



SHILLINGSTONE C.E. PRIMARY SCHOOL
GROWING TOGETHER · TOGETHER WE LEARN

AN EDUCATIONAL VISITS POLICY FOR SHILLINGSTONE CE PRIMARY SCHOOL

All of Shillingstone CE Primary School's policies should be read in conjunction with the Child Protection Policy (including Safeguarding policy) and Procedures.

MISSION STATEMENT

For the body is not one member but many. Corinthians 12: 12-14

Growing Together. Together we learn.

Our vision reminds us that the body of Christ, or the people that are the whole of humanity, are a team. The body is not supported by one person, but by all of us. We are one; we are strongest working together in unity. As we all we work together we demonstrate our Christian values of respect, compassion, friendship and trust.

Our ambition is to: Celebrate diversity, Make a change, and Support families.



Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

Policy Purpose

- (1) To ensure that every pupil has the opportunity to benefit from educational visits.
- (2) To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part.
- (3) To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for staff, volunteer assistants, pupils and providers involved in educational visits.
- (4) To ensure that whenever appropriate, further advice is sought from the LA / SAST and from other technically competent sources.

Educational Visits at Shillingstone Primary - Guidelines

Teaching staff value the benefit of educational visits for all of the children and therefore will endeavour to organise and lead one or two trips within each academic year.

These will often link to the Topic unit that is being taught but could link to other important life skills e.g. team work, building resilience and perseverance, keeping active or/and trying new activities.

School staff are not permitted to consume any alcohol on school trips (this includes residential).

Shillingstone Primary use EVOLVE to record any trips taking place.

- (1) The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.
- (2) The following guidelines support the planning and implementation of educational visits organised at Shillingstone CE Primary School.
 - a. All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the Dorset Council's Policy of Safety and Guidance – Offsite Events and Adventurous Activities (2024). (www.dorsetforyou.com/schoolsafety).
 - b. The Heads of School, Andrew Wright and Sarah Vail, are both trained Educational Visits Co-ordinators (EVC). They are responsible for the approval of all visits.
 - c. There will be a named and approved Trip Leader (this is usually the Class Teacher) on all educational visits. This Trip Leader will be specifically competent for the role as detailed in the DCC Policy of Safety and Guidance Offsite Events and Adventurous Activities.
 - d. Working with the EVC as necessary, the Trip Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Trip Leader will assume full responsibility during the visit, including ongoing risk assessment. At Shillingstone CE Primary School, we use a variety of risk assessments and checks which have adapted from the Dorset Council and HSE guidance and templates, taking account of advice from the Council's Outdoor Education and Visits team. Risk Assessment should be individual and relevant to the trip planned – **see Appendix 2**.
 - e. The Trip Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed.
 - f. Wherever possible the Trip Leader should undertake an exploratory visit to:
 - i. ensure that the venue is suitable to meet the aims and objectives of the school visit;
 - ii. assess potential areas and levels of risk;
 - iii. ensure that the venue can cater for the needs of the staff and pupils in the group; and
 - iv. ensure that the Trip Leader is familiar with the area before taking a party of young people.
 - g. If it is not feasible to carry out an exploratory visit, a minimum measure should be to contact the venue, seeking assurances about the venue's appropriateness for the visiting group. Copies of the venues own risk assessments will be requested and reviewed.
 - h. Details of any residential visits at school or off site, as well as day visits involving activities of a hazardous nature will be disclosed to Dorset Council via submission of a Visit Form through the Council's EVOLVE platform. Such submissions will be made at least 21 working days before the first date of the visit.
 - i. Trip Leaders will be responsible for organising a robust risk assessment and forms linked to the visit. This will include a relevant risk assessment, trip request form, letter of information to parents / guardians (if required) and request for volunteers (if relevant, to support the visit). This will then be sent electronically to the EVC.
 - j. Visit Forms will be reviewed and endorsed by the Educational Visit Coordinator, who will provide advice and assistance to the Trip Leader to add any additional controls or strengthening

measures deemed necessary. Following endorsement by the Educational Visit Coordinator, Visit Forms will be reviewed and authorised by the Head of School.

