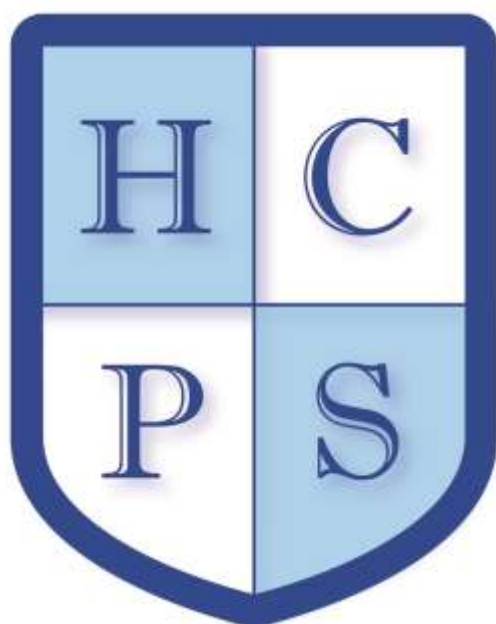


# Hunslet Carr Primary School



Educational Visits

**High expectations**  
**Caring**  
**Positive attitude**  
**Successful**

Policy reviewed: November 2020

To be reviewed: November 2022

*High expectations, Caring, Positive and Successful*

## **STRENGTHS OF OUR SCHOOL**



### **The Children**

Are well behaved, calm and polite  
Are engaged, positive and resilient  
Are supportive and helpful towards others  
Have an input on important decisions  
Have a sense of belonging

### **The Community**

School supports the whole family not just the child  
Recognises the importance of attendance  
Spreads our growing reputation as a good school  
Helps celebrate the children's achievements  
Supports the school on improving behaviour

### **The Curriculum**

Is a fun curriculum that is engaging  
Maintains a strong focus on the basic skills  
Is enriched through extra-curricular activities  
Supports our most vulnerable children  
Provides a rich variety of experiences & opportunities

### **The Staff**

Develop nurturing relationships with children  
Provide good quality teaching and learning  
Support one another to help the children  
Are consistent in how they treat children  
Identify children's SEN needs early

## THE CURRICULUM WE HOPE TO PROVIDE



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### **Skills**

Fluent and confident in Reading, Writing and Maths  
Communicate with confidence  
ICT skills fit for the future  
Life skills – social, money, time, cooking  
Safety skills – Swimming, healthy choices  
Problem solving skills – Patience & Resilience

### **Attitudes**

Confident, proud and independent  
The believe that 'Impossible is Nothing'  
Understand and celebrate a range of cultures  
Take responsibility for themselves & others  
Be honest and learn from their mistakes  
Respectful, caring and helpful

### **Experiences**

To have 1<sup>st</sup> hand experiences of...  
Going away on a residential trip  
Visiting a range of places of worship  
A chance to look after an animal  
Relevant trips to theatres/farms/beaches  
Taking part in public performances  
Work experiences & further education

### **Knowledge**

High school ready English & maths  
To know about local places of interest  
To know where we are in the world  
Life skills – money, time, cooking  
Information about possible careers  
To know major historical facts  
To know their own strengths

## **Purpose of the policy**

To ensure all stakeholders connected with the school understand how it ensures Educational Visits add value to the development of pupils, and how visits are carried out in a safe manner and environment.

The policy will also clarify what is meant by a request for voluntary contributions.

### **1. Adoption**

The schools Governing Body adopted this policy and the scale of charges set out below on the **19<sup>th</sup> November 2020**. These will be reviewed annually.

### **2. Policy Objectives**

Hunslet Carr Primary School recognises the value of off-site Educational Visits to pupils as an enrichment to their studies, and to their personal and social development. Such visits can improve the pupils' affiliation to the school and help generate positive relationships with their teachers.

The school, in line with local recommendations will use EVOLVE as an online Risk Assessment tool.

EVOLVE visit notifications will, as a minimum, state

- the educational purpose of the visit,
- its aims and objectives and
- how it conforms to the school's curriculum aims.

EVOLVE will be used to provide assurance each visit is methodically and suitably planned.

Approval of visits will be outlined within the arrangements section of this policy.

Competencies required for the nominated Visit Leader and supervisors will be clearly defined.

Where the school uses external providers, each provider will be required to complete and return the External Provider Checklists, E2 and/or E3.

Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.

The timescales for the proposal, approval and departure of each visit will be included in the arrangements section of this policy in line with EVOLVE.

Suitable and sufficient information will be provided to parents/carers/guardians to enable them to make an informed decision as to whether their child should take part on the visit.

Children will be allowed to embark so long as they produce a consent form signed by their parent(s)/carer(s)/guardian(s) or verbal confirmation is given to the office staff who must write down the time, date and name of person confirming permission.

Every trip or visit will be subject to a review on EVOLVE.

