

# RUSHWICK C E PRIMARY SCHOOL

## POLICY FOR EDUCATIONAL VISITS

**Purpose and value of Educational Visits:** Learning outside the classroom is a vital part of children's learning and development, providing the children with the wider experiences they need to develop their understanding and skills.

**The Policy and Legal responsibility:** This policy is part of the schools legal responsibility and duty to follow Worcestershire County Council's health and safety guidance for school visits. It should be used in partnership with OEAP Employer Guidance at [www.oeap.info](http://www.oeap.info). This policy is familiar to all members of staff and should also be viewed alongside the school's policies for health and safety. The employer retains overall responsibility for health, safety and welfare.

**Role of the Educational Visits Co-ordinator (EVC):** In the absence of an EVC the responsibilities and function of the EVC remain with the Headteacher.

**The EVC will (Please note that ultimate responsibility lies with the Headteacher):**

- Have attended the Worcestershire Educational Visit Coordinator Training;
- Ensure induction and training for staff, ensuring all visit leaders have attended Worcestershire Visit Leader training;
- Monitor the purpose of visits;
- Ensure outdoor learning activities are led by staff meeting who are competent and confident;
- Ensure volunteer adults are vetted and those with significant unsupervised access are subject to full DBS checks;
- With the Headteacher, be one of the principal contact with the LA over visits planned by the school;
- Confirm that where appropriate risk management planning (including risk-benefit assessments) and preliminary visits have been completed by visit leaders and given sufficient consideration;
- Ensure medical and first aid arrangements are addressed;
- Monitor emergency procedures and provide Leaders with an Emergency Procedures Checklist;

- Make EVOLVE submissions for adventurous and residential visits (and all other visits where appropriate)

**Role of the Governors** - The governing body should:

- Ensure that the plans for visits comply with statutory regulations and guidelines, including the school's health and safety policy documentation;
- Ensure the duty of care is discharged (following policy set down by employer guidance and OEAP EG guidance);
- Support adjudication of parental complaints;
- Assess proposals for certain types of visit, which should include visits involving an overnight stay or travel outside the UK, and ensure submission of these proposals to the LA if appropriate (via the EVOLVE system).

**Role of the Visit Leader** - They must be familiar with the schools policies to be followed off-site. They will be competent, with appropriate experience and qualifications. NB: Overarching duty of care remains with establishment leaders, even when partial responsibility is shared with a provider. It is the duty of the visit leader to:

- Risk manage the visit and venue and undertake a preliminary visit if appropriate;
- Keep the EVC informed at each stage of the planning process;

Policy reviewed: December 2017

Policy to be reviewed: December 2019

Governors responsible for Health & Safety: Eric Dale

Headteacher: Mr G Jeffrey

EVC: Mrs M Taylor-Page