- k. The completed paperwork will be sent electronically to the school office to process (e.g. place the visit in the diary / send out the letter to parents / organise transport / costings and setting up online payments for parents and guardians - if required; etc.)

Parents and carers

- The school will ensure parents and carers have access to the school policy and procedures relating to the safe management of educational visits through the school website.
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details.
- Whenever appropriate for higher risk visits and all residential visits a briefing meeting with parents/guardians will be arranged and led by the Trip Leader.
- We are an inclusive school and we strongly believe that every child should have the opportunity to attend school trips. If parents feel strongly about their child not attending a trip and want to withdraw consent, they must write a letter to the Head of School sharing their concerns and providing reasons why they feel this trip is not suitable for their child. This letter must be received at least a week prior to the trip taken place. The Head of School will then arrange a meeting or telephone call with the parent to discuss this further and agree next steps (to discuss how this trip may be adapted to meet the needs of the child).
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances. Children are expected to follow the school Golden Rules and if they do not do this consistently in school then school staff may discuss whether the trip is suitable for this child.
- Parents will be asked to provide informed consent for visits to the **Local Learning Environment (details of this below)** when they start at the school and this will cover the child whilst they are in the school.

Local Learning Environment (LLE) See map – Appendix 1

In addition to these educational visits, there may be additional visits throughout the school year into our Local Learning Environment.

We consider trips out to these places as our LLE:

- Within school grounds (eg gardening on school site, lessons taking place outdoors)
- Holy Rood Church, in Shillingstone
- The Church Centre, in Shillingstone
- Portman Hall
- The Apple Orchard (next to the school site, on Augustan Avenue)
- Shillingstone woods (accessed via Lanchards Lane)
- Around the village of Shillingstone
- Shillingstone Recreation ground (for sports activities)
- The trailway through the village of Shillingstone
- Travelling on coach or mini bus to local pyramid schools and Sturminster Newton High School
- Travelling on coach or mini bus to other local schools or sites
e.g. Blandford Parish Church for Singing Project
Yellow Bus Garden Project, Shillingstone
Gold Hill Organic Farm, Child Okeford.

Any school trip, including those in our LLE, must be recorded on Evolve.

The Educational Visits Co-ordinator will provide a generic risk assessment to cover visits in our LLE.

If a Trip Leader is planning a trip into the local learning environment, a separate risk assessment is not needed.

Vale Coaches will provide our transport to these events. A Transport Policy is included in our Educational Visits folder.

Pupils

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour.
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings are an important element of learning and safety.
- Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit, if it is determined that this risk cannot be appropriately managed following a child-specific risk assessment. This will be communicated to their parents/guardians by the Head of School and discussed as appropriate. In such circumstances, the curricular aims of the visit for these pupils should be fulfilled in other ways.

First Aid

- (1) First Aid provision should be considered when assessing the risks of any visit. For adventurous activities, visits which involve overnight stays, there must be at least one trained first-aider in the group. All adults in the group should know how to contact emergency services.
- (2) The minimum first-aid provision is:
 - a. a suitably stocked first aid kit; and
 - b. a qualified first-aider appointed to be in charge of first aid arrangements.
- (3) First-aid should be available and accessible at all times. If a first-aider is attending to one member of the group, there should be adequate first-aid cover for the other pupils. The Educational Visits Co-ordinator should take this into account when assessing what level of first-aid facilities will be needed & how close the party are to have access to first-aid e.g. close proximity to an A & E hospital.

Supervision

- (1) It is important to have a sufficient ratio of adult supervisors to pupils for any off-site visit. In determining the number and constitution of the supervising adult group, factors to take into consideration include:
 - a. sex, age and ability of group;
 - b. special needs pupils;
 - c. nature activities;
 - d. experience of adults in off-site supervision;
 - e. duration and nature of the journey;
 - f. type of accommodation; and
 - g. competence of staff, both general and on specific activities.
- (2) Supervision ratios should be determined based on the nature of the activity being undertaken, the environment that is being visited, and the specific needs of the group of children involved.
- (3) Ratios of adults to children are adjustable but as a general guide, supervision ratios for different age groups should be:
 - a. Reception, Years 1 - 3: 1 adult for every 6 children
 - b. Years 4 - 6: 1 adult for every 10 children.
- (4) Ratios should always be agreed with the EVC based on an assessment of the visit. Higher supervision ratios may be appropriate in particular cases, such as for higher risk activities or for particular groups of pupils. Higher ratios are also recommended for water-based activities.
- (5) Parents or Academy Committee members, with appropriate clearance, may be used to supplement the supervision ratio and support Trip Leaders in attending trips. They should be carefully selected and ideally they should be well known to the school and the pupil group.
- (6) Any adult volunteer supervisors who have not been subjected to the Trust's formal volunteer process (and therefore do not hold a valid DBS certificate) must not be left in sole supervision of a child or group of children at any point.

- (7) All adult supervisors, including school staff and parent helpers, must understand their roles and responsibilities at all times. In particular, all supervisors should be aware of any pupils who may require closer supervision, such as those with special needs or those with behavioural difficulties. The Trip Leader retains responsibility for the group at all times.
- (8) If the school is leading an adventure activity, such as canoeing, Trust and School leaders must ensure that the Trip Leader and other supervisors are suitably qualified to lead and instruct the activity before they agree that the visit can take place. Qualifications can be checked with the National Governing Body of each sporting activity.
- (9) Whatever the length and nature of the visit, regular head counting of pupils should take place. The Trip Leader should establish rendezvous points and tell pupils what to do if they become separated from the party. Inclusion: The Educational Visit Coordinator / Teacher / Head of School/ SENCO will not exclude pupils with special educational or medical needs from school visits. Every effort should be made to accommodate them whilst maintaining the safety of everyone on the visit. Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage.

Last minute checks:

1. Contact details and medical details of all children attending should be taken by the Trip Leader on the trip in a secure wallet (following GDPR guidance).
2. **First Aid kit** – Ensure the First Aid kit is complete, including Cool Packs.
Inhalers must be carried for specific children (older children may keep these in their own bags whereas inhalers belonging to younger children may be best kept with the adult responsible for their group)
3. **Mobile phone** – Trip Leader to carry a charged mobile phone at all times (and accompanying adults if possible).

Reviewed: Spring Term 2025

Next review date: Spring Term 2026

PARENT MEDICAL FORM - on next page Note – some details have been entered as an example.
Please include details so parents are making informed consent.

Establishment name: Shillingstone CE Primary School,
Augustan Avenue, Shillingstone, Blandford Forum DT11 0TX
Trip Leader - Name

PARENTAL CONSENT FORM (for children and young people under the age of 18)

The purpose of this form is to obtain your consent for your son/daughter to take part in the proposed event.

DATA PROTECTION

We store, use and manage your data and information whether on paper or electronically, in a secure way. Information will only be shared with relevant third parties to ensure client safety during your visit, for example the emergency services. We will keep your information for as long as required in order to fulfil our duties.

Our Data Protection Officer (DPO) makes sure we protect your information; that we respect your rights and follow the law. If you have any concerns or questions about how we take care of your personal information please contact the DPO by email at data.protection@dorsetcouncil.gov.uk or phone 01305 225175.

DETAILS OF PROPOSED EVENT

Event: Desert Class (Years 5 & 6) Educational Visit to Weymouth Outdoor Education Centre (WOEC)

Knightsdale Road, Weymouth, Dorset DT4 0HS

Wednesday 23rd June 2021

Leave school at 8.20am (with Vale coaches)

On site at WOEC from 9.15am – 4.45pm

Return to school at 5.30pm

Any additional information:

Two activities: Sailing & Rock Hop

Morning session: 09:30-12:30 Afternoon session: 13:30-16:30

Class divided into 2 groups, swap activities at lunchtime.

