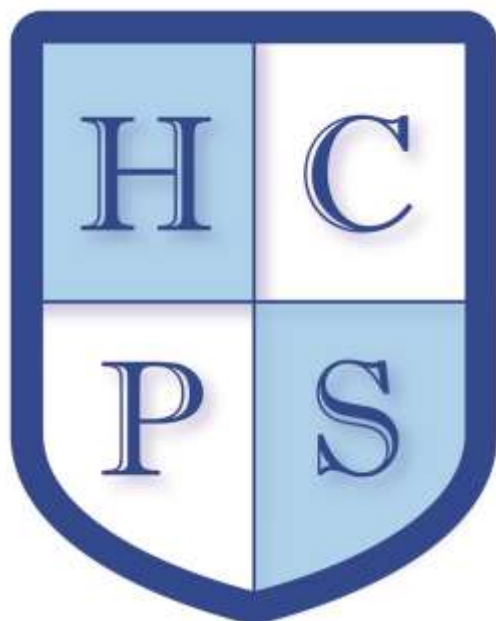


Hunslet Carr Primary School



Educational Visits

**High expectations
Caring
Positive attitude
Successful**

Policy reviewed: July 2022

To be reviewed: July 2024

High expectations, Caring, Positive and Successful



The office blocks of Leeds are visible from our classrooms and it is our belief and desire that children from Hunslet Carr Primary School should be able to grow up and be successful within their own city. We want our children to aspire to be the lawyers, doctors and professionals that work in our city every day and to give them experiences to inspire their self-belief.

The key to ensuring our children succeed, both while pupils at the school and in the future, is having a caring stimulating and stable environment in which to enjoy their early years. We work hard to ensure the school allows our pupils to grow in to happy, caring members of the community.



What does Impossible is Nothing means to us?

Impossible is Nothing means you can achieve anything when you are resilient and you persevere.

Purpose of the policy

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

Staff must always remember the following three priorities, in order of importance, when planning and leading an Educational Visit:

1. Health, Safety & Risks
2. Budget
3. Educational Experience

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

1. Adoption

The school's Governing Body adopted this policy and the scale of charges set out below on September 24th 2022. These will be reviewed bi-annually.

2. Policy Objectives

Hunslet Carr Primary School recognises the value of off-site Educational Visits to children as an enrichment to their studies, and to their personal and social development.

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 to enable them to make an informed decision as to whether their child should take part on the visit.

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 (overnight visits and/or outdoor and adventurous) will be undertaken by Sarah Gardner, the nominated governor for Educational Visits, as outlined in the OEAP National Guidance for Managing Educational Visits at www.oeapng.info.

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 report Educational Visits to the Governors via their Headteacher Report to the Full Governing Board.

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 follow the guidance set out in the Handbook for Educational Visits and OEAP National Guidance.

Ideally, 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 for each given Educational Visit will comply with the requirements outlined in the Handbook for Educational Visits and their role as defined in the OEAP National Guidance.

Planning the Trip

The following order must be followed when organising an educational visit:

Budgeting

As part of the planning and preparation, the first stage is to complete an "educational visit proposal form," detailing the costs, how much the school will be contributing and how much they will be asking the parents and carers to contribute towards the visit. This will be approved by Hayley Stewart before the trip is allowed to be booked and go ahead. See example of form below:

| Educational Visit Proposal Form – complete as appropriate. Submit to Hayley Stewart once complete | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------|-------------------------|--------|---------------------|---|-------------------------------|---|--------------------------------|---|----------------------------|---|---|---|--|--|--------------------------------------|---|------------------------------------|--------|--------------|---|-------|--------------|---|--|------------------|--|-----------------|--------------|---------------------|--|-------------------------------|--|----------------|--|
| Stage 1 Personnel approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Educational Activity | | Date(s) of Activity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location | | Time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SLT Link | | Target Group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff Leader | | First Aider | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Staff: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brief outline of Activity: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel approval must be obtained before completing Stage 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Personnel Approved | | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 2 Budget Proposal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Anticipated expenditure | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accommodation costs | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meal costs | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FSM ordered | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entry to museums/galleries | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transport costs | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coach company name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School mini bus cost (100p per mile) | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staffing cover cost (£150/day/man) | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Resources | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Contribution from trip budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contribution from other source | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stage 3 - Review | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Activities) How will this activity impact on children learning and progress? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p><small>Sandwich for educational activity only: All activities must: - be led by competent and qualified staff; - have parental consent for all children prior to excursion; - have required medical and contact details for all children; - have required supervision as directed by activity leader; - Successful completion of EVOLUK in the required timescales.</small></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Previsits

