English Nursery and Primary School

Moscow



Educational Visits Policy

January 2022

Review date February 2023

**Introduction**

Educational visits are activities which take place outside the school grounds. At ENS we believe that high quality offsite learning supports the development, independence and learning of our pupils.

This Policy has been written in line with Guidance published by DFE (UK) to set out clear procedures to enable coherent planning and minimise risks to pupils, staff and members of the public.

***Roles, responsibilities and authorisation***

If an off-site visit is proposed, permission must be sought from the Head of School or Deputy Director and the guidance below followed, before any commitment is made on behalf of the school.  The Deputy Director will make an informed and final decision based on the educational benefits to pupils alongside other factors such as staff ratios and risk. Off-site visits may be cancelled or postponed on occasion due to circumstances beyond our control.

**It is the role of the Deputy Director to:**

* Ensure that they are familiar with National and Local Procedure and Guidance and support those engaging in Offsite visits, to do so in line with current legislation
* Remain up to date with Legislation, Policy, Procedure and Guidance and to keep and share documentation which will support staff to operate within this
* Ensure that all offsite activity meets employer and establishment requirements
* Be the first point of contact for colleagues planning an offsite visit to prove support, advice and guidance
* Ensure that ENS Risk Assessments are completed and handed in prior to off-site visits taking place
* Keep appropriate records including a record of all visits and any incidents, accidents or near misses

Where the visit involves a higher risk activity including a period of more than 24 hours, an overnight stay, or a journey by sea or air, the Deputy Director will seek the approval of the Director of ENS before permitting the activity to take place.

**Before a visit is planned, the following procedure must be followed:**

* Nominate a responsible delegated group leader
* State the learning intentions of the trip
* The group leader must visit the proposed destination and complete a thorough pre-visit risk assessment
* Where available, seek risk assessments from providers and hand this, along with their own evaluation to the Deputy Director and Head of School at least three weeks in advance unless there are exceptional circumstances
* Travel arrangements will be made by the Deputy Director or the School Manager at least two weeks in advance, in accordance with legislation
* Ensure that, should lunches be required, they are ordered from the kitchen at least two weeks in advance with consideration given to dietary requirements
* Share risk assessments and Emergency Procedure with all other adults taking part in the activity
* Ensure medical records, care plans, and pupil profiles are up to date and available whilst off-site
* Ensure staff: children ratios are appropriate for the different age groups. A minimum requirement will be as follows:

Early Years 1:5

Key Stage 1 1:7

Key Stage 2 1:10

* If the group leader and School Leadership Team deem it necessary, request additional staff to accompany the group
* Ensure that the school nurse or a qualified first-aider accompanies the group
* Ensure that any medication is within date, stored carefully and available whilst off-site
* Ensure that the group leader carries a mobile phone which is switched on and all participating staff mobile phone numbers are shared
* Ensure availability of stocked first aid boxes both on the bus and about their person

**Risk Assessments**

A comprehensive risk assessment must be carried out by the group leader before the proposed visit. It will assess the risks which might be encountered and will indicate the measures to prevent or reduce them.

The risk assessment should be based on the following considerations:

* Identify the hazards
* Decide who might be harmed and how
* Evaluate the risks and decide on precautions to minimise these
* Record your findings and implement them
* Review your assessment and update if and when necessary

Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment as well as seeking the providers own risk assessment if appropriate.

It is essential to take into account the probable weather conditions at the time of year proposed for the trip and the facilities available. They should also assess the site’s suitability with regards to the age, ability and particular needs of the pupils. Any such issues will be taken into account when the final decision is made on whether the visit should proceed.

Once completed, the risk assessment should be given to the Head of School who will check, sign and forward it to the Deputy Director for approval in consultation with the School Manager.  If approved, the Head of School will send this back to the group leader who must ensure that all adults attending the offsite visit have read and signed the risk assessment prior to leaving the building. Once signed, one copy must be taken on the trip by the group leader and another left in the school office.

A risk assessment must also cover transport to and from the venue. It will be the responsibility of the group leader to report any transport safety concerns to the Deputy Director before departure.

Occasionally, children may make their own travel arrangements, in which case the responsibility for travel lies with the parents.

**Communication with parents/carers**

Explicit written permission will always be sought from parents before taking their children offsite for educational visits. A list of parental contact numbers will be carried by the group leader in case of emergency.

Children must not bring money or mobile phones on any school visits.

Children must not bring food or drink from home on any school visits.

Some off-site visits may incur an additional financial contribution.

Parents and carers are not invited to any school visit unless there is a specific individual exception, for example in the case of a high behavioural risk. In this case the parent takes full responsibility for their child and is not counted in staff ratio.

**Health and Safety**

When in charge of a group activity, the group leader must make sure all adults accompanying the group are aware of the emergency procedures that will apply.  The group leader and participating staff should have their mobile phones switched on and should have the school telephone number in case of emergency.

The group leader must ensure that all children are wearing school uniform, unless specifically instructed otherwise, along with a hi-visibility vest and an emergency contact badge. The badge must contain the group leader’s mobile telephone number.

Before leaving school, the group leader must sign all pupils and adults out of the building. They must also leave a signed copy of their risk assessment in the school office, demonstrating that all adults have read and understood it.

We require all those who are working with children and young people, to behave in a professional manner at all times, and to fully comply with the content of this policy and guidance, as well as all other school policies and procedures.

**This policy will be reviewed and updated no later than February 2023.**