



Longwood Primary School

Educational Visits

The school adopts the guidance and procedures issued in the County Council Education Service document *Educational Visits* and, where relevant, the DfES document *Health and Safety of Pupils on Educational Visits (HASPEV)*. This is to ensure consideration for the health and safety of all those involved and to maintain the educational quality of visits and value for money.

Procedures

Staff wishing to plan and undertake a visit (prospective visit leaders) should apply verbally to the head teacher or educational visits co-ordinator (EVC) for permission to plan the visit. Once granted they should submit the details on **Form EV1, Application for the Approval of an Educational Visit**, to the head teacher or EVC and receive outline permission to undertake the visit.

Outline permission will be granted when all the requirements identified in *Educational Visits (paragraph 33)* have been considered, the visit can be accommodated within the school timetable and the ethos of the visit is one with which the school wishes to be associated.

When the visit involves additional or high risk activities, foreign travel or is a residential visit then details of the visit will also be sent to the County Council Educational Visits Adviser by the head teacher or EVC for approval that all the procedures have been satisfactorily completed.

Once outline permission, and any necessary county approval, has been received the visit leader can complete the planning organisation and bookings for the visit. When all details are complete they must be submitted for final approval. This should be a minimum of 7 days before the visit.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

Following each visit the leader will undertake a review. Any incidents or accidents will be reported in accordance with the reporting requirements. Leaders of visits that have involved considerable time or financial resources, such as residential visits, will produce a short report evaluating the travel and transport, facilities, quality of any providers and the success and value of the visit and submit this to the head teacher or EVC.

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

Note: Visits to the County Outdoor Education Service and School Swimming Service are self-approving and do not require further notification or action. The Youth Service is the designated operating authority for The Duke of Edinburgh's Award and should be liaised with in regard to relevant expeditions and activities.



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Local Responsibilities

The head teacher is the responsible officer for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator is a staff member who has received relevant training and induction and is delegated with the following indicated tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To receive EV1 forms and check all visit details are completed and to ensure the annual record of visits is maintained.
- To check that all requirements for approving a visit, as identified in **Educational Visits** paragraph 33, have been undertaken.
- To liaise with head teacher and grant outline permission for a visit to go ahead and signify this by signing form EV1.
- To check that the further requirements for residential or foreign travel and additional or high risk activities have been undertaken.
- To liaise with the County Council on any visit involving residential or foreign travel and additional or high risk activities.
- To grant final permission for a visit when all organization and planning are complete and to signify this by signing form EV1.

The school's current EVC is the Phase Leader for that specific year group.

Note: Any tasks not indicated in the above list remain that of the head teacher.

The designated visit leader is in overall charge of the group and remains responsible throughout the visit.

Emergency Procedures

The risk assessment for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the head teacher or designated person so that they can decide: -

If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the visit leader will be designated to undertake this task.

However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality) then the head teacher, deputy or the home contact will inform the designated



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senior officer of the Education Service (Director or Deputy Director) and the school will instigate its critical incident plan (as identified in ***Coping with a Crisis***, produced by Pupil and Student Services). Officers of the authority will be allocated to support the school with the immediate incident and any necessary follow up or inquiry.

In the event of a party being overdue and without contact by more than 1 hour, the school, or the home contact, must investigate the reason and may, where appropriate, need to involve the police.

The Governing Body

The governing body wishes to be informed about the following categories of visit prior to them taking place (if any): -

- None

The governing body will receive reports from the head teacher detailing the school visits that have taken place.

Chair of Governors Name:
Signature:

Head Teacher Name:
Signature:

Date: