

# Inspirational Learning Academies Trust

## Educational Visits Policy Reviewed November 2017

### 1. CONTEXT OF THIS POLICY

The Inspirational Learning Academies Trust values educational visits and seeks to provide regular opportunities for our children to be educated outside the classroom in various ways. At the same time we consider the wellbeing of our children as paramount and we take all necessary action to maintain their health and safety throughout each trip. This policy outlines the procedures for ensuring their health and safety, neutralising risks and sets out the responsibilities of all involved. The Academies Trust will also follow the *Children and Young People's Services Guidance for the Management of Outdoor Learning* when delivering outdoor learning activities.

### 2. THE EDUCATIONAL VISITS COORDINATOR

The Educational Visits Coordinator (EVC) is responsible for monitoring all educational visits and risk assessments. In the event that the EVC is not available, this role will be fulfilled by the Head Teacher.

### 3. PLANNING EDUCATIONAL VISITS

Educational Visits will be planned by a suitable leader, which may be a class teacher, and will be subject to approval from the EVC and the Head Teacher. This is done by completing the relevant Educational Visit Plan using Stoke-on-Trent LA's Evolve system, including a trip risk assessment. If a visit leader wishes to conduct a visit which is residential, foreign or involving hazardous pursuits, then this will be completed using Evolve which will automatically seek approval from the Outdoor Education Advisor from the LA.

### 4. TRANSPORT

Transport will be via the academy's mini buses driven by staff members, all of which have the relevant licence. A mini bus safety check will be carried out by the driver, with the help of the Site Supervisor if required, before each visit. Where a small group is to be transported using a staff member vehicle a Volunteer Driver's Declaration form must be completed stating that the driver and their vehicle have an up to date licence, MOT certificate and BUSINESS INSURANCE covering them to transport children. The driver must ensure that seatbelts are worn throughout the journey and booster seats are used where legally required. Adults will not transport children in a 1:1 situation.

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### 5. PARENTAL PERMISSION

Consent for day visits and activity sessions (tennis, skiing & horse riding) will be requested at the beginning of the academic year by asking parents to complete a Day Visits Consent form. Parents will be asked to provide details of medical conditions/allergies, pain relief permission and collection of the child after the visit when arriving later than the usual close of the school day. Parents will be informed by letter approximately one week before each visit outlining the details of the visit including the date and time, lunch arrangement and dress code. A separate consent will be requested for residential and overseas visits with full information, details and costings of the visit.

### 6. SUPERVISION

Supervision will be in accordance to the LA ratio guidance; Nursery 1:4, Reception - year 3 1:6, year 4 - year 6 1:10. Staff members will be predominantly used in most cases and where volunteers are required they will have a DBS check beforehand. No adult will be left in a 1:1 situation with a child.

### 7. RISK ASSESSMENTS

All off-site visits will be subject to a risk assessment. This may be a 'generic' or 'site-specific' risk assessment and may be provided by a third party provider provided you have read and agreed with the content. This risk assessment forms part of the Educational Visits Plan which will be monitored by the EVC and the Head Teacher. Support is available in completing the Educational Visit Plan, and particularly the risk assessment, from the EVC. It is the responsibility of the visit leader to ensure that all action agreed and implemented on the risk assessment.

### 8. FIRST AID PROVISION

An adult with a First Aid qualification (Paediatric First Aid for Nursery) will accompany each trip and a first aid kit is kept on each mini bus and made available on all visits. Any medical conditions & allergies are recorded on the school's SIMS system and a copy of this information is given to the class teacher. Any changes are to be recorded and the teacher informed as they arise. The visit leader is

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responsible for ensuring that they have all allergy and medical information for their visit. Permission to give pain medication if required whilst out on a visit will be sought on the visits consent form and emergency medical treatment will be sought if required.

### 9. ACCIDENTS

Accidents and where appropriate 'near misses' will be reported to the EVC and, where appropriate, the Health and Safety Officer and recorded in the Evaluation tab on the Evolve system in order to inform future visit planning and risk assessment as well as to ensure that any necessary action is taken.

### 10. INSURANCE

The school academy will provide insurance for all its pupils when taking part in Educational Visits and details of this insurance will be made available from the office on request. Parents may wish to supplement this with their own insurance should they feel it necessary. Trips will only be organised with third party providers who have public liability insurance of a minimum of £5 million.