



Educational Visits Policy

Person responsible for policy:	Laura Rashleigh
Date approved:	June 2023
Review date:	June 2025

Contextual Information

Park Lane School forms part of Cheshire East LA'S provision for pupils with severe and complex learning difficulties, which includes pupils with additional physical and sensory impairment as well as those pupils on the Autistic Spectrum Continuum. The school is situated within Cheshire East with a catchment area that includes Congleton, Wilmslow, Knutsford and Poynton. There are currently 116 pupils aged from 2-19, with boys and girls being distributed almost equally. There is a very small percentage from ethnic minority backgrounds.

Rationale.

At Park Lane School we believe that educational visits are vital to develop the pupil's awareness of their local community and the area beyond it. These visits should supplement and enhance work in the classroom, address key aspects of SMSC development and support staff in preparing pupils for adulthood. All educational visits should be well planned with a clear educational purpose that relates to the curriculum.

Pupil and staff safety is of paramount importance so clear procedures are in place which aim to meet health and safety requirements, ensure risks are minimised, parents are informed and that all those involved in the visit are well briefed. Failure to comply with the procedures will result in the visit being cancelled.

Aims.

Educational visits should aim:

- To develop the pupils awareness of their local community
- To use the local community as a teaching resource to enhance the curriculum, address key aspects of SMSC development and support the pupils in preparing for adulthood
- To extend provision of a broad, balanced and relevant curriculum
- To provide pupils with new experiences and challenges
- To support pupils to enjoy and achieve
- To follow the procedures set out that ensure the safety of pupils and staff

- To have a clear educational purpose

Procedures.

When planning an educational visit it is essential that a Risk Assessment and an Educational Visits Planning Form are completed. These documents give detailed information about the educational objectives, the possible hazards and the steps to be taken to minimise and highlight those risks as well as general planning issues. The Health and Safety at Work Regulations of 1992 require an assessment of hazards implicit in a visit and the precautions needed to minimise those risks. This should be completed by the member of staff leading the group and the class teacher if these are not the same person. Both documents require signing by the visit leader to acknowledge they have completed the forms and accept responsibility for the pupils whilst out on the visit.

For local visits to well-known venues which would ordinarily take place within a morning or an afternoon session, a completed planning form and risk assessment document handed to the Educational Visits co-ordinator at least one week before the visit are sufficient. However, for visits which will involve travelling for more than 30 minutes away from school, going out of county and/or will take a whole day and may be to bigger, less familiar venues, the class teacher will be expected to use the online risk assessment tool, EVOLVE. They must attach the planning and risk assessment documents and submit them at least two weeks prior to the visit. Staff will use the Cheshire East Risk Benefit Assessment form for these trips, rather than the schools risk assessment form. This form can be found on EVOLVE and also on the school server in the 'Good Practice' file. Using EVOLVE for these visits will ensure the local authority are aware that these visits are taking place

For a residential visit and any trip deemed to be adventurous (there is a list of activities that Cheshire East identify as adventurous at the end of this policy) the online tool must be completed with the planning form, risk assessment, itinerary and parental consent forms attached and submitted at least six weeks before the visit. This will give the Educational Visits co-ordinator time to check the documents and submit them to the Head Teacher for approval before they are submitted to the local authority for approval. Again, staff will use the Cheshire East Risk Benefit Assessment form from the EVOLVE site for these visits. Staff leading residential trips will consult with the Head Teacher well in advance of planning their trip in order for the Governors to be informed about the visit and give their consent to the trip.

Parental consent in writing must be gained prior to any visit. This ensures that parents are aware their child will be out of school on that date and that they are consenting to this. If the visit is to continue beyond the school day then parents must be advised if they need to collect their child and that they consent to do this. This should be separate to their consent to the visit. If a class is intending to participate in an extended day visit, the Head Teacher must be informed of this well in advance and the class teacher must notify transport of the details within a week of the trip taking place.

Parental consent should be gained for every visit. Where a visit takes place on a regular basis, for example swimming, one consent form can be gained for the term or year providing parents are clear that this will be a weekly activity. When gaining parental consent an emergency contact number must be included on the consent form.

The school kitchen staff should be informed of any packed lunch requirements or

cancellation of lunches at least two weeks before the date of the visit.

Arrangements for pupils with additional medical problems need to be discussed with the school nurse prior to the date of the visit. This includes the preparation of and administering of medication. If a pupil requires meals or fluids via their gastroonomy tubes then arrangements need to be discussed with the nurse. This must be done well in advance of the date of the visit to ensure all arrangements can be made to support the pupil whilst out on the visit

The leader of the visit should ensure that all copies of medical consent forms are up to date and that they take them with them on the visit.

If staff are using their own mobile phones for emergency contact, it is their responsibility to ensure that their phone number is in school. This can be recorded on the bus form. Bus forms should be fully completed and either emailed to the office or taken and placed in the bus form wallet before the class leave on the visit.

If staff are using their own cars to transport pupils then they must ensure they have the appropriate insurance and if necessary a valid MOT certificate and copies of these documents should be given to the Vicky in the office.

Where pupils are travelling in a car, it is essential that there is a driver and escort at all times and pupils are only placed in seats where there is a three point restraining belt. If a pupil requires a seat to travel in, staff must liaise with parents to arrange to borrow the seat on the day it is needed. Staff must also be responsible for fastening the seats correctly and safely into the vehicle the pupils will be travelling in. School can provide simple booster seats for those pupils who are under the age of 12 and under the height of 135cm who do not have a car seat from home.

There are clear guidelines on staff: pupil ratios. These are 1:2/1:3 for pupils with severe learning difficulties and 1:1 for pupils with profound learning difficulties. The term staff includes all staff employed by the school. Where a pupil has a specific member of staff allocated to them then this should be adhered to.

Parents and volunteers are not to be included in the staff: pupil ratios and should not be left in sole charge of pupils.

Equal Opportunities.

At Park Lane School all pupils have opportunity to participate in educational visits irrespective of disability or medical needs.

Monitoring and Evaluation.

The policy will be monitored and reviewed in the light of any new legislation. Procedural changes will be made in consultation with the Head Teacher and the Educational Visits co-ordinator.

Review of Policy.

The policy will be reviewed on an annual basis.

Definition of an ‘adventurous activity’

(Please contact Edsential if there is uncertainty over whether a particular activity requires approval.)

The following activities are regarded as adventurous and require Edsential and LA approval:

- All activities in open country (see below).
- Swimming (all forms, except as part of the Edsential Primary & Secondary School Swimming Programme).
- Water margin activities including pond/stream dipping Group Safety at Water Margins
- Rafting or improvised rafting
- Use of powered safety / rescue craft
- All other forms of boating (excluding commercial transport)
- All forms of water sports including improvised rafting
- Water skiing
- Snorkel and aqualung activities
- Hill walking and Mountaineering
- Rock climbing (including climbing walls), Abseiling
- Mountain Biking
- Coasteering / coastal scrambling / sea level traversing
- Snowsports (skiing, snowboarding, and related activities), including dry slope
- River / gorge walking or scrambling
- Camping
- Underground Exploration
- Air activities (excluding commercial flights).
- Horse riding.
- Motor sports-all forms
- Shooting and archery
- Theme Parks-where there is a range of water rides
- Off road cycling
- High level ropes courses AND Zip wires
- Trampolining and Trampoline Parks
- Zorbing
- Paintballing
- Adventure Playgrounds / trails i.e Manley Mere, Crocky trail
- Any activity where the provider has to sign a waiver form.
- Other activities (e.g initiative exercises) involving skills inherent in any of the above.

Currently Edsential do not approve the following Activities:

- Zorbing
- Paintballing
- Visits to the Crocky Trail, Manley Mere trail and water park
- Inflatable Parks including water

