

# Godstone Primary and Nursery School



## Educational Visits Policy

**REVIEW DATE:** June 2023  
**REVIEWED BY:** Headteacher  
**NEXT REVIEW:** June 2024  
**WRITTEN BY:** Liz Hellier

Headteacher: Nick Usher  
Chair of Governors: Liam McGivern

## Introduction

Godstone Primary and Nursery School provides many opportunities for its pupils to enrich and enhance their on-site learning through the use of outdoor education and off-site educational visits e.g. residential activities, environmental studies, sports, physical and cultural activities and adventurous activities.

Each visit is tailored to meet the educational and social needs of the class involved and enhances the learning that takes place inside the classroom. The experiences we offer allows hands on learning and promotes teamwork, creativity, risk taking and fun – bringing the curriculum to life!

The value of off-site educational visits are recognised by the governing body and is 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, have information clearly communicated and have responsibilities recognised and accepted.

## Definition

An educational visit is any visit off the school site including:

- A walk within the local community
- Regular visits to other schools and leisure facilities to take part in sporting or other curriculum activities
- Day visits to places of interest
- A residential visit for two nights or more

This document outlines the specific policies and procedures for our school. It supplements and follows the advice and guidance contained within the following significant publications:

- Surrey County Council Guidance for Off-site Visits and Related Activities (Including DofE) with links to OEAP National Guidance & EVOLVE 2020
- 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 Party Leaders

## **Roles and Responsibilities**

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 are approved by the Local Authority Outdoor Education Advisor.

The Head Teacher is delegated by the Governing Body to approve **all** off-site educational visits of a perceived low risk, local, daily or regular nature.

The Educational Visits Co-ordinator (EVC) ensures that all off-site activities follow the correct procedures. The person with these responsibilities will approve the party leader for every visit and monitor the written risk assessments through the Surrey Visits website to ensure good practice. They must forward each risk assessment to the Head Teacher to approve. In addition, the following responsibilities and duties are undertaken:

- Booking and coordinating the planning of off-site visits together with the Party Leader which will include venue suitability, curriculum links, transport and health and safety aspects
- Training and briefing of appropriate members of staff and volunteer helpers, ensuring the correct ratios of adults to children
- Ensure all adult helpers have valid, up to date Disclosure Barring Service (DBS) clearance for the supervising of children where necessary
- Ensure contact details and medical information is gathered for those participating in the off-site visit, prior to the visit taking place
- Ensuring parental consent has been obtained, together with the emergency contact details which are obtained from the SIMs database which is up to date at all times
- Arrange Emergency Contact Duty Officer and draw up procedures to be followed in such an event
- Keep records and make reports of accidents and “near accidents”
- Review and regularly monitor procedures
- Liaise with the LEA Outdoor Education Adviser to ensure the proposed visit complies with the LEA regulations and OEAP Guidance

The Party Leader is responsible for identifying the purpose of the visit, and producing a written risk/benefit assessment. A risk assessment is necessary for all off-site visits, except very low risk off-site visits taking place in the local area on a regular basis. Significant risks and their control measures will need to be attached to the visit form within the SCC Evolve system ([www.surreyvisits.org.uk](http://www.surreyvisits.org.uk)) and submitted to the EVC. The Party Leader is also responsible for the following:

- Supporting the EVC in the research, booking and planning of the offsite visit
- No financial commitment should be agreed until all relevant approvals have been confirmed
- Ensuring, together with the EVC, that the visit has been approved by the Headteacher and Leadership Team, including the SENCo, where appropriate, to ensure that the visit is appropriate for all pupils
- Ensuring, together with the EVC that parental consent has been obtained
- Staff supervision, including the designated First Aider, should be agreed and volunteer parental helpers notified, ensuring that all have an up to date DBS clearance for supervising the children
- The designated First Aider is responsible for gathering together all the first aid requirements necessary for each off-site visit, this must include the basic first aid kit (which is stored in the school office) together with any child specific medical requirements such as Inhalers, EpiPen's and any relevant temporary medicines, and ensure appropriate training in their use as required.
- The Party Leader will continuously monitor the children during the visit by means of head counts and liaising with other adult leaders regarding behaviour, medical and other needs
- On returning from the visit, the Party Leader is responsible for making sure that pupils are collected by their parents or designated adult at the end of the visit

This will take account of:

- Generic risks which apply to many educational visits
- 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

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.