In order for an Educational Visit to go ahead, the visit leader of the trip must have been to the venue before and assessed the risks as part of their planning and preparation. Charlie Sharpe and Martin Lumb will not authorise a visit where a previsit has not been undertaken. *Where possible, as many staff who will be on the trip should take part in the previsit.*

SEND and Children with Behavioural Challenges

The suitability of a trip needs to be considered for all our children. If a child has SEND, what reasonable adjustments are required so all children can access a broad and balanced curriculum in all subjects, including visits.

Reasonable adjustments may include:

- Thinking about alternative trips to the ones previously arranged by the school
- Providing additional assistance, such as asking a teaching assistant who supports the child in school to go with the child on the visit, to enable the disabled pupil to attend.
- Asking the child's parent or carer to come along to be 1:1 with their child. The child would still be part of the main trip and a smaller group (if smaller groups are used), but their parent/carer would be there as extra support to take care of their child if required.

There is no legal justification to stop a child with SEND from taking part in a trip, therefore you must make adjustments to the trip. If there are no adjustments that can be made to the trip in order to make it accessible to all members of your class/group another trip must be planned.

Children who pose a significant risk to their own safety or the safety of others by attending the visit must have an Individual Pupil Risk Assessment undertaken and, if after all reasonable adjustments have been made, it is still deemed an unacceptable risk for them to take part, a decision must be taken by the Headteacher and Parents and Carers must be informed.

Ratios

Once a previsit has taken place, it is clear that the trip is affordable, and children with SEND and Behaviour Challenges have been considered, the visit leader should ensure they have enough staff to safely undertake the visit.

The following ratios must to be met as a minimum:

- One adult for every four pupils in nursery & reception. Adult:pupil 1:4
- One adult for every six pupils in school years 1 to 3. Adult:pupil 1:6
- One adult for every ten pupils in school years 4 to 6. Adult:pupil 1:10

A minimum of two staff should be involved in every school journey/educational visit, regardless of how many children are going.

It is important that this part of the planning and preparation for the trip is undertaken well in advance, as it may be the case you will need to ask to borrow staff from other year groups or seek parent volunteers to meet the legal ratios, especially if additional staff are needed to care for children with SEND.

Parent/carer Volunteers

In order to meet the appropriate ratio for a trip to go ahead, it may be necessary to ask for parent volunteers to support with the trip. If volunteers are needed, the following steps should be taken:

- When the letter about the trip is emailed to parents/carers, the email should mention that volunteers to help out with the trip are needed, letting them know to contact the school if they would like to put themselves forward.
- The teachers running the trip select the relevant number of volunteers from those who have put themselves forward and send an email to them thanking them for volunteering and telling them when and where to meet. The email should say, "Thank you very much for volunteering to help support the Year ... school trip to ..., on this occasion we do need your support and would love it if you could meet us at ... at ..."
- The teachers running the trip should also email the people who have volunteered but aren't needed, saying, "Thank you very much for volunteering to help support the Year ... school trip to ..., on this occasion we will not need your support as we only required ... volunteers but please do consider volunteering again in the future if you are able to, we really appreciate your help."

The volunteers should be given a group of 4-5 children maximum (or less, if the ratio requires) and should not be given a group with their own child/relation in it. The volunteers should not be left alone with a group of children, as they are volunteers without relevant training and DBS.

