



Headteacher: Mrs F A Dean, M.A. (ED) NPQH (Interim)

Head of School: Ms T Wilden B.A. (HONS)

Initial Policy date		Next scheduled review	November 2020
Governor approved	6 May 2020	Key person/people	DHT/AHT - Evolve
Model Policy		Model localised	Yes
Pupil leadership team review		Y / N	N/A

EDUCATIONAL VISITS

Principle:

At Test Valley, we believe that pupils derive considerable educational benefit from taking part in visits, including opportunities to experience learning beyond the classroom – these develop a learner's investigative skills, encourage greater independence, enhance personal and social development, and provide knowledge and awareness of the world beyond school.

We aim to provide every young person with the opportunity to experience trips and educational visits while they are at Test Valley. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for to ensure that there are no barriers to inclusion.

The School's policy and procedures are formulated in conjunction with the advice, guidance and training provided by Hampshire Outdoor Education, PE and the DofE Service.

Practice:

1. Initial Approval

Every visit will have a Visit Leader, who will plan and risk assess the visit, supported by the school's EVC (Educational Visits Coordinator). Every visit or event which takes a person out of their normal lessons or which takes a person outside of the school grounds must first be approved using the School's published process which is available upon request from the EVC. Visit Leaders will in the main be experienced members of staff who have a range of experience in supporting the planning of previous visits. The experience required will vary according to the nature of the visit.

2. Costings and communication with parents/carers

Once the approval process has been completed, the visit leader will work closely with the School's finance team to calculate accurate costings for the visit, which will then be shared with parents via a letter. More costly visits (such as residential or foreign visits) may involve a letter of interest being sent to parents first, to establish whether there is enough interest in the visit to make it viable, which may involve a deposit being requested. Parents and carers will be asked to provide consent for their child to attend the visit. We will ask for a voluntary contribution for all visits during the school day in order to cover costs. The school reserves

the right to cancel visits if insufficient financial contributions are received. Visits which take place at least 60% of the time during school holidays or weekends will require a full financial contribution from parents/carers. Pupil Premium funding may be available to support with this. For visits abroad, the insurance synopsis for parents can be found on the school website.

For any potentially hazardous, foreign or residential visit parents will be invited to a meeting prior to departure to talk through the details of the visit and to answer any concerns or questions.

3. Supervision

Supervision strategies are taken from the Hampshire County Council Supplementary Employer Guidance and include agreements on ratios, which are never exceeded. The ratios and supervision strategies used are dependent on typical risk factors of the group or individuals concerned, the site or location, the leaders present and other factors such as transport and weather. These are agreed as part of the planning process and can be adapted to changing circumstances, as appropriate.

Supervision can be provided by teaching and support colleagues, volunteers and parents. All adults attending the visit are acting as a member of staff and therefore must abide by the School's Code of Conduct. The Visit Leader must ensure that every adult attending is well informed about the visit, including the risk assessment, and that any group leaders have been given copies of contact and medical details for their group. Every group leader must be able to contact the Visit Leader in the event of an emergency.

All volunteers supporting with visits must obtain a DBS. Volunteers working within school or attending residential visits must obtain a full DBS (including a barring check) and complete an application form, along with a short interview.

4. Transport

A variety of transport methods may be used, following local guidance. These may include: public buses, coaches (through recognised suppliers only), trains, mini-buses, and aeroplanes/ferries for foreign visits. Transport costs will be included in the request for a voluntary contribution from parents/carers. All transport will be booked through the main school office and evidence of relevant insurance will be expected as part of the planning process.

5. Risk assessments

The visit leader will complete two risk assessments, in line with Hampshire Outdoor Education guidelines, which will be shared with all adults attending the visit (including volunteers). These will be added to Hampshire Evolve, along with other planning details, at least 8 weeks prior to the visit taking place. The school's Safeguarding and Health and Safety Policies apply to all education visits. With all visits and activities, an analysis of the benefits of the activity to children's learning is weighed up against the possible disbenefits of the trip and followed by putting clear control measures in place so that potential risks can be satisfactorily managed. A pre-visit by a member of staff, wherever possible, is considered a

key part of risk assessing and allows the member of staff to review the location and assess any potential risks.

Medical information will be taken from the school's central database (SIMS) to ensure that children's medical needs are catered for on an external visit – it is therefore vital that parents let the school know about any changes to medical needs on an on-going basis.

During a visit, the visit leader will communicate with the base contact to make the school aware that they have arrived safely, and the time of departure. Residential visit leaders will communicate with the base contact at least once each day. Visit Leaders may also choose to update Twitter to keep parents informed, particularly for residential or foreign visits.

6. Incidents and emergencies

The Visit Leader is in charge of pupils during a visit and they have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty of care to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation. The priorities are:

1. to assess the situation and establish the nature and extent of the emergency;
2. to safeguard the uninjured members of the group;
3. to attend to the casualty and seek support from emergency services;
4. to inform everyone who needs to know about the incident.

For all visits there will be two 'base-contacts' – these colleagues will have a full list of contact and medical details for the children on the visit, as well as details the risk assessment, planning, itinerary and guidance from the Hampshire Outdoor Education team, who will provide support in the event of an emergency on a school visit. Any concerns or 'near misses' are reported by the school to the Outdoor Education Service where necessary. No one in the group is permitted to speak to the media as this may cause distress to families and the School's critical incident plan will be actioned. If a child needs to go to hospital, a member of staff will accompany them. Once pupils have safely returned to school, the visit leader should complete an accident/incident form with details of what happened – this should then be saved retrospectively on the Evolve system, as well as passed to the school's Health and Safety Manager.

During an educational visit, if a pupil's behaviour presents a serious risk to themselves or others, they may be sent back to school or home. Parents will be contacted and will be responsible for the collection of their child, including any costs incurred.

7. Evaluation of educational visits and events

Following any visit, colleagues should consider whether the original intended learning outcomes were achieved and make a note (via Evolve) of any adjustments or changes that might be needed to improve the visit, should it be repeated in the future. This may involve asking pupils to evaluate the visit, and might involve follow up work in lessons. The teacher will ensure that any follow-up work is differentiated to allow pupils who did not attend the visit to participate and learn equally.