## Guidance Notes for Off-Site Educational Visits

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

All party leaders will familiarise themselves with the published advice and guidance. Further information is available from [www.teachernet.gov.uk/visits](http://www.teachernet.gov.uk/visits) and via [www.oeap.info.uk/Visit Leader](http://www.oeap.info.uk/Visit_Leader). Training for party 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.

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 or 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.

Risk assessments Risk assessments should be written and submitted to the Surrey Online Evolve site [www.surreyvisits.org.uk](http://www.surreyvisits.org.uk) prior to any offsite visit. These will then be checked initially by the EVC and then the Headteacher prior to any off-site educational visit.

Parental Consent. Written parental consent needs to be obtained well in advance of a planned journey or visit; these are kept and retained by the office. Local area consent, for example, around Godstone Primary and Nursery School, are obtained from parents when pupils join the school. Parents are informed of any local area visits prior to events. Additional permission is not needed for these trips. If the visit is local and is a regular part of school activities (such as weekly swimming lessons at a local pool or Forest School), then consent need only be obtained once. However, if the visit's circumstances change, then parents/carers need to be asked again to give written consent.

Adult/Pupil Ratios: We must follow SCC Guidelines for adult/pupil ratios which are detailed in the Surrey County Council Guidance for Off-Site Visits and Related Activities (Including DofE) with links to OEAP National Guidance & EVOLVE 2020.

### *Pre-school children (EYFS)*

Children under the age of five participating in a visit or journey require very close supervision. There should be at least 1 adult for every 2 children, so that every child can have their hand held. Where there are no significant dangers a ratio of 1:4 **might** be acceptable. There is also a statutory requirement for a paediatric first aider to accompany all EYFS off-site visits.

### *Years 1 to 3*

There should be 1 adult for every 6 young people, with a minimum of 2 adults. A female member of staff must always be present.

### *Years 4 to 6*

There should be 1 adult for every 10 to 15 young people, with a minimum of 2 adults. A female member of staff should always be present. On residential and foreign visits, this ratio is reduced to 1 adult for every 10 young people.

NOTE: consider a SAGED approach to identifying ratios ([www.oeapng.info](http://www.oeapng.info)) and search 'ratios'.

First aid: A trained and qualified first-aider should always be available to administer first aid to groups. In practice this usually means that one member of the supervisory staff should hold a current, basic first aid qualification. Supervisory staff includes not only the teachers and youth workers but also externally-contracted staff. For example, where contracted activity instructors holding a first aid qualification are running a session, there is no need for the party leader or supervisors to be first-aid qualified. A first aid kit needs to be taken on any off-site visit.

Medicine/Medical Forms: Medical forms and medicines for children going on the trip/visit must be taken by the Party Leader. It is the Party Leader's responsibility to ensure medicines are immediately available at all times. They also need to be aware of any medical conditions of staff or parental volunteers.

Transportation: The mode of transport needs to be listed when submitting the risk assessment to the Surrey Evolve website. When travelling via a vehicle, good overall management of behaviour should be maintained from a position with a suitable field of view that is in close proximity to the emergency exit. Another adult should sit close to the driver and any additional adults should be dispersed throughout the vehicle, not sitting together. Prior to departure, a head count needs to be taken and the party leader needs to ensure that all children are wearing their seatbelts.

Residential, Overseas & Adventurous Trips. Risk assessments for residential trips must be submitted to the SCC Outdoor Education Adviser via the Surrey Evolve website (noted above) to be approved at least 1 month before the trip takes place.

Evaluation Report: In the event of a 'near accident' or where an incident took place, but fortunately did not require the completion of an Accident/Incident report form, the EVC and lead teacher will complete an evaluation report. Perhaps such a form was completed at the venue, however, this does not remove the need to place such an occurrence on the record at the 'home' establishment. A general evaluation of the visit will inform future visits and may be a useful check on the value of the risk assessments undertaken.

Data Protection: Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(EU\) 2016/679 \(GDPR\)](#) and the [Data Protection Act 2018 \(DPA 2018\)](#).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

Insurance: The school holds valid public liability insurance, the details of which are available upon request if needed.

**Educational Visits Co-ordinator:** Mandie Edwards