves serious injury or fatality, or it is likely to attract media attention then assistance will be sought from the Local Authority.

Educational Visits Checklist

We use the LA's generic checklist (downloaded from EVOLVE) as part of the risk management process for visits and off-site activities. A visit should only go ahead if the answer to all relevant questions is 'YES'

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time. However, parents will always be informed of the detail when their child is undertaking an educational visit.

Written consent is requested for activities which need a higher level of risk management or those that take place outside of school hours. A yearly consent form (EV4) will be signed by parents to cover a child's participation in any type visit or activity during the academic year.

Specific parental consent will be obtained for visits of a residential, overseas or adventurous nature. For these visits, sufficient information must be made available to parents so consent is given on a 'fully informed' basis.

Inclusion

Dean Bank Primary school will make reasonable adjustments to avoid disabled participants being placed at a substantial disadvantage. However, the Equality Act 2010 does not require us to place employees or participants at risk of injury or ill health in order to make reasonable adjustment. If appropriate, we may ask the parent/carer of a particular pupil to accompany them on a visit. If there are any concerns about whether school can provide for a pupil's safety or the safety of others

on a visit due to the specific needs of a pupil we will seek advice from the DCC Health and Safety team.

Charging/ Funding for Visits

When organising school visitors or educational visits to enrich the curriculum and the educational experience of the children, the school invites parents/carers to contribute to the cost.

As a significant number of pupils are in receipt of free school meals, school works hard to try and ensure all visits are the best value possible.

All contributions are voluntary and this is made clear on the letters that go to parents/carers. If we do not receive sufficient voluntary contributions, we may need to cancel a visit but usually school subsidises the costs from school fund or using Pupil Premium money. If a visit goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

All visits will have arrangements in place for payment to be made in instalments over a period of time leading up to the visit taking place.

Pupils who receive specific benefits may be entitled to attend the visit with no charge – this will be assessed on a case by case basis.

Transport

When transporting pupils in private vehicles we will ensure the relevant car seats are used as required by law and that the appropriate insurance is in place.

- **Use of staff cars to transport pupils**
Dean Bank Primary School follows the Local Authority advice.
- **Use of Parents and Volunteers Cars**
We follow the guidance in DCC Educational Visit policy. Parent and Volunteer Drivers agreement (EV5) will be completed and retained in school.
- **Coaches**
Dean Bank Primary and Nursery School follows the Local Authority advice

Insurance

Dean Bank Primary and Nursery School is covered by DCC Employers Liability and Public Liability insurance for activities when away from the school site, home base or when employees are working in the community within the UK. We are not covered for personal accident benefits or loss of personal property while on educational visits. When travelling overseas appropriate insurance cover will be sought.

Other Topics

Swimming Lessons

Pupils will use single sex changing rooms. There will be a qualified first aider available.

Dismissal of Pupils after Extra-Curricular Activities

The staff member who is running an after school activity is responsible for dismissal of all pupils at the event. Appropriate consent is given by the parents as to whether the pupils walk home or are collected

Appendix 1

School Learning Area

General

Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day (e.g. churches, museums, libraries, farms, etc.) follow the operating procedure below:

- Require a completed EV4 and/or Indemnity form
- Parents will be informed of visits in advance by letter and sometimes text message reminders

Boundaries of the School Learning Area includes, but is not limited to, the following frequently used venues:

Local churches/places of worship
Local park
Venues within reasonable walking distance

Operating Procedure for School Learning Area

The following are potentially significant hazard/issues within our School Learning Area:

- Road traffic
- Other people/members of the public/animals
- Losing a pupil
- Uneven surfaces and slips, trips and falls
- Weather conditions
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc.)

These are managed by a combination of the following:

- The headteacher/deputy headteacher/senior staff in charge must give verbal approval before a group leaves. Only staff competent to supervise groups in this environment are approved.
- Staff are familiar with the area, including any 'no go areas' and have practised appropriate group management techniques
- Pupils have practised standard techniques for road crossings in a group
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group
- All remotely supervised work in the School Learning Area is done in 'buddy' pairs as a minimum
- Appropriate clothing and footwear is worn
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available
- Staff and pupils are 'signed out' using INVENTORY and 'signed in' upon return

Appendix 2

Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the school office)
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants including staff
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact(s) will be aware of any relevant medical information and emergency contact information for all participants including staff
5. The visit leaders and the base contacts know to request support from the local authority in the event that an incident overwhelms the schools' emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention
6. For visits that take place outside the School Learning Area, the visit leader will carry an Emergency Card (EV7)

Appendix 3

Points to Remember

- All visits must be organised at least one month before a day visit, and at least 4 months before a residential or overseas visit.
- Ensure risk assessments are carried out and documented
- Ensure visit/activity is entered on EVOLVE by the visit leader

If approved:

1. Collect funds (make sure funding is available before making any bookings)
2. Book visit
3. Book transport
4. Send letter home (this should be done as early as possible and at least 2 weeks before the planned visit date)
5. Ensure the school kitchen is made aware of the visit as the visit may impact on school meals that day. The school kitchen need at least 2 weeks' notice for packed lunches

On the day of the visit:

1. Collect first aid kit(s) and sick buckets
2. Collect or send children for asthma inhalers
3. Brief supervising adults and volunteers
4. Give supervising adults their group list (if not previously done)
5. Ensure that at least one supervising adult is contactable by mobile phone and that the school office has that number (mobile phone should be switched on during the entire visit, including outward and homebound journeys)
6. Count pupils before you leave school and at regular intervals during the day

After the visit:

1. Ensure a visit evaluation take place on Evolve. This should happen within one week of the visit date and identify what went well and what could be improved or changed