Transport

The next step in preparing for your trip is to consider how you will transport the children to the venue. Common modes of transport are:

- Walking
- Taxi/Private Car
- School/Hired Minibus
- Hired Coach

Your choice of transport is likely to impact on the cost of the trip.

If you're planning on hiring minibuses or coaches you should ensure you plan in advance as availability is limited, especially in busy months such as July.

If you're planning on using the school's minibus, you must ensure you have confirmed the staff who will drive the children as there is a limited number of drivers who have other roles in school.

Permission Slips

Most trips that the children attend will need their parents / carers permission. This is most commonly sought using a tear-off and return slip on the letter giving parents and carers information about the trip.

By law children are not allowed to attend a trip without the express permission of their parents / carers.

In some circumstances, verbal permission given on the day of the trip by a parent/carer will be sufficient, but must be approved by the Headteacher. When children join our school their parents / carers give permission for us to take them on 'local' visits. These visits do not need specific permission slips.

Local visits include:

- Trips to Leasowe Field
- Trips to the allotment
- Trips on the 4 main streets surrounding the school building

Local visits do not include:

- Trips to the Penny Hill Centre / Hunslet Library
- Trips to John Charles sport centres

Deciding on the amount of voluntary contribution needed

Considering the costs of the trip and the contribution from the school budget there is likely to be a shortfall in the revenue needed to break even.

The visit leader should decide how much they will ask the children's parents and carers to voluntarily contribute to the trip. This will normally be the shortfall in revenue divided by the number of children going on the trip.

Where this voluntary contribution is expensive given our community, fund raising activities such as cake sales may be considered to help fund the trip.

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.

All letters for Educational Visits will follow the same set format (see below) and must be approved by either the Headteacher or EVC before being sent out. Staff will edit the highlighted sections to make it relevant to their trip.



Category 2 visits are: Any visits that need Local Authority approval as they involve an Adventurous Activity or are a Residential (residential are any trips with an overnight stay, even if happening at school)

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

The EVOLVE notification must be completed for both category visits.

Before logging on to Evolve to upload your risk assessment, you must:

- Create an itinerary with timings for your trip
- Create a letter with the required information to send to the children's parents or carers
- Organised packed lunches from with the school kitchen (considering dietary requirements), giving them at least two-weeks notice
- Prepared and completed relevant Risk Assessments, considering hazards such as crossing roads / travelling by minibus
- Gain the relevant Risk Assessments provided by the venue

- Organised transport and considered contingencies
- Considered what you will do on the trip in the case of poor weather
- Considered what you will do in the case of an emergency, e.g., a sick child or adult, transport break down or extreme situations, i.e., terrorism.

The week before the trip

The Visit Leader

The leader of the trip will check Evolve to ensure all notifications have been read before the visit takes place. They will also print off a paper copy of the documents that they will take with them on the trip.

The leader will also ensure that items such as first-aid kits are stocked and taken as well as any other equipment needed for a successful and safe trip.

The leader will ensure that all permission slips that are needed have been returned and chase up missing slips.

The leader will ensure that all voluntary contributions have been collected and chase up and missing contributions.

The leader will clarify the procedures on getting the transport to our school. Will hired minibuses need to be collected before or on the day of the trip and how will they be returned.

Supervisory staff

All staff assisting with the visit will have read and understood the specific risk assessments for the trip and initialled the group leader's paper copy to recognise that they will follow the actions set out.

During the trip

The Visit Leader

The leader will have overall responsibility for the visit whilst it is underway. They should ensure that the trip goes ahead as planned and that they follow all of the actions set out in the risk assessments.

Where unforeseen hazards occur, the leader will need to make changes to the plans and risk assessments, with the priority being the safety of the children and staff.

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.

Supervisory staff

Where any previously unforeseen hazards or risks are identified, they are brought to the attention of the Visit Leader ASAP.

After the trip

The Visit Leader

The leader will evaluation the trip on Evolve.

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

Monitoring of this Policy

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.

Signed Chair of Governors:

Date:

Signed Headteacher:

Date: