

Community Visits Policy



Philosophy and Purpose

This policy aims to create a framework which will apply to all community visits throughout school. Because community visits are very varied in their targets, venues and duration, this policy can only reflect guidelines for good practice. The merits of each visit will have to be considered by the staff involved and the intended group who will benefit.

Rationale

Community visits make a vital contribution to the education of our pupils they can:

- **reinforce the wider curriculum;**
- **extend and apply particular skills within society;**
- **help pupils to improve their resilience;**
- **enable social inclusion to take place;**
- **reward consistent work;**
- **give first hand experience of places, people sights and sounds;**
- **extend the sensory curriculum.**

We need also to be mindful that while we are in the community we are potentially in a more challenging situation - it can also highlight how vulnerable even our most able pupils are. **These challenges may come from the environment, for example the weather, the access limitations, and traffic. They may also come from the community itself in that the public is not always as predictable and positive, as we would wish.**

Some questions that would need to be considered for every community visit

1. Is the venue appropriate for the intended group given the prevailing weather conditions/abilities of the group?
2. Can the educational targets be met most effectively through the visit?
3. Is the focus of the visit keyed into the long term planning of the curriculum area?
4. If the visit is supporting another area of the curriculum (e.g. shop visit to support food technology) is it the most productive use of quality teaching time?
5. If circumstances change as a result of factors beyond your control have you got an alternative venue/ strategy (plan B)?
6. Is the time scale available adequate to meet all the planned outcomes of the visit?

Procedure

Planning:

- Each community visit will need to be planned in advance and must be risk assessed and in the school diary at least the week before the trip occurs. It must be ascertained whether the trip is a Type A visit or a Type B visit in order to complete the appropriate paperwork and to ensure that the correct authorisation is granted – please see appendix A for more details.
- Residential visits have additional procedures which are explained in a separate section later in this policy.
- Type B visits (outdoor and adventurous activities) must be put onto the Lancashire County Council EVOLVE website at least 4 weeks prior to a visit, and must be authorised by the EVC team – please see appendix 1 for further details.
- EVOLVE usernames and passwords are given out by the school's Educational Visits Coordinator, who can also give advice on how to use the system and how to plan and risk assess visits.
- Venues and community visits must be risk assessed using the authority's Form 5.
- The visit leader must complete a copy of the school's community visits form and leave a copy of this in the red box outside the head teacher's office on the day of the visit.
- Make relevant inquiries and approximate costs involved. Requests for parental contributions for admission costs can be made on a voluntary basis, if appropriate. However if the visit is to meet educational needs then no pupil can be excluded on financial grounds alone. It can be suggested that if insufficient contributions are met the whole trip may be in jeopardy.
- Discuss with EVC, Head teacher or Deputy Head teacher if unsure about any aspect of the visit.
- Requests for additional or alternative staff to assist with the visit, e.g. driving or if lunchtime arrangements will be affected then the Deputy Head teacher will need to be informed at the outset.
- Send out letter confirming details of visit if timings will be other than normal school hours, including a date to return payment if applicable.
- Order lunch from kitchen/cancel lunches two weeks in advance.
- On the community visits form a note should be made of the provision for pupils remaining in school.

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- The Head teacher/Deputy Head teacher will inform governors of data for visits out of school.

On the Day:

- Medical needs, care plans, medication and behaviour management plans all need to be taken on visits. These need to be kept in a safe bag with a member of staff, and noted on the community visits form.
- Pupils will need to be signed out, and then on return, signed back in, on the electronic system by a member of staff. Staff should sign *themselves* in and out of school. All participants should be marked as being out on a 'school activity'.
- If using the school minibus, the driver is responsible for carrying out the required vehicle checks and ensuring that passengers are secure and wearing seatbelts. There is a log to be completed before setting off and on return. They should report any issues or problems to SLT and the Site Supervisor.
- A head count must be done before leaving the venue and when getting on and off transport and at regular points during the visit.
- Any emergency medication – e.g. rescue medication, inhalers, etc. should be carried in a suitable bag by a designated member of staff. All pupils will have some form of school identification, including emergency contact details, photographs and medical details carried by a member of staff. Volunteers should not left in sole charge of any group of pupils.
- If you become delayed for reasons beyond your control contact school (don't forget a mobile phone) and parents will be informed by the office if the pupils are likely to be late home, or alternative meal arrangements will be made if lunchtime is affected.
- On returning to school, pupils and staff should be signed back in. The last section of the community visits form should be completed to record if there have been any incidents, accidents or near-misses, and, if required, appropriate action taken.

