

**Together Everyone Achieves More**

Wreningham School is committed to Safeguarding  
And Promoting the Welfare of children



## Wreningham VC Primary School

**1 Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."**



## Education Visits Policy

All policies at Wreningham VC Primary School should be taken as part of the overall strategy of the school and implemented within the context of our vision, aims and values as a Church of England School

**Person Responsible - Headteacher:** Mr RP Jones

**Raising Standards Committee**

**Chair Full Governing Body:** Mr Jon Gent

Wreningham VC School has formally adopted through its Governing Body the Norfolk 'Guidance for Offsite Visits' [www.oeapng.info](http://www.oeapng.info) and as outlined on EVOLVE [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk). This guidance defines the arrangements to be taken into account when organising educational visits, provides guidance to ensure best practice in managing off-site activities and is designed to make trips safe.

### **Aims and Purpose of Offsite Visits**

Wreningham School has a strong commitment to the added value of learning outside the classroom and beyond the school premises. It will seek to provide a broad & balanced range of Learning Outside the Classroom opportunities for all its pupils.

Each year the school will arrange a number of activities that take place off the school site and out of school hours, which support the aims of the school. The range of activities which the Governing Body has given its approval includes:

- Out of hours clubs (music, drama, art, science, ECO, sport, Story Keepers);
- School sports teams;
- Regular local visits (places of worship e.g. Norwich Cathedral, swimming, other local amenities);  
Day visits for particular year groups;
- Residential visits;
- Adventurous Activities;
- Musical events (CASMA, Britten Sinfonia).

The purpose of this policy is to support the school's commitment to educational and offsite visits and ensuring the safety of all children whilst away from the school. By adhering to the procedures and information within the policy, the potential risks to children's safety whilst on visits is significantly reduced.

### **Summary**

• All visits will be subject to clear risk assessment procedures, including the setting of staff and volunteer numbers needed for the visit

- Parental consent will be required for all visits. For local regular visits (Level 1) a consent form is signed at the beginning of entry to the school. For all other visits the school will obtain an individual parent consent form. Parents may withdraw their children from any visit but must contact the school to discuss this.
- A voluntary contribution may be sought for visits that take place during the school day. The school complies with the law for charges for activities outside of the school day.

A full policy is available on request from the school office.

### **Approval Procedure**

The Governing Body has delegated the consideration and approval of offsite visits and activities to the Headteacher. The Headteacher is the nominated Educational Visits Co-ordinator (EVC). The Governing Body has approved this appointment and the EVC has received training by the LA. The school has nominated Julie Leader (senior teacher) to act as the Educational Visits Co-ordinator (EVC) in the absence of the headteacher.

Any significant incidents that occur on visits will be reported to the Governing Body.

Before a visit is advertised to parents the Headteacher/EVC and trip co-ordinator (e.g. teacher) will approve the initial plan. The Headteacher/EVC will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using EVOLVE as the planning and approval system. [www.norfolkvisits.org.uk](http://www.norfolkvisits.org.uk)

The School has agreed a policy for categorising its visits in line with NCC guidance i.e.:

**Level 3** visits must be approved via Evolve and the LA's on-line approval gained.

**Level 2** Day visits approved at school level on Evolve by EVC /Head

**Level 1** Local regular day visits this establishment has posted a list of its Level 1 visits in the document library of Evolve and will use in-house systems to record & approve such visits.

It confirms that a set of standard operating procedures (SOP) or generic risk assessments exist for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

### **Definition of Levels:**

**Level 3** = Overseas, Residential or Adventurous visits

**Level 2** = Day visits not in your establishments list of Level 1. These must be approved on-line at school level on Evolve

**Level 1** = Local and regular visits that the school has generic risk assessments' & standard operating procedures for.

All offsite visits beyond the immediate vicinity of Wrenningham Village Hall and All Saints Church, require parents to be informed of the trip via a letter (and including a parental permission reply slip).

### **Staffing Off-Site Visits**

The school recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The school values and recognises the contribution of volunteer adults and parent helpers assisting with offsite activities and visits. Any volunteer will be approved by both the Head and Visit Leader. They will be carefully

briefed on the scope of their responsibility. Where it is appropriate the school will ensure that DBS screening is available for volunteers.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

Visit staff will not be under the influence of alcohol or other drugs such that their ability to recognise hazards or respond to emergencies is in any way restricted.

### **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

### **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing. Wherever possible the school will seek to use holders of the 'Learning Outside the Classroom Quality Badge' for which no Providers' Contracts or other assurance checks are required.

### **Parental Consents**

Additional written consent from parents will not be required for pupils to take part in Level 1 off-site visits/activities as all parents sign a written consent form on entrance to the school to authorise these visits.

For all other off-site visits and activities that need a higher level of risk management or those that take place outside school hours, the school will require written permission from parents/guardians and a standard letter will be used for this purpose. As part of the parental consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit. Parents will also be required to complete form PC/B for all residential visits (Appendix).

The school has policies for Charging and Remissions, use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

### **The expectations of Pupils and Parents**

The school has a clear code of conduct for school visits based on the school 'Behaviour Policy'. This code of conduct will be part of the condition of booking by the parents. Pupils, whose behaviour is such that the Visit Leader is concerned for their safety, or for that of others, can be withdrawn from the activity. The Visit Leader will consider whether such pupils should be sent home early and parents will be expected to cover any costs of the journey home early.

### **Emergency Procedures**

The school will appoint a member of the Senior Management Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

In case of a Critical Incident, the Visit Leader should inform the emergency point of contact (EPOC) in the first instance who will then phone the Critical Incident line. This line should be used to inform and request support from the Local Authority when a traumatic or tragic event has occurred. **Critical Incident Support Line (07623 912974)**

### **Review by the Local Authority**

The school is supported in its arrangements for offsite visits by the County Council. Where necessary the school will seek advice from the Adviser for Outdoor Learning.

All visits that involve an overnight stay, going abroad and any that involve adventurous activities will be notified to the LA prior to departure. The LA will provide an independent reassurance check of the plan and the precautions and safety measures that will be taken. Some sample monitoring will also be undertaken by the LA & the school agrees to facilitate this when & where required. Any advice provided will be fully considered prior to the trip taking place.

### **Charging Policy for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by pupils from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

### **Other school policies that this Educational Visit policy relates to are:**

- School Charging Policy
- Remission of Charges Policy (Maybe part of above policy).
- Pupil Premium Policy (Which has to be outlined on school website) Guidance re use of Pupil Premium to support visits is in Evolve resources.
- Inclusion Policy
- Behavior Policy

## Appendix Level 1 Visits

This is a list of the school's regular day visits the school considers to be Level 1. The list is in the document library of Evolve and the school uses in-house systems to record & approve such visits. It confirms that a set of **standard operating procedures** (SOP) or generic risk assessments exist for these Level 1 visits. (SOP guidance is in the Evolve Document Library).

### Level 1 Visits (Local and regular)

#### **By Foot**

All Saints Church, Wreningham, Long's Wood, Wreningham, Wreningham Village Hall and Parish playingfield

Parental/carer permission for these types of trips will be covered by a consent form signed by parents/carers on entrance to the school. Ratio levels should be based on professional discretion as to the number of adults you need to safely supervise the children.

Organise parent/carer helpers if needed and ensuring that they have been DBS checked if required.

Advise parents/carers about trip.

Prepare for off-site visit, you need to take:

- nominal roll, inc. medical needs. Staff must complete 'Record of Medicine Administered to an Individual Child' recording sheet
- agree who will be an emergency contact at school – usually the Headteacher.
- organise pupils and helpers into groups
- advise pupils and volunteers of safety instructions for the visit
- remember first aid kit, sick bags, and any additional equipment related to a child's medical need, e.g. inhaler

**On the day ensure you leave a register of staff, pupils and volunteers at the school office of who actually goes off-site, together with your contact numbers. THIS IS ESSENTIAL.**

Post visit - Make a record of any accidents, incidents or near misses that occurred on the day. Ensure first aid kit is replenished and left in good condition. Feedback to the Headteacher the success of the trip, whether it fulfilled curriculum objectives, recommendations for the future etc.

**Personal information and Parental Consent Form - Category 3 Visits**

**To be completed by the Visit Leader:**

Please return to : Visit Leader \_\_\_\_\_

The Visit Leader who will only divulge information on this form to other staff as necessary, to ensure the welfare and safety of the participant.

