



Hunsley Primary

Educational Visits and Off-Site

Safeguarding Policy

Version iv

This policy is applicable to Hunsley Primary, part of The Education Alliance

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| <p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p> | <p>Lucy Hudson, Headteacher - Hunsley Primary</p> <p>In line with the East Riding of Yorkshire County Council documentation and Code of Practice</p> |
| <p>Name of Responsible Committee/Individual:</p> | <p>Hunsley Primary Local Governing Body</p> |
| <p>Implementation Date:</p> | <p>Spring 2023</p> |
| <p>Review Date:</p> | <p>Autumn 2024</p> |
| <p>Target Audience:</p> | <p>All Staff, Parents, Pupils, Community Users, Key Stakeholders</p> |
| <p>Related Documents and Compliance</p> <p>The school’s policy is to comply with the LA’s “Guidance for the Management and Leadership of Offsite Visits”. The school’s Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:</p> | <p>Hunsley Primary Behaviour, Sanctions and Rewards Policy</p> <p>Hunsley Primary First Aid Policy</p> <p>Hunsley Primary Charging Policy</p> <p>Hunsley Primary Medicines Policy</p> <p>Hunsley Primary SEND Policy</p> <p>Hunsley Primary Child Protection Procedure (and Education Alliance Trust Policy)</p> |
| <p>Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed. The LA’s Guidance for the Management and Leadership of Offsite Visits is accessible via the LA Educational Visits webpage https://www.hereforschools.co.uk/Services/5311 and also online via EVOLVE, an online system for recording and approving visits.</p> <p>Contact details for the LA Educational Visits Officer: Clare Johnson</p> <p>clare.johnson@eastriding.gov.uk</p> <ul style="list-style-type: none"> • 01482 392417 • 07773 041609 <p>Contact details for the school: 01482 330883</p> | |

Educational Visits and Off-Site Safeguarding Policy

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Policy Statement

This policy outlines the principles and values underpinning the expectations of Hunsley Primary for safeguarding of children taking part in Educational Visits and Off-Site activities organised by staff at Hunsley Primary. It is based on the East Riding of Yorkshire County Council Educational Visits Code of Practice and Safety Guidelines, available on EVOLVE and the East Riding website.

1. Purpose and Scope

Hunsley Primary's Educational Visits and Off-site Safeguarding Policy sets out the school's formal commitment to providing a robust framework for assessing, planning, approving and executing all educational visits in a safe and responsible manner to ensure that pupils are able to reap benefits of any educational visit in the safest practicable environment.

All offsite visits and activities that are organised and undertaken by the school are regarded as "educational visits". Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.¹

Furthermore, educational visits are to be organised so that trip leaders, trip assistants, and any other individual involved in the arranging of such visits can do so within a structure which clearly defines the different roles and responsibilities to ensure the safety of all participants. The school believes that educational visits provide invaluable teaching opportunities which sit at the heart of the curriculum delivery model and that such visits allow pupils to see the relevance and connectivity of what they learn in the classroom and the outside environment. Such educational visits also provide for the social, physical, emotional, cultural, spiritual and mental development of pupils.

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school's headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils².

We seek to deliver our curriculum to all pupils, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our pupils and offer 'real' and immersive learning experiences in line with our Teaching and Learning vision Policy, we offer a range of educational visits and other enriching activities that support and inspire how children learn in school.

Hunsley Primary is committed to:

- Clearly defining roles and responsibilities for those activities necessary for the planning, approval and execution of an educational visit
- Adhering to 'best practice' standards as outlined in the guidance produced by East Riding of Yorkshire County Council

¹ From the East Riding Model Policy

² From the East Riding Model Policy

- Ensuring all educational visits are fully documented according to the guidance
- Ensuring all educational visits taking place have been checked and approved according to the guidance

2. Roles and Responsibilities

For clear definitions of the full range of roles and responsibilities relating to educational visits and offsite activities, the policy refers to The East Riding Code of Practice 2022-23 – which is available to all staff through EVOLVE

All staff involved in organising, authorising and delivering educational or off-site visits are advised to read and follow The Code of Practice.

The guidance on roles and responsibilities is covered in the following sections of the Code of Practice:

CP3 – Legal Framework - A summary of the legal background and the liability of managers

CP4 – Management - An overview of management roles and responsibilities

CP5 - Local Authority - A summary of the LA's role and responsibilities

CP6 – Governing Body - A summary of the Governors' role and responsibilities

CP7 – Headteacher / Manager – A summary of the Headteacher / Manager's role and responsibilities

CP8 – Visits Co-Ordinator - A summary of the Visit Coordinator's role and responsibilities

Specific Hunsley Primary Roles and Responsibilities (for details see LA Offsite Visits Code of Practice)

The Headteacher has overall responsibility for all the school's educational visits. New/Acting Headteachers should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.

If the Headteacher is absent or unavailable, Ms J Boyes, Assistant Headteacher, will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) is Ms J Boyes (Appointed and trained EVC role). The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headteacher, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role has administrative support provided by Mrs L Hitchin. This role involves sending out parent letters, obtaining medical details and consent forms and processing the administrative elements of each visit.

The Governing Body representative who is responsible for overseeing educational visits Mr P Hall.

The LA Educational Visits Officer is Clare Johnson

clare.johnson@eastriding.gov.uk

- 01482 392417
- 07773 041609

3. Equality and Diversity

Hunsley Primary is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines.
- Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

4. Hunsley Primary Vision, Values and Ethos

Vision: Our Commitment

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable, confident and creative thinkers and motivated, resilient, problem-solving learners. In particular, the school is committed to developing pupils as mathematicians and scientists.

Values: Our Children

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

Ethos: Our Teaching and Learning Rationale Engagement, Enjoyment, Discovery, Reflection, Achievement

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21st Century living and engage them in learning with enjoyment and passion
- Inspirational and challenging learning activities, which have the principles of scientific enquiry and investigation ('working scientifically') at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly-changing technological world
- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.

5. Definitions, Systems and Procedures

As a free school, choosing to adhere to the National Curriculum, the Curriculum Framework for EYFS and the Programmes of Study for Key Stage 1 and 2 are the basis for the themes, topics and schemes of learning for each school year. To support our curriculum, we plan a corresponding programme of termly visits and activities each year which inspire and form the basis of the investigations, projects and explorations we carry out.

Advice and Guidance and Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by the school Administrator.

The school ensures the following training opportunities with regard to educational visits are made available and are delivered via the LA training offer with additional LA bespoke programmes:

- Training for Headteachers
- Training for EVC (including update courses every 3 years)
- Training for Visit Organisers and Group Leaders
- Training for NQTs and new staff
- Training for TAs/others

- In-house training at staff meetings

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits Officer
- other experts with specialist/local knowledge (e.g. National Park ranger)

Within each year's planned programmes, the teachers include educational visits and activities which support the pupils' learning. We give details of these visits and activities to parents in newsletters, letters, via email and on the school website.

Visits and activities often take place within the school day but may take place out of school hours and out of term time. The Headteacher of Hunsley Primary approves all such visits in advance, with advice and support from the East Riding Local Authority Educational Visits team.

Written parental permission

We follow the DfE and East Riding guidelines relating to health and safety and we ask parents to give written permission for their child to take part in any activity that takes pupils off the school site. If we do not receive this written permission, the child is unable to participate.

Supervision

Effective supervision is of the utmost importance in maintaining the safety and welfare of the pupils on educational visits. The ratio of pupils to adults is dependent on age and type of visit and followed in accordance with the Statutory Framework for EYFS and the ERYC Policy document. Volunteers are carefully assessed according to the Volunteers' Process and DBS Policy and Procedure and chosen only if deemed suitable.

Charging for Educational Visits and School Activities

There are some circumstances when the school can make a charge for certain activities. The school has a Charging Policy that details the full range of activities where a charge can be made. The group leader of each visit should ensure that a visit is carefully costed and budgeted. The costs of the visit should be clear to all concerned, stating how much parents are being expected to contribute.

Risk Assessment

Staff must be aware when they are on any educational visit, residential and non-residential, that they must rigorously check for any possible hazards / risks / defects.

Risk Assessments are required for each visit. A generic risk assessment covering all possible visits is available to staff on the EVOLVE website or from the Educational Visits Coordinator. Relevant risk assessment forms are reviewed, amended and agreed appropriate staff, e.g. EVC or Headteacher. Staff must ensure that they are familiar with these risk assessments so they are aware of agreed practice before undertaking visits.

~~In addition, specific~~ Risk assessments must be completed by the visit leaders for each visit to record and share information about potential hazards and precautions that may be relevant for that specific group,

doing particular activities, at specific sites on that day. Completed assessments are checked and approved by the Educational Visits Coordinator and the Headteacher.

Emergency Plan

All educational visits must have an emergency plan and procedures to follow in the case of such an eventuality. All visit leaders should be issued with a guidance card regarding what to do in the event of an emergency, and have access to all parent contact details. The emergency plan must be agreed as part of the submission of key documents.

Special or Medical Needs

Any special or medical needs of pupils are collated by the visit leader and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid or medication, if deemed necessary.

Documentation detailing the specific special and/or medical needs must be taken on the trip, held by the trip leader, and the leader and relevant assistants must be aware of the needs and the documentation.

Transport

Hunsley Primary only hires those companies whose coaches are approved by the ERYC Transport Services team. In all circumstances, we ensure that all pupils travelling by coach or minibus wear a seat belt.

Training

The Educational Visits Coordinator, school leaders, visit leaders and the Headteacher must attend educational visits training and thereafter refresher training every three years provided by the ERYC. Advice and training for other staff (including new staff and NQTs) involved in visits is provided by the Educational Visits Coordinator or Headteacher during staff meetings and development sessions. Trip leaders are required to undertake more advanced training to reflect their enhanced responsibilities.

First Aid

At least one member of staff with age-appropriate first aid training will accompany all visits.

Accidents and near misses on visits must be recorded back at school, following standard procedures. These are reviewed regularly by the Headteacher, the EVC and the Trust Health and Safety officer. Any lessons learned are shared with all relevant staff and any necessary changes to procedures made.

Insurance

The school has its own insurance policy that covers all visits that are undertaken, and is deemed sufficient. However, additional insurance may be required by the school, or recommended to parents in certain circumstances, and this must be checked and verified by the trip leader.

Conduct and Behaviour on Educational / Off-site visits

Staff on visits are required to inform pupils that the school rules and expectations set down in the Behaviour, Sanctions and Rewards and Anti-Bullying policies will still apply whilst off-site visits are ongoing.

Communication

All relevant contact details, must be taken with the trip leader on the off-site visit. Staff going off site should sign out a visit mobile phone – this will usually be the team leader. In the event of an emergency during a visit, contact details for the school and nominated contact (e.g. the Educational Visits Co-ordinator) are held in the documentation pack for the particular visit.

For those educational visits that could occur either out of school hours (whether planned or because they are running late) or not on a school day (weekends, non-term time), the Educational Visits Coordinator or Headteacher will be the lead contacts.

‘Evolve’ system

The Evolve system is the online educational visits system provided by the ERYC which is used as a logging and a planning tool for all educational visits. Its internet link is noted at the beginning of this document. The portal and the document ensure transparency and a systematic approach which can be tracked by the East Riding and accessed by the school and Trust leaders.

Planning and Approval

All Educational Visits must be logged on the Evolve system by the proposed trip leader who must have their own Evolve login. All necessary and relevant documentation must either be attached or referred to specifically on the Evolve visit entry. The Headteacher and Educational Visits Co-ordinator to review the Evolve entry prior to approval being granted for the trip. The Evolve form will be subject to rigorous checking before any approval is given by the Headteacher, EVC or Local Authority.

Documentation

Access to the Educational Visit documentation should be held in three places. One copy is to be lodged with the Educational Visits Co-ordinator, one with the School (and/or passed to an agreed third party, e.g. Finance Office, Premises Team) should the visit occur out of school term time) and one copy taken on the visit with the team leader.

6. Monitoring of compliance with and effectiveness of the policy

There is a requirement to review the policy every two years, so that we can take account of new rules and procedures relating to Educational Visits. We will review our policy in line with East Riding guidance.

To assure quality of standards, the Headteacher and/or the EVC will accompany selected visits each year to monitor and evaluate real practice and to assist with the review of policies and procedures.

Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Head and these will be dealt with in line with the relevant HR policies.

- The LA Educational Visits and Outdoor Learning Consultant at ERYC, or a member of the team, may also carry out a monitoring visit during the off-site activities to observe and evaluate whether due process is being adhered to.
- The Headteacher and EVC will complete the Manager Review (an audit of the school’s educational visits policies and procedures, and share the findings with the Governors and the LA Educational Visits Officer. This will normally be completed at least every 3 years. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review Form, and will be reviewed annually by the EVC, Headteacher and Designated Governor.

Records of visits are kept in the Office and are retained for a designated period in line with the Trust policy.

The **Hunsley Primary Local Governing Body** must ensure there is final approval of the policy and procedure, and that the policy and procedure are both implemented fairly, consistently and objectively.

The **Headteacher** is responsible for overseeing the introduction, implementation, monitoring and review of this policy and its application in all Hunsley Primary Educational Visits and Offsite Activities.

7. Review

This policy will be reviewed within 2 years of the date of implementation.