



## Cumnor CE Primary School

### Educational Visits Policy

**Agreed by Governors:  
January 2015**

V CARR (Chair of Goves)

E READ (Headteacher)

To be reviewed January 2018

#### **Vision Statement**

At Cumnor CE Primary School we believe that outdoor educational and offsite activities have a positive impact on raising standards, being a valuable and important part of the learning process for people of all ages.

#### **Policy**

All visits must have an identifiable educational benefit for the participants and must be led by a competent Group leader and accompanying adults.

All those involved in the organisation and running of the educational visits will comply with the National, LA and establishment's guidelines on the health and safety of all the participants taking part.

The management of all visits will be based on suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.

It is the responsibility of all staff to ensure that the risk to the health and safety of participants is minimised by a process of continuous vigilance and on going risk assessment.

#### **In practice**

##### **We will:**

- Appoint a trained Educational Visits Coordinator (EVC) who will ensure that educational visits follow National, LA and school guidelines and that the Group Leader and accompanying adults are suitably competent to run the visit. The EVC is the School Administrations Officer at Cumnor.
- Develop and implement procedures to monitor all educational visits.
- Develop and implement an approval system for Category A and B visits, whilst category C visits (including all visits abroad) will be referred to the LA for approval.
- Develop and implement a procedure for dealing with emergency situations, including having a named home-base contact for each visit and a home based emergency plan.
- Develop and implement a procedure for the investigation and reporting of accidents, incidents and near misses.

##### **During the planning of the visit the Group Leader will:**

- Ensure that the visit is planned and risk assessed, including an exploratory visit where possible.
- Ensure that the visit complies with guidelines and that the EVC has agreed that it can go ahead.

- Ensure that parents/guardians are made fully aware of the nature, purpose and detail of the visit and that the relevant permission for an off site visit is obtained.
- Ensure that the appropriate paperwork is obtained from the company being used for residential or outdoor adventurous activities (on the whole Cumnor uses facilities run by OCC)
- Ensure that provision is made for an incident, including first aid and a procedure to follow in the event of an emergency or other serious incident.
- Ensure that all accompanying adults are selected on the basis of their competence and suitability to undertake the tasks they are allocated and that they understand their role.
- Ensure that the individual needs of all children are considered and planned for, in particular, the medical needs of children.

**During a visit the Group Leader will:**

- Ensure that the visit is as safe as possible.
- Curtail the visit or stop the activity if the risk to health and safety of any participant reaches an unacceptable level.
- Ensure that participants are aware of the need to be involved in the process of ongoing risk assessment, including the reporting of hazards and potential risks.
- Retain ultimate responsibility for participants at all times.

**During a visit the accompanying adult will:**

- Ensure that they undertake the roles and tasks given to them so as not to put themselves or others at risk.
- Draw to the group leader's attention any concerns for health & safety.

**During a visit the participants will:**

- Ensure that they cooperate with the Group Leader and follow the instructions given to them in order to maintain the lowest possible risks to the health and safety of all participants.

**After the visit the Group Leader will:**

- Ensure that the visit is reviewed and report is made to the EVC, to include incidents or near misses.
- Ensure that pertinent information is shared with the EVC and colleagues for consideration in the planning of future educational visits and activities.

**Policy review:**

This policy will be reviewed and shared with staff regularly to ensure its ongoing validity.