### **Organisation**

Responsibility for Educational Visits rests with the Governing Body and Headteacher. The respective roles of each are outlined within the Handbook for Educational Visits and OEAP National Guidance.

### **Governing Body**

Approval of visits in category 3 will be undertaken by **Claire Burgess – should this be Jon Hairsine?**

The person named above will be the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at [www.oeapng.info](http://www.oeapng.info).

A review of the visit will be available to view on EVOLVE.

### **Headteacher**

The Headteacher will be responsible for ensuring Educational Visits are planned in accordance with Leeds City Council's (LCC) policies and procedures, supervisors are competent and the named governor's assent (if required) has been given.

The Headteacher will authorise all visits via EVOLVE.

The Headteacher will submit a report outlining future planned Educational Visits, and a review of those which have taken place annually

### **Educational Visits Co-ordinator (EVC)**

The school's Educational Visits Co-ordinator is: Charlie Sharpe

They will undertake duties as agreed between them and the Headteacher in line with the responsibilities listed in the Handbook for Educational Visits.

The EVC will be fully compliant with the Handbook for Educational Visits and OEAP National Guidance.

The EVC will accompany between 5% - 10% of school visits as an observer to ensure pupils are being supervised to the highest standard.

## **Visit Leader**

The Visit Leader will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.

The Visit Leader will ensure that the notification is completed on EVOLVE and any activities or events that may place staff or pupils at significant risk are assessed and safety measures are in place prior to the visit taking place.

The Visit Leader will ensure all parents/carers/guardians of pupils on their visit are provided with all the information required and any questions raised are answered prior to the visit taking place.

The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.

The Visit Leader will liaise with the EVC throughout the planning and preparation of their visit. The Visit Leader will review their visit on EVOLVE.

## **Supervisory staff**

All staff assisting with supervision on any visit will be compliant with the Handbook for Educational Visits. They must be confident to challenge any unsafe practice observed.

All staff will ensure the requirements of any risk assessments, risk control procedures and safe systems are followed.

All staff will ensure once the visit has started, where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Visit Leader ASAP.

Staff will feedback information to the Visit Leader to enable a full review of the visit to be completed.

## **Arrangements**

### **Proposals**

The Visit Leader will submit a proposal to the Headteacher within the following timescale for each category of visit

Category	Latest date for submission to Headteacher
1	1 week ( recommended )
2	2 weeks ( recommended )
3	4 weeks ( mandatory )

The EVOLVE notification must be completed for all category 3 visits.

Parents/carers/guardians must be given sufficient information to enable them to make an informed decision as to whether their child should participate in

the visit. They must sign the relevant consent form (s), and provide emergency contact number(s) and all relevant medical details.

Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

### **Notification**

Notification will be made using EVOLVE.

The Visit Leader is responsible for planning the visit.

The Headteacher will ensure the Visit Leader carries out this task.

### **Charges for the visit**

The school recognises the value that Educational Visits bring to the children's learning and has budgeted £500 per year group to subsidise class trips.

At the start of each year, class teacher plan the educational visits they will make and the cost of each trip. The £500 goes towards subsidising the cost of these trips with the rest of the cost made up in voluntary parental contributions. These contributions are spread out equally across the number of children in the class and factors such as free school meals are not taking into account.

Contributions to the trips are voluntary but where 75% of parents do not make the voluntary contribution to the trip, the Headteacher can cancel the trip due to insufficient funds.

### **Undertaking the visit**

Once the notification has received approval the visit will commence in accordance with the itinerary and activities planned. Any deviation from the itinerary or planned activities must be considered by the Visit Leader and a dynamic risk assessment made prior to the alteration taking place.

A record must be kept of all such instances for evaluation and review purposes.

Any accidents or near misses that occur during a visit will be reported to LCC using the forms CF50 and/or CF50a upon the return of the group to school.

Any accidents resulting in a pupil or member of staff having to go to hospital must be telephoned to the school contact immediately. Upon receipt of any such calls, the school contact will immediately inform the Health and Safety team in LCC.

## **COVID-19**

At the time of writing, the COVID-19 pandemic was still in prevalence; therefore, every visit leader must complete an additional COVID-19 Risk Assessment, take appropriate precautions and put suitable control measures in place in order for an educational visit to be approved.

Residential and overnight stays will only be permitted and approved in accordance with government and local authority guidance.

## **Monitoring**

The school will monitor the implementation of this policy by ensuring the documentation required has been produced to a satisfactory standard.

On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.

The school may also request LCC Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

## **Evaluation and Review**

The review will be completed on EVOLVE.

The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.

Every visit will be reviewed by the Visit Leader.

The results of the evaluation and review process will be available to the Headteacher via EVOLVE.

The Headteacher's report to the Governing Body will include details of the evaluations and reviews for visits undertaken.

Signed Chair of Governors:

Date:

Signed Headteacher:

Date: