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## **Riverside Community Special School Educational Visits Policy**

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Policy by: Catherine Le Roux

Date: April 2024

This is a Non-Statutory Policy

To be reviewed biannually.

Admin/current Policies/2024

(This policy is available on our school website and is available on request from each school office. We also inform parents/carers about this policy when their children join our schools.)

This policy will be reviewed in full on at least a biannual basis.



## RIVERSIDE COMMUNITY SPECIAL SCHOOL

# EDUCATIONAL VISITS POLICY

### Introduction

In order to support and enhance the school's broad and balanced curriculum, opportunities are frequently taken for pupils to learn away from the school site. There is an emphasis on outdoor learning in all subjects and this includes the local and wider community.

This policy is written in conjunction with ongoing advice and guidance and from:

- "Hampshire Outdoors": [outdoor.education@hants.gov.uk](mailto:outdoor.education@hants.gov.uk)
- "EVOLVE": [www.hampshireoutdoors.com](http://www.hampshireoutdoors.com)
- National Guidance issued via Outdoor Education Advisors Panel: [www.oeapng.info](http://www.oeapng.info)

This policy is to be read in conjunction with:

- Keeping Children Safe in Education (KSCSIE)
- Riverside School Child Protection Policy
- Riverside School Health & Safety Policy
- Riverside School Code of Conduct

### Aims of Educational Visits

- To provide first-hand experiences that make learning more vivid and interesting.
- Develop social and emotional skills through team-building, problem solving and appropriate risk taking.
- Develop citizenship and life skills through experiences in the community.
- Support pupils to generalise their skills and make learning more relevant.
- Improve pupils' wellbeing by having fun and developing initiative and perseverance in a variety of settings.

### Types of Educational Visits

- Local visits to shops, garden centres, parks and play facilities.
- Visits to registered centres for outdoor pursuits eg. Fort Purbrook.
- Visits to museums & educational facilities eg Science museum, City museum.
- Visits to different environments eg. Woods, Staunton Farm
- Residential visits to registered centres eg Fairthorne Manor
- Registered physical activity centres eg Swimming pool, Portsmouth Gymnastic centre

## **Organisation and Management**

### *Organisation:*

**Step 1: Educational Visit Request Form.** This needs to be given to the Headteacher and Educational Visits Co-ordinator at least two weeks before the date of the visit and will be returned signed with any issues highlighted eg. additional staffing.

**Step 2: Risk Assessment Form.** This needs to be completed and given to the Educational Visits Co-ordinator (after the trip request has been signed by the Headteacher) and at least a week before the visit.

Some pupils may have an individual risk assessment for each off-site activity due to their additional needs.

**Step 3: Off-site Activity Planner.** This needs to be completed and signed by the EVC or HT **on the day of the visit**. Each member of staff needs to carry a copy of this while they are out of school as it lists which adults and pupils are on the visit and any additional needs eg. medication. A copy needs to be given to the school office to be pinned up on that day and then filed.

Activities that are considered adventurous (including residential visits), are near water or in open countryside are recorded on EVOLVE. This is to gain approval from Hampshire Outdoors and ensure that all necessary checks and plans have been put in place. These will include all risk assessments, details of pupils & staff ratios, first aid needs & medication and individual risk assessments or protocols. Additional visits may also be recorded on EVOLVE eg. if involving returning past the school day or a visit to London.

The ethos and culture of the school is part of every off-site visit. Therefore all the professional guidelines that relate to daily school practice are integrated into educational visits practice. This includes the Professional Code of Conduct, Teaching & Learning policy and individual pupil plans (eg ISPs & PHPs).

### **Communication with Parents and Carers**

On joining the school, parents & carers give written permission for their children to take part in educational visits in the local community.

Parents are informed by letter/email when pupils will be away from the school site, but specific written permission is only required if the activity involves:

- outdoor sports or hazardous activities
- is near water
- the pupils are returning to school later than 3.00pm

Details of weekly trips (mainly Yr 5/6 classes) are also given in the class half term newsletter.

Voluntary financial contributions for visits are requested and any necessary explanations of costs are included in letters to parents & carers.

If pupils are going on a residential trip (Yr 6) then following a parent/ carer meeting giving all key information, specific medical and consent forms have to be completed by parents.

### **Risk and Benefit Assessment**

A risk assessment form (Step 2) is completed for each educational visit so that any potential hazards "...can be easily dealt with and managed using good judgment and sufficient planning" (Hampshire Outdoors guidance Feb 2023).

These include the following:

- Hazards and measures put in place to reduce risk
- Staff and pupil details
- Medical & first aid needs
- Behaviour & wellbeing issues
- Any generic county or national guidelines (eg. regulations relating to animals)
- Activity & transport arrangements

The number of staff on an educational visit will relate to the individual needs of a specific class. Additional adults may include lunchtime staff who know the pupils well, students or parent volunteers. Any adults not employed by Riverside school would always be under the direct supervision of Riverside school staff.

The benefits of each educational visit are explained via the Purpose/Learning outcomes section of the Educational Visit Request Form. A pre-visit by staff will be necessary if the named leader has not been to the location before.

### **Inclusion**

All pupils will have the opportunity to access suitable educational visits.

At times the visit or part of the visit may be organised with different activities provided for different groups of pupils. This is in-line with the differentiated curriculum that is offered in the classroom. The majority of educational visits are part of the taught curriculum (although not statutory) and offer an enhancement to the learning being carried out in the classroom. Some visits may be additional sporting or art events to which specific pupils are taken to. However, all pupils have opportunities to attend different events that are appropriate to their learning levels over the year.

Pupils may occasionally be asked not to attend an educational visit if their behaviour has caused or is likely to cause a risk to themselves, to others or to staff. Before this happens, a risk assessment will have been carried out which refers to the pupil's Individual Support Plan (ISP) and any other current risk assessments. In addition, staff will have spent time talking to parents and the pupil about the expectations around educational visits.

## **Safeguarding**

- All school policies and procedures that relate to safeguarding children in school obviously apply to all off-site visits.
- All volunteers (including parent volunteers) follow written guidelines. All volunteers that work regularly with the children have a DBS check in place and no volunteer or student is left on their own with a child.
- Pupils are given clear information including visual support and schedules on the plan for the visit. This includes expected behaviour in order to ensure their safety and engagement before and during an educational visit.
- External providers and staff at educational centres are fully qualified and have DBS checks in place.
- School staff always liaise closely with external staff in order that the activities are appropriate to the needs of the pupils and that they are aware of any additional medical or behavioural needs.

## **Incidents and Emergencies**

The school has clear procedures for dealing with accidents and incidents, whether written on medical protocols, individual support plans or individual risk assessments. The Risk Assessment form (Step 2) highlights pupils who have any of these known additional needs.

Risk assessment is always dynamic and the teacher in charge will always assess any changes in the environment or pupils that could impact the safety and wellbeing of the group. They will then make the necessary changes, liaising with the school as necessary. First aid provision is assessed for each individual visit depending on the location and needs of the pupils.

Following any accident or incident - once the situation has been made safe - staff will ring the school if necessary so that the Headteacher or EVC can co-ordinate additional arrangements.

There is a Local Authority Children's Services "Incident and Emergency Establishment Plan" for all outdoor visits.

## **Monitoring and Review**

This policy will be reviewed at regularly intervals and will be altered to take account of any County ("Hampshire Outdoors") or National (OEAP) changes in guidelines or procedures.

The Educational Visits Co-ordinator will keep Governors informed regarding the Educational Visits programme including its effectiveness, examples of good practice and any issues or incidents.

*Spring 2011*

*Reviewed: Spring 2013, Autumn 2015, Spring 2018, Spring 2020, Spring 2023*

*Next review date: Spring 2025*



**Riverside Community Special School**  
Tel: 02392 250138

**Request for Educational Visit**  
**Step 1**

Class:	Named Visit leader:
Location:	
Date of Request:	Date of Visit:
Purpose of visit/ Learning outcomes:	
Initial visit completed: Yes/ No	
Does it involve hazardous pursuits: Yes/ No	
Additional staff required: Yes/ No	How many:
MIDAS driver requested: Yes/ No	
Time leaving school:	Time returning:
School kitchen informed: Yes/ No	
Letter to inform parents: Yes/ No	
Cost of visit:	
Voluntary contribution requested:	
Approved by Headteacher:	
Date:	





## Riverside Community Special School: Risk Assessment Step 2

<p>Mode of transport:</p> <p>Parking:</p> <p>Height barrier: Y/N</p>	<p>Pupils with Individual Risk Assessments (list pupils):</p>
<p>Risk assessments for specific centre or site (eg, relating to animals)</p>	
<p>Alternative Plans (eg. if it rains)</p>	
<p>Emergency Contacts: School mobiles only * The specific school mobile number to be put onto the Off-Site Activity Planner</p>	
<p>Signed by Named Leader:</p>	<p>Date:</p>
<p>Signed by Headteacher or EVC:</p>	<p>Date:</p>

