



#AimHighSucceedBeHappy

EDUCATIONAL VISITS & JOURNEYS

December 2023



SCHOOL VISITS AND JOURNEYS POLICY

SCHOOL NAME: West Meadows Primary School

Policy Statement

The Governors and Head Teacher of West Meadows Primary School accept their responsibility under the Health and Safety at Work Act 1974 and subordinate health and safety legislation and acknowledge the requirement to ensure that pupils are kept safe whilst on visits and journeys away from the School site.

The Governing Body have adopted and follow the Local Authority's educational visits guidance contained in the most recent edition of "Organising Visits and Journeys for Pupils".

Support for Educational Visits

The Governors recognise that pupils' participation in a wide range of visits and journeys is beneficial to their whole educational experience.

The Governing Body seeks to ensure that every pupil has access to a wide range of educational experiences as an entitlement. As part of this entitlement the Governing Body recognises the significant educational value of visits and activities which take place away from the immediate school environment.

The Governing Body aims to enable West Meadows Primary School to become an educational environment in which all members of the school community can thrive, regardless of race, religion, culture, gender or other individual need. We intend to apply this aim to the planning and management of all visits and off-site activities.

Visits and off-site activities support, enrich and extend the curriculum in many subject areas, encourage co-operation, team work and the application of problem solving skills and develop independence and self confidence.

Residential opportunities, physical challenge and adventure can have a particular part to play in the development of personal and social qualities for all young people. Outdoor education helps young people to be physically active and to understand how to assess and manage risk.

Statement of Safety Policy

As part of their responsibilities the Governing Body and Head Teacher will take all reasonable practicable steps to ensure the health, safety and welfare of pupils whilst travelling to and from, and whilst engaged in, activities away from the school site.

The management of visits and off-site activities places particular responsibilities for the health, safety and welfare of all participants on the Governing Body, head teacher, party leader, members of staff and volunteers, pupils and parents. The school also has responsibilities to other members of the public and to third parties. This policy on visits and off-site activities therefore complements the wider school health and safety policy.

Statement of Safety Organisation

The School have adopted the following procedure for approving school visits and journeys:

- (i) for Category A and Category B visits, final approval must be obtained from the Head Teacher;
- (ii) for Category C visits, final approval must be obtained from the Head Teacher and the Local Authority;
- (iii) approval for visits must be provided prior to the visit taking place;
- (iv) for all Category B and Category C visits, the Evolve online system must be used for visit notification and approval purposes.

School Timescales for Visit Notification and Approval

The approval procedure for Category A visits (day or part day visits within the local area) is an annual parental consent via Arbor. Consent can be withdrawn at any time during the academic year via Arbor. Parents will also receive a letter via email informing them of any local visit taking place at least 2 days prior to the event.

All visit approval requests for Category B visits (Day or part day visits outside of the local area) must be made to the Head Teacher using the Evolve system at least 1 week in advance of the visit. For all of these visits, an information letter providing details of the trip must be provided to parents and parental consent must be obtained on Arbor for the specific event.

All visit approval requests for Category C visits (residential trips, overseas visits or visits involving adventurous activity in an external outdoor activity centre) must be made to the Head Teacher using the Evolve system at least 4 weeks in advance of the visit. For all of these visits, an information letter providing details of the trip and a face-to-face information meeting must be provided to parents and parental consents/medical forms must be completed.

Duties

The Governing Body:

- a) will ensure that the tasks undertaken by staff organising school visits and journeys, as set out in the Authority's guidance, are adhered to; and
- b) have appointed a member of staff to be the Educational Visits Co-ordinator.

Arrangements

Arrangement number 5.7 of the School's health and safety policy sets out how the School will manage the organisation of visits and journeys:

- a) the Head Teacher will ensure that the guidance in respect of Educational Visits and Journeys is followed by all staff involved in organising visits;
- b) The Head Teacher will ensure that all visits and journeys organised by school staff obtain their approval.

- c) The Head Teacher will ensure that approval is obtained from the Local Authority for those visits requiring such approval.

Accidents & Incidents

All accidents and incidents taking place during school visits and journeys will be reported and recorded in accordance with the school health and safety policy. Accidents and incidents will be reviewed to identify learning points which will be shared as appropriate with others.

First Aid

We aim to ensure that pupils will have direct access to high quality first aid provision at all times whilst taking part in school visits and journeys. This will include at least one adult who has an up to date working knowledge of first aid and holds an up to date first aid certificate. The class teacher will be responsible for ensuring that all necessary medication, including inhalers, are taken on the visit.

Emergency Procedures

The Head Teacher will ensure that emergency procedures are in place in accordance with local authority guidance and will ensure that such procedures are fit for purpose and function effectively.

Inclusion

We are committed to providing off-site visits and activities which are accessible to our pupils whatever their needs, abilities or medical conditions.

Visit Evaluation & Review

Information and lessons learned from the evaluation and review of visits & journeys is shared with other staff, the school management, governors and the local authority as appropriate.

Date: 4.12.23