Group: \_\_\_\_\_ Year \_\_\_\_\_ Place of visit: \_\_\_\_\_

Day & date of departure: \_\_\_\_\_

Day & date of ReturnTime: \_\_\_\_\_

List of activities to be undertaken: \_\_\_\_\_

\_\_\_\_\_

Method of travel: \_\_\_\_\_

**To be completed by Parent/Carer (please use block capitals)**

Young person's full name: \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Main telephone no: \_\_\_\_\_

Name of parent(s)/carer(s):

(i) \_\_\_\_\_ Relationship: \_\_\_\_\_

(ii) \_\_\_\_\_ Relationship: \_\_\_\_\_

Addresses of parent(s)/carer(s) and/or other contact persons:

(i) \_\_\_\_\_

\_\_\_\_\_ Tel. no. \_\_\_\_\_

(ii) \_\_\_\_\_

\_\_\_\_\_ Tel. no. \_\_\_\_\_

Doctor's name : \_\_\_\_\_

Doctor's Tel. no: \_\_\_\_\_ National Health No.(if known): \_\_\_\_\_

Date of last known tetanus injection (if known):

\_\_\_\_\_

Please give details of any recent illnesses:

Please give name and dosage of any medications currently being taken:

Please tell us about any allergies, e.g., medicines, food, bee stings, etc.

Please tell us about any food not eaten for religious or health reasons:

Please provide any other information which you feel might be useful in an emergency, or that the Visit Leader should be aware of: e.g. phobias, epilepsy, hyperventilation, sleepwalking, diabetes, travel sickness, toileting difficulties, friendship problems, etc.

I am willing for my child to take part in the above visit/journey, and having read all the information provided, I agree to his/her taking part in the activities described.

I fully understand and accept that, while the supervisory adults in charge of the group will take all reasonable care of the young people, neither they, nor Norfolk County Council, can necessarily be held liable in respect of loss or damage to property or injury suffered by my child arising out of the educational visit/journey, unless such loss, damage or injury results from the negligence of Norfolk County Council, its employees or official volunteers.

I give/do not give\* permission for my child/ward to receive pain relieving medication when appropriate (one dosage of paracetamol only).

\* please delete as appropriate

I agree to my child/ward receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I understand the extent and limitations of the insurance cover provided.

Signature of Parent / Carer: \_\_\_\_\_  
(if participant is under 18)

Signature of Participant: \_\_\_\_\_

Should there be any amendments to this form after it has been handed in, please contact the Visit Leader immediately.

This form must be completed for each member (including staff) of any group involved in any activity that includes absence from home overnight, visits abroad, and/or adventurous activities.

**Copies must be carried securely by the Visit Leader or group supervisor.**

**WRENINGHAM PRIMARY SCHOOL PARENTAL CONSENT FORM**



**FOR REGULAR OFF-SITE VISITS/ACTIVITIES**

Child.....Date of Birth.....

I hereby agree to my child participating in recognised activities that are organised by the school off-site, e.g. walking to Wreningham Village Hall, walking to All Saints Church Wreningham, visits to Wreningham Long’s Woods, sports/games on the field opposite the school.

I understand that:

- such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return home;
- my specific permission will be sought for any out-of-school activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards;
- all reasonable care will be taken of my child in respect of the activity/visit;
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal school discipline during the visit/activity;
- any medical condition, disabilities, or special needs will be notified to the school now and as and when they arise;
- I agree to keep the school up to date with my emergency contact details (e.g. change of mobile number etc.)

Details of any medical condition, disabilities or special needs: .....

Signature of Parent/Carer(s): .....

Name(s): ..... Date of signature: .....

Address: .....

.....Postcode: .....

Telephone: ..... Mobile: .....

Please complete and sign the following if your child has been diagnosed with asthma:

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler **Yes or No [circle as appropriate]**.

2. My child has a working, in-date inhaler, clearly labelled with their name, which they will leave in the school office (Year R, Year 1 and Year 2) or in the classroom (Year 3, Year 4, Year 5, Year 6). **Yes or No [circle as appropriate]**.

In the event of an asthma attack:

In the event of my child displaying chronic symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler (another child’s) held by the school for such emergencies.

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THE FORM TO THE SCHOOL OFFICE**