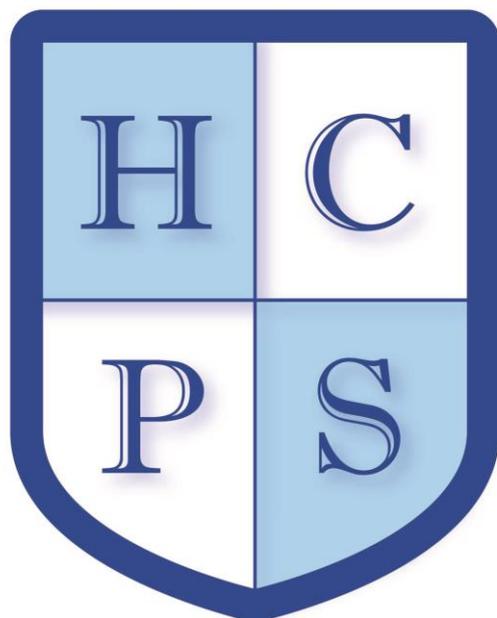


Hunslet Carr Primary School



Educational Visits Policy

**High expectations
Caring
Positive attitude
Successful**

Policy reviewed: October 2016

Next review: October 2017

*High Expectations, Caring,
Positive Attitudes 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



Skills - Successful

Fluent and confident in the R / W / M
Communicate with confidence
ICT skills fit for the future
Life skills – social, money, time, dining, cooking
Safety skills – Swimming, healthy choices
Problem solving – Patience & Resilience
Managing Feelings

Attitudes - Positive Attitudes

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

Experiences - Caring

To experience Family Style Dining
Going away on a residential trip
Visiting a range of places of worship
Look after an animal or grow a plant
Range of trips to theatres/farms/beaches
Taking part in public performances
The opportunity to represent the school

Knowledge – High Expectations

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

Purpose of the policy

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

Adoption

The school governors at their meeting on **19th October 2016** adopted this policy as set out below. This is reviewed annually.

- 1.1. 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.
- 1.2 EVOLVE will be used to provide assurance that each visit is methodically and suitably planned.
- 1.3 Approval of visits will be outlined within the arrangements section of this policy.
- 1.4 Competencies required for the nominated Visit Leader and supervisors will be clearly defined.
- 1.5 Where the school uses external providers, each provider will be required to complete and return the External Provider checklists, E2 and/or E3.
- 1.6 Risk assessments and procedures for managing risks will be in place for all risks that are reasonably foreseeable.
- 1.7 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.
- 1.8 Suitable and sufficient information will be provided to parents to enable them to make an informed decision as to whether their child should accompany the trip.
- 1.9 No child will be allowed to embark on any visit without producing a consent form signed by their parent/guardian.
- 1.10 Every trip or visit will be subject to a review on EVOLVE.

2. 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.

2.1 Governing Body

2.1.1 Approval of visits in category 3 will be undertaken by

Phil Jackson

2.1.2 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.

2.1.3 The Headteacher's report outlining visits planned and the results of the reviews of visits undertaken will be submitted annually.

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

2.2 Headteacher

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

2.2.2 The Headteacher will authorise all visits via EVOLVE.

2.2.3 The Headteacher will report visits planned and the results of the reviews of visits undertaken to the Governing Body annually.

2.3 Educational Visits Co-ordinator (EVC)

2.3.1 The school's Educational Visits Co-ordinator is:

Rachel Rush

2.3.2 They will undertake duties as agreed between them and the Headteacher.

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

2.4 Visit Leader

2.4.1 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.

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

2.4.3 The Visit Leader will ensure that all parents of children on their trip are provided with all information required and that any questions raised are answered prior to the trip taking place.

- 2.4.4 The Visit Leader named for each visit will have overall responsibility for the visit whilst it is underway.
- 2.4.5 The Visit Leader will liaise with the EVC throughout the planning and preparation of their trip.
- 2.4.6 The Visit Leader will review their trip on EVOLVE.

2.5 Supervisory staff

- 2.5.1 All staff assisting with supervision on any trip will be conversant with the Handbook for Educational Visits. They should feel confident to challenge any unsafe practice observed.
- 2.5.2 All staff will ensure that the requirements of any risk assessments, risk control procedures and safe systems are followed.
- 2.5.3 All staff will ensure that once the trip has started, where any previously unforeseen hazards or risks are identified they are brought to the attention of the Visit Leader.
- 2.5.4 Staff will feedback information to the Visit Leader to enable a full review of the trip to be completed.

3. Arrangements

3.1 Proposals

- 3.1.1 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
2	1 week
3	4 weeks (mandatory)

- 3.1.2 The EVOLVE notification must be completed for all category 3 visits.
- 3.1.3 Parents should 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.
- 3.1.4 Where coach or minibus travel is to be used it must be in accordance with LCC regulations.

3.2 Notification

- 3.2.1 Notification will be made using EVOLVE.
- 3.2.2 The Visit Leader is responsible for planning the visit.
- 3.2.3 The Headteacher will ensure that the Visit Leader carries out this task.

3.3 Undertaking the visit

- 3.3.1 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.
- 3.3.2 A record must be kept of all such instances for evaluation and review purposes.
- 3.3.3 Any accidents or near misses that occur during a visit will be reported to Leeds City Council using the forms CF50 and/or CF50a upon the return of the group to school.
- 3.3.4 Any accidents that result 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 Leeds City Council.

3.4 Monitoring

- 3.4.1 The school will monitor the implementation of this policy by ensuring that the documentation required has been produced to a satisfactory standard.
- 3.4.2 On occasions the EVC, Headteacher, Senior Manager or member of the Governing Body will accompany a group.
- 3.4.3 The school may also request Leeds City Council Health and Safety Team to undertake a monitoring visit of a planned trip. This will be used for the school's own monitoring purposes.

3.5 Evaluation and Review

- 3.5.1 The review will be completed on EVOLVE.
- 3.5.2 Every visit will be reviewed by the Visit Leader. The Visit Leader will report any significant issues with the visit to the Health, Safety and Wellbeing Team.
- 3.5.3 The results of the evaluation and review process will be available to the Headteacher via EVOLVE.
- 3.5.4 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: