



# Dore Primary School

## Educational Visits Policy

Version	2.0
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## **Educational Visits Policy**

**School / Establishment name: Dore Primary School**

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### **Definition of a Visit**

For the purpose of this Policy, a school visit is defined as “any occasion when pupils take part in learning activities which are carried out beyond the boundary of the school.”

### **Definition of a routine visit**

These involve no more than an everyday level of risk, such as slips and trips and are covered by a school’s current policies and procedures. They only need a little extra planning beyond the educational aspect of the trip. They can be considered as lessons in a different classroom (DFE 2018).

School consider trips to Kings Croft, Mercia Field, Dore Village including the church and recreation ground as routine visits.

### **The Value of Visits**

The Learning Outside the Classroom [LOtC] Manifesto (DCSF, November 2006) states:

“We believe that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.”

And also:

“Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about **what** is learned but importantly **how** and **where** we learn.”

Governors agree wholeheartedly with these sentiments and recognise and endorse learning in ‘the real world’. Governors support, in principle, all school visits that are not only consistent with the above but also support the principles of inclusion.

### **Roles, Responsibilities and Expectations regarding the Visits Policy**

The Health and Safety at Work Act 1974 places overall responsibility for health and safety with the employer.

For community schools, the employer is the Local Authority/Children and Young People's Services Directorate

Sheffield LA has a set of *Visits Guidelines* for employees to follow, which can be found in Evolve (see below) in Resources / Guidance Materials

**Employers have duties to ensure, so far as is reasonably practicable:**

- the health, safety and welfare of all employees.
- the health, safety and welfare of young people
- the health, safety and welfare of volunteers

**Employees have a duty to:**

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers over safety matters; by completing the relevant paperwork in a timely manner
- Carry out activities in accordance with training and instructions;
- Inform the employer of any serious risks.

**Responsibility Chain**

- 1 Employer
- 2 Governing Body (if not employer)
- 3 Headteacher
- 4 EVC
- 5 Visit Leader
- 6 Other employed staff supporting the visit
- 7 Other adults accompanying the visit
- 8 Parents
- 9 Pupils

**Visits requiring employer (LA or GB / Trust) Approval**

- Visits abroad; residential visits (*including overnight camping*); hazardous locations (*mainly coast/beaches or natural inland waters*); adventurous activities (*climbing, sailing, canoeing, abseiling etc.*); remote supervision
- [For Community Schools] such visits must be submitted to the LA using the electronic approval system EVOLVE. It is recommended that all schools use this system for the management, authorisation & approval of all visits

**The Governing Body has a responsibility to ensure that:**

- there is an appropriately trained Educational Visits Co-ordinator (EVC) in place (the LA provides initial and update training for EVCs).

- a commitment to ensure that those staff who need it - EVC, Visit Leaders, in particular, and all staff accompanying visits - receive appropriate training (Group Leader training is provided by the LA)
- there are notification and approval processes both at school level and between the school and the employer
- visit leaders follow the employer's guidance
- governors are made aware of any visits requiring LA/employer approval *and those which are considered routine*
- the school visit policy supports the principles of inclusion
- there are monitoring procedures in place for all visits and the GB receives regular (appropriate) reports about visits - especially about those requiring LA/employer approval and any where there are relatively serious incidents or near misses

### **The Headteacher**

- Must follow the employer's guidance
- Formally authorise all visits and has overall responsibility for their safe planning and execution. This is done through EVOLVEAppoint an Educational Visits Co-ordinator (EVC) At Dore Primary this is Jason Fletcher
- Be satisfied that visit leaders have the correct qualifications (if appropriate) training, experience and personal qualities to undertake responsibility for the planned visit.
- Ensure appropriate training, where necessary.  
(In order to help facilitate sufficient leaders with the above qualities/experience etc. an "apprentice" approach to visits is recommended )
- Ensure there is access to high quality first aid on all visits
- Ensure that Visit Leaders (as well as other appropriate staff) are aware of the procedures for Critical Incidents and that Visit Emergency Procedures are in place for each visit and are understood by all staff involved.
- Ensure that relevant visits (outlined above) receive Employer Approval prior to the visit. Approve routine visits for the year and ensure normal operating procedures are in place. For the purposes of this policy routine visits are walks to the village (including the church and rec ground), activities on Kings Croft and Mercia Field.

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### **Statement**

The Governors and Headteacher of Dore Primary School accept their responsibilities under the Health and Safety at Work Act in relation to school visits.

Signed: \_\_\_\_\_ (Chair of Governors)

Signed \_\_\_\_\_ (Headteacher)

Date: \_\_\_\_\_