Transport

All pupils use transport with seat belts and all seat belts are worn at all times, unless disallowed for medical, behavioural emotional reasons by a qualified GP. Staff who

use their own cars must ensure that their vehicle is roadworthy and they have the appropriate insurance cover. A mileage allowance can be claimed by logging on to Lancashire Oracle, for staff who use their own cars for school business.

If the school minibus is used, the driver is responsible for the vehicle during the visit. He/She should have a clean and valid driving licence and the MIDAS qualification, and must not drive when taking medication or undergoing treatment that might affect their judgement or ability. The law on driver licensing no longer allows car drivers who passed their test after January 1997 to drive minibuses without passing a PSV driving test so that they have a D1 on their licence. Mileage and checks need to be done before setting off, and the mileage recorded on return to school. Any problems or issues should be noted and the Site Supervisor/SLT informed straight away.

Pupils Excluded from Visits

Pupils could be excluded from a visit for a number of specific reasons, for example, the venue may be unsuitable, there is not adequate wheelchair access, or the visit is designed to meet very specific individual learning outcomes. The individual pupil may be too fragile because of their current health situation. We must be consistent in our approach to the exclusion of pupils from a visit. If the answers to points 1-4 above are all positive then which particular circumstances exclude the pupil?

Monitoring and reviewing

- All learning outcomes from the educational visit must be recorded on the community visits form.
- A Plan B must be included on the community visits form, and if an alternative venue for the visit is used or the circumstances altered, this plan must be backed-up by a risk assessment.
- If a pupil was excluded from a visit on short-term health grounds this should be recorded on the community visits form with the alternative provision.
- If a venue is found to be not as advertised or access is not as adequate as you have been led to believe through brochures etc., inform the Headteacher / Deputy Headteacher so that appropriate steps can be taken.
- For Type A visits, on return to school, the lead member of staff should revisit the community visits form to record if there have been any incidents, accidents or near-misses, or not.
- For Type B visits, on return to school, the lead member of staff should revisit the community visits form AND the EVOLVE website to record if there have been any

incidents, accidents or near-misses, or not.

- If there have been any incidents, accidents or near-misses, the head teacher, deputy head teacher and/or EVC should be informed immediately, and any necessary action must be taken, for example, phone calls and recording of details.

Residential Visits

The following section of the policy needs to be applied for residential trips, **in addition to** the protocols from the non-residential policy.

Philosophy and Purpose

When planning residential visits that will involve pupils staying overnight at a particular venue the Headteacher must inform the governing body at a full governing body meeting. These occur on a termly basis, therefore to deliver a residential visit for example in the Autumn term the initial request to the governors must be made by the preceding Spring meeting.

The following information (if appropriate) will be needed by the governing body before the final permission will be granted:

- The dates and duration of the residential;
- An outline of the reasons and aims of the residential and the pupils to be invited to attend;
- All adults involved with the residential should be listed on the initial request to the governing body and if required a request for DBS clearance with substantial access to children may be sought;
- The total cost of the residential and how the money will be raised with an indication of percentage contribution from families. Dates of when the deposits or interim payments are to be made and the amounts required;
- A note of all applications for funding from charities;
- The details of the venue in the form of H/S issues, e.g. fire detection, wheelchair access and staffing;
- Completion of a risk assessment for all activities, the residential venue, transport and pupils.

Any residential visits must gain authorisation from the Lancashire County Council Education Visits Team, with the details of the visit having been submitted on the EVOLVE website as a Type B visit (outdoor and adventurous) at least four weeks prior to the visit taking place. Permission should be sought from parents/carers and they must be informed of key information relating to the trip, including activities taking place, details of accommodation, emergency contact numbers, etc. The trip planning

checklist, available on EVOLVE, should be used to ensure that all bases have been covered.

