



Nether Kellet Primary School

Educational Visits Policy Appendix

This document summarises the way in which the school utilises Lancashire County Council policies and procedures relating to Educational Visits. Nether Kellet Primary School follows the Lancashire Educational Off-Site Visits Policy.

Planning Visits

At Nether Kellet Primary, individual staff members plan educational visits to enrich the curriculum and develop the children's dispositions and attitudes. On planning a visit they consult with the EVC to ensure that the visit may go ahead. Following this, the visit leader uses Evolve to input the visit and uploads an up-to-date risk assessment taking account of all factors including medical needs and SEND. The EVC approves visits and type B visits are also sent for approval to LCC not less than 4 weeks ahead of the visit.

Type B Visits Include:

- All residential visits
- All visits involving adventurous activities
- All farm visits
- All visits involving water (other than using a large boat as a mode of transport)
- All trampoline park visits
- All day visits to London or other cities where travel within the city is required.

These visits require approval by the EVC/ head and LA

All type A visits require approval by the EVC and head.

During the Visit:

A base contact is named for all visits and the base contact must be contactable at all times and have contact details for all children to hand.

Visit leaders take the Visit Leader Emergency Card on each visit.

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The visit leader risk assesses on a continual basis during the visit and adjusts procedure and activities accordingly in coordination with other staff on the visit. The risk assessment is therefore a fluid document that is responsive to changes in circumstances, e.g. weather, delayed transport, etc.

If an incident does occur during a visit, visit leaders follow the Visit Leader Emergency Action Card guidance. If in doubt they contact the head or deputy or the Lancashire EVC emergency numbers.

Following the Visit:

Visit leaders always assess how the visit went and assess if there were any accidents or near misses. They complete this on the post-visit evaluation. All post-visit evaluations are completed within 2 weeks of the visit.

In the Event of an Emergency:

The visit leader follows the protocol detailed on the Visit Leader Emergency Card – copies of this document are situated in the staff room.

The base contact and other staff in school follow the Establishment Management Emergency Action Card and comply with the documents: Off Site Visit Emergencies: The Establishment's Role (4.1b) and Off Site Visit Emergencies: Guidance for Leaders (4.1c)

Copies of all of these documents are situated in the office and the head's office.

Preparation for Emergency:

Risk assessments detail procedures in the event of emergencies.

The school response to emergencies is discussed and rehearsed at least annually by all teachers (potential visit leaders) and school office staff (likely to be the base contact).

Revision of Procedure:

Where any accident or near miss occurs the EVC, in conjunction with other staff, reviews the EVC policy and practice and adjusts it accordingly where necessary.

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Procedures for Residential Visits:

The school ensures that all of children's contact details and medical information is carried by the visit leader at all times and that the base contact also has a copy of all of these documents.

Medication:

All of children's medical needs are collated recorded on one Word doc which is carried by the visit leader and all accompanying staff have a copy. Staff who have children in their group who require medication during the day, ensure that they carry that medication or, in the case of inhalers, that the child themselves carried their inhaler. School requires all parents to complete a consent form for staff to administer medication which includes dosage and frequency.

Electronic Devices and Valuables:

Children are not permitted under any circumstances to bring electronic devices on residential or any school visits. The reasons for this include:

- The visits are valuable opportunities for the children to connect with each other and their environment rather than being focused on an electronic device;
- Children's social skills and ability to entertain themselves is enhanced in the absence of devices;
- Staff would need to monitor everything that is being accessed on devices which would be impossible;
- Devices or valuables may get lost, broken or stolen causing problems.

Children are not permitted to contact home during a residential visit, again this is for many reasons:

- Contacting home can exacerbate or bring on homesickness;
- Contacting home can mean that children don't fully immerse themselves in the experience and aren't fully "present" which isn't beneficial to them and their wellbeing and dilutes the experience;

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- Organising for all children to contact home would be a major logistical challenge, not least because the itinerary on residential is packed with activities.
- After many years of experience on residential, our staff and staff at other schools have found consistently that children thoroughly enjoy the experience of being away even if they have the odd moment of homesickness and this develops their resilience, self-belief and confidence for the future.

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