



## Swinemoor Primary School

### Educational Visits Policy

#### **Inclusion statement**

Swinemoor Primary School is committed to creating a school in which the teaching and learning, achievements, attitudes and well being of every member of the school matter. We seek to create opportunities for all children to achieve their very best in terms of academic attainments and personal attainments. We aim to make the curriculum accessible to all in a stimulating learning environment in which success is celebrated in all areas. We strive to make everyone feel welcome. We endeavour to work with parents and members of the community to create a supportive environment for learning.

We take account of the Disability Rights Code of Practice and the Special Educational Needs Code of Practice in this policy.

The policy links to Charging and Remissions Policy.

#### **Policy Statement**

Educational visits off site are a valuable and integral element of the planned work at Swinemoor Primary School.

All pupils can participate in Educational Visits. Educational Visits:

- Stimulate and reinforce positive attitudes to education
- Help build pupil – teacher and pupil – pupil relationships
- Promote health and fitness
- Help raise self-esteem and build on pupils' strengths and interests
- Develop pupils' awareness of the environment
- Enable pupils to respond positively to opportunities, challenges and responsibilities, thereby developing personal skills
- Help children assess and manage risks in a sensible and controlled manner

This policy must be read in conjunction with the following policies:-

- SEN Policy
- School Equality Policy
- First Aid Policy
- School prospectus

#### **Governing Body**

The governing body has a clear role to:-

- Question the visit's educational objectives and how they will be met
- Consider the value for money of the visit
- Ensure the implementation of a policy
- Ensure that an Educational Visits Co-ordinator is appointed. At Swinemoor Primary School this is Linda Wilson.
- Monitor the relevant documentation and agree the visit if documentation is in order. Note that the LA also responds carefully to the Educational Visit Approval Form (ROVER – see below).

#### **Legal Framework**

The employer has a duty to ensure the health, safety and welfare of staff and the health and safety of pupils. Staff who undertake visits out of normal school hours must have full insurance indemnity. Staff have a

common-law duty to act with care as befits a trained and experienced professional but they are not in loco-parentis.

### **Responsibilities**

The headteacher must ensure that the activity leader is competent. The activity leader has full responsibility for the safe running of the visit including prior agreement for the activity to take place. All staff and volunteers should be aware of emergency procedures. Discipline of a high standard has to be maintained and is as robust as it is in the school situation. Where a child has SEN or is physically disabled, links should be established between the school and parents to ensure the full inclusion of the child. Where medical arrangements dictate otherwise, for example when medicine cannot be effectively administered, very careful consideration has to be made regarding not including the child, but only after a full assessment has been undertaken by the headteacher prior to the visit and all reasonable adjustments have been fully explored. See below (disabled pupils).

The head teacher is responsible for ensuring that the insurance cover is sufficient for the visit, noting that visits out of hours may need additional cover.

### **ROVER (Record of Visits East Riding)**

ROVER is an online database for the recording, notification and approval of educational visits. It is primarily for the recording, notification and approval of all educational visits. It provides the relevant information for the LA and has replaced the old paper system. In the case of a Category 3 visit (UK residential), the Chair of Governors receives a copy of the ROVER and is required to give approval in order for the visit to go ahead. Only the headteacher can give "in-house" approval for the visit using ROVER. Copies of all ROVER's completed are held in a file in the School Business Manager's office.

### **Volunteers**

The following information is made clear to all volunteers.

- Where volunteers are managing a group away from teaching staff they will require a disclosure. All volunteers on residential visits also require a disclosure.
- Volunteers should follow the instructions of the group leader and understand clearly their role on the visit
- Where possible, volunteers should meet with pupils prior to the visit. This is essential where the volunteer is supporting a residential visit

### **Records / communications**

All visits off site should have risk assessments carried out which takes consideration of the age and number of pupils taking part, travel arrangements, the hazards of the environment to be visited and the nature of the activities. They follow county guidelines as to the category of the visit. There should also be on-going risk assessments if the need arises. The risk assessment should always contain an outcome to be completed at the end of the visit. Any details of incidents should be logged and kept with the risk assessment outcomes.

Parents should be made aware of the arrangements for the visit. Those parents who withdraw their child from the visit can do so and the school must make alternative arrangements at school for those children.

Specific systems of communication include the following

- Prospectus – includes information about charging and voluntary contributions
- Visits file (school office) – Medical records specific for each visit kept for three years under lock and key and consent forms are also stored for three years
- Letter to parents – includes venue, purpose, times voluntary contribution details

### **First Aid**

There should be a trained first aider on every visit and a first aid box is readily available at all times. Where possible we have two first aiders on residential visits. Note that most staff have undergone basic first aid training.

### **Disabled Pupils**

All pupils can participate in visits and no pupil will be excluded unless in exceptional circumstances (for example a child who runs away and has no understanding of road safety may be excluded from walking along a roadside path) where reasonable adjustments have been considered and then dismissed and this has been shared with parents. Clearly any venues have to be carefully chosen to reduce barriers and all risk assessments prepared in advance of the visit. Reasonable adjustments must also be made to accommodate children requiring medication.

Sometimes it is appropriate to provide alternative activities for a group of disabled pupils and their peers when an activity is unacceptable. At Swinemoor Primary School we provide our "Base" children with the opportunity to participate in a residential visit on an annual basis.

### **Emergency procedures**

The school adopts the LA guidance and all staff and helpers should be aware of these guidelines. A mobile phone is taken on all off-site visits. On residential visits there is a strict itinerary which is shared with all parties involved and designated emergency contact people.

### **The Charging Policy**

There is an agreed policy on the school website and in a file in the Headteacher's office. A slightly abridged version is in the School Prospectus. The school adheres to LA guidelines in that voluntary contributions are requested. However, charges can be made for residential accommodation.

### **Transport**

Only reputable companies should be used. The school only uses companies on the LA list where drivers are CRB cleared.

Where private cars are used the following details must be current:-

- Valid driving licence
- Valid Road Fund Licence and MOT
- Insurance valid for carrying passengers on an off site visit.

The volunteer driver should sign a declaration that all these are in place. Where teachers transport children, their insurance has to cover this under their professional duties. No reimbursement can be given as this will invalidate insurance cover. Parents should all be informed if their children are transported by private car and if an objection is raised other transport should be found. The school does have booster seats which conform to the appropriate standards and these must be used where the children are under the legal height/age. The required information on the use of these seats is available from the school office.

Where a minibus is to be used, the driver must have a current MINIBUS DRIVING PERMIT issued by OSD Transport after a driving test. Our school only uses designated staff members to drive the minibus. It is the responsibility of the driver to check seatbelts and the condition of the vehicle. Again only reputable companies should be used.

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