NB:

- If using an independent travel company to which protection associations are they affiliated? e.g. Abta etc.
- Ensure there is insurance cover for the residential indicating that the policy is appropriate for the intended group.
- If specific activities are being planned the qualifications of staff that will be leading those activities should be established.
- Major changes in venue, cost of staff, etc. should be notified to SMT, the EVC and the Lancashire EVOLVE Team as soon as possible

September 2017

To be reviewed by the EVC in September each academic year.

Appendix 1 – Community Visits Form attached below:

| | | |
|------------------------|--------|-------|
| Visit Plan 2017 - 2018 | Class: | Date: |
|------------------------|--------|-------|

| |
|---|
| Where are you going? _____ |
| Purpose/Aim of visit? _____ |
| Has the site been checked for accessibility/meeting the needs of the group? _____ |
| Visit Type A Visit Type B Please circle (see over) |

| |
|---|
| Transport: Minibus Public Transport Staff Car Walking Other: |
| Driver: _____ 112 registered yes / no |
| Pupils on minibus checked by: _____ Mobile number: _____ |

Please indicate if the pupil has either a BMP * or specific medical concerns 0 (include control measures)

| Staff | Pupils | Control Measures |
|-------|--------|------------------|
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|-----------------------------------|----------------|--------------------------|------------------|
| Transport booked | Yes / No / N/A | In school diary | Yes / No * |
| Venue booked | Yes / No / N/A | Discussed with SMT | Yes / No |
| Risk assessment transport/walking | Yes / No * | Parents informed/consent | Yes / No * |
| Risk assessment venue(s) | Yes / No * | First aider present | Yes / No * |
| New venue? | Yes / No * | Staff duties rearranged | Yes / No / N/A * |
| All staff aware of | Yes / No * | Any additional | Yes / No |

| | | | |
|--|------------|----------------------------|------------|
| the risk management strategies? | | health and safety hazards? | |
| Photos of children in case of missing child? | Yes / No * | Emergency contact details? | Yes / No * |

* - these items must be in place

PLEASE TURN OVER

Plan B (must be risk-assessed): _____

Arrangements for pupils left in school: _____

Initials of staff completing this form: _____

Were there any accidents, incidents or near misses? Yes / No

If YES - please inform the EVC (Head teacher or Christian Worsley) and record details.

School number: 01772 792 681 Gail Beaton: 07833 086 895 Christian Worsley: 07841 518 227

Types of Visits

Type 'A' Visits (approval by the school/service)

Educational low risk off-site visits, up to one-day duration.
The following are examples of what are normally Type A visits:
theatre visits, most field study visits or museum visits.

Type 'B' Visits (approval by the County Council)

Educational/Off Site Visits:

- involving a planned activity on water, or in which the presence of water is identified as a hazard on the risk assessment* or
- involving adventurous activities** or
- to farms or
- to theme parks or
- to trampoline parks and non-curriculum one off sessions or involving overnight stay or residential accommodation or outside the UK, including Foreign Exchange visits.

* If the visit involves swimming as a planned activity, please refer to Appendix 9.

** The term 'adventurous' is subjective and the following are examples (not an exhaustive list) of such activities:

- Paddle sports; canoeing, kayaking, stand up paddle boarding.
- Mountain sports; climbing, hillwalking, scrambling, gorge walks, 'river' walks.
- Caving; including show caves/ tourist mines.
- Motorsports; karting, MX riding, quad biking, BMX riding.
- Artificial climbing structures; walls, high/ low ropes.
- Snow sports; skiing, boarding.
- Water sports; sailing, power boating, SCUBA diving, kite surfing, wild swimming.
- Horse riding.
- Ice skating/ archery.
- Activities with armed forces

Further clarification and advice should be sought from the Educational Visits Team if there is any doubt about the classification of an activity.

Types of Visit

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Type B visits **MUST** be put on EVOLVE at least 4 weeks before the date of the trip.