Lunch will take place on WOEC site. Outdoors if fine. In the reception seating area, if wet.

Plan B – if the weather is wet and windy and these activities cannot take place, our activities will change. We will

...

ACKNOWLEDGEMENT OF RISK

This event poses additional risks to those encountered during a normal day. We have assessed those risks and believe that the planning undertaken and systems agreed to control and manage the risks have reduced the chance of harm to an acceptable level. To help with safety, all participants need to take responsibility for their own health and safety and to behave reasonably at all times during the event. They must take direction from any leader and follow all instructions or guidance given.

Details of planning and risk assessment are available on request.

CHILD OR YOUNG PERSON'S DETAILS

Full name:

Age:

Home address:

EMERGENCY CONTACT INFORMATION

In an emergency I can be contacted:

Email:

Mobile:

Home Tel:

Work Tel:

If unavailable contact:

Email:

Mobile:

Home Tel:

Work Tel:

Our family doctor is:

Name:

Doctor's telephone number:

Surgery:

MEDICAL INFORMATION

Please provide detail of all medical conditions and illnesses and any treatments required to maintain health. This information helps us to keep your child safe.

Please include whether your child is likely to get travel sick. This is a 50 minute coach journey.

SWIMMING ABILITY FOR WATERSPORTS

Only complete this section if the activity programme includes water sports. **This section needs completing – we are sailing!**

The child/young person named at the head of this form can swim, at a minimum, 5 – 10 metres and is confident in the water. **YES / NO**

If **NO** please supply information on swimming ability:

CONSENT DECLARATION

I, being the parent/guardian of the child/young person named at the head of this form, have received full details of the event, am satisfied with the arrangements and give consent for him/her to take part in the proposed event. I give consent for him/her to receive emergency medical treatment, including anaesthetic, as considered necessary by any medical doctor present, should the need arise. I have provided detail of all medical conditions and illnesses and any treatments required to maintain health.

Any other information that may affect the safety of my child or any other persons, and/or the organisation of the event, has been provided to the organiser.

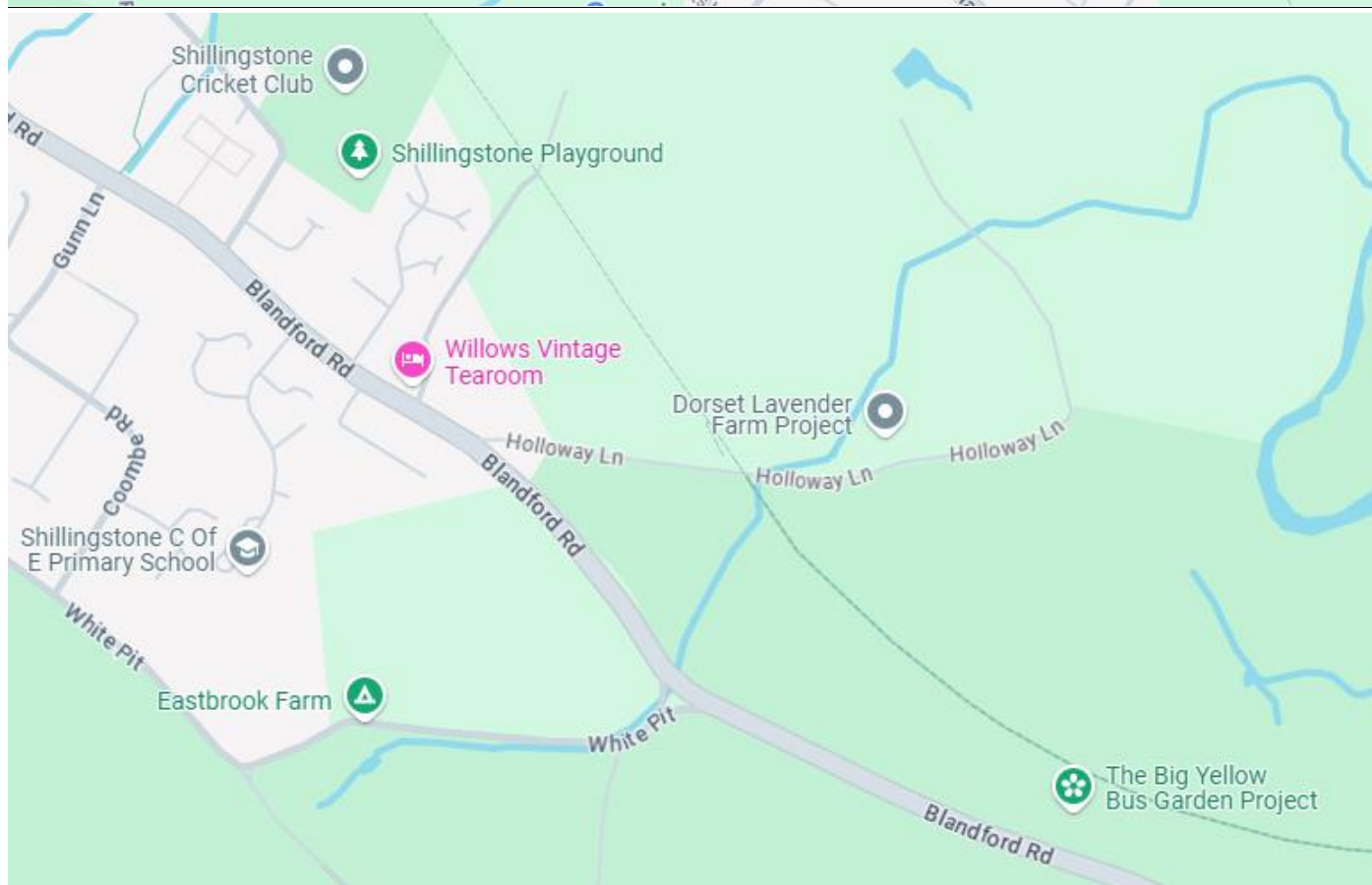
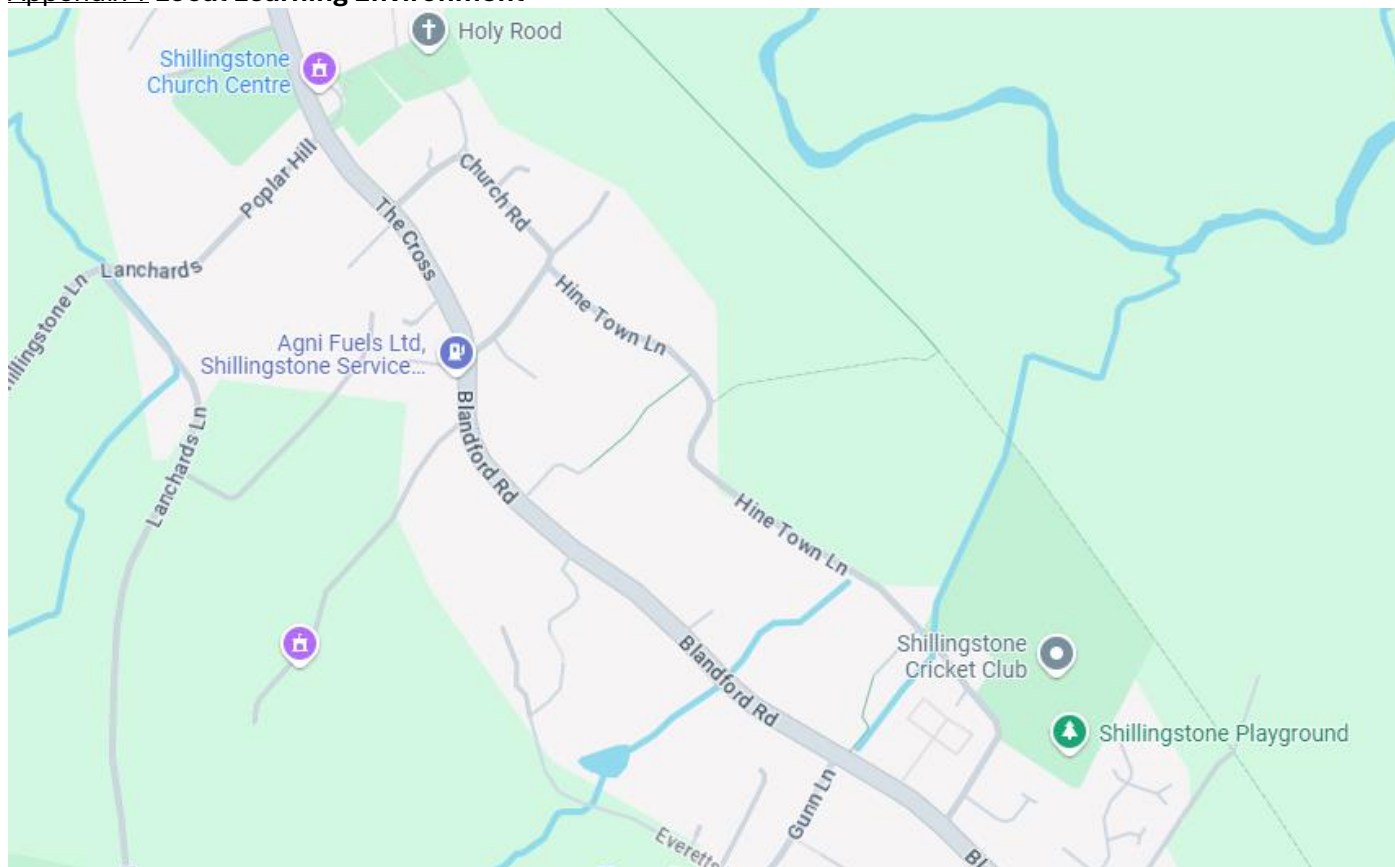
Print Name:

Relationship to child/young person:

Signature:

Date:

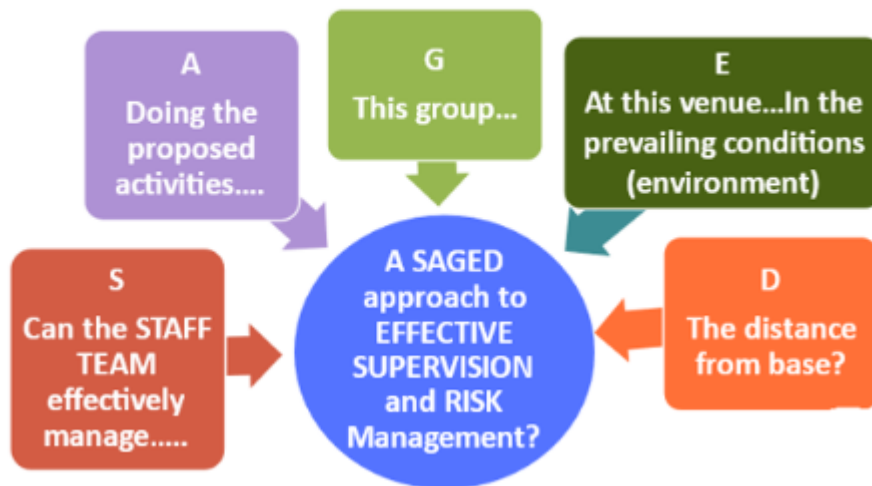
Appendix 1 Local Learning Environment



Appendix 2 Risk Assessments

Mind mapping is good practise. This should be a meeting / discussion between the Trip Leader and EVC (and any other adults attending the trip if possible). Use the SAGED approach to brainstorm ideas – what are the risks? How can these risks be reduced? Make notes on mind map and tick off when considered and happy with. Risk Assessment must be signed by the Trip Leader and EVC to acknowledge agreement.

A SAGED approach



Risks Assessments should be kept in the Educational Visits folder in the Headteacher's office and uploaded to Evolve.