

# Maple Medical PRU Educational Visits Policy

## Context

Maple Medical PRU believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Maple Medical PRU a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for making, creativity, developing learning relationships and practising strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust.
- Improved achievement and attainment across a range of curricular subjects.
- Enhanced opportunities for the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. i.e. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.
- Opportunities for pupils to develop life skills as appropriate for their own personal development
- Opportunities for young mums to take part in educational visits with their babies to develop and enhance their own learning as well as their parenting skills

## Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Maple Medical PRU

1. Adopts the Local Authority's (LA) document: 'Educational Off-site Visits and Adventurous Activities Guidance' with reference to OEAP National Guidance.
2. Uses the Exeant system, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with school policy (i.e. this document), DMBC policy and guidance, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

## Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended Learning Locality Statement' (See Appendix A) – Cat. A
2. Day visits within the UK (outside of London) that do not involve an adventurous activity – Cat. B
3. Visit to London, and/or that are overseas, and/or residential, and/or involve an adventurous activity - Cat. C

## Roles and responsibilities

**Visit leaders** are responsible for the planning and risk assessments of their visits, and the Head and learning mentor for entering these on Exeant (where required). They should obtain outline permission for a visit from the Head Teacher prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

**The Educational Visits Coordinator (EVC)** is the Head teacher, **Kath Formby**, who will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities. The EVC is the first point of contact for advice on visit related matters, and will check final visit plans on EXEANT before approving them. The EVC sets up and manages the staff accounts on Exeant.

**The Head Teacher** has responsibility for authorising all visits and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via Exeant.

**The Management Committee's** role is that of a 'critical friend'. All visits are reported to the Management Committee via the Head teacher's report and approval is sought from them as well as the LA for category C visits (usually our annual residential).

**The Local Authority** is responsible for the final approval (via Exeant) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## Approval

The approval process is as follows for each type of visit:

1. Category 'A' - Local visits follow the 'Extending Learning Locality Statement' (Appendix A).
2. Category 'B' - Day visits within the UK that do not involve an adventurous activity. These are entered on Exeant, and must be submitted to the EVC for checking at least 7 days in advance before approval is given.
3. Category 'C' - Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA and Management Committee for approval.

## Emergency procedures

**A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.**

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix B). All staff on visits are familiar with this plan and it is tested annually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

## Educational Visits Checklist

Maple Medical PRU's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. This has been adapted from the LA's generic checklist. A visit should only go ahead if the answer to all relevant questions is 'YES'.

## Parental Consent

The school obtains blanket consent at the start of each year (or later if the pupil arrives during the middle of an academic year) for regular/routine activities that take place wholly within the 'normal' school day. Category A visits are covered by using the 'Extended Learning Locality Statement' (Appendix A) and parents/carers can be informed of visits via electronic means, newsletters or letter. For Category B visits that are less routine, parents/carers must be fully informed of the arrangements and acknowledgement received from parent/carers that they have received the information regarding the visit via a reply slip.

Specific, (ie. one-off), parental consent must be obtained for all visits that take place either partly or wholly outside of 'normal' school hours. For these visits, sufficient information must be made available to parents/ carers (letters, meetings, etc.), so that consent is given on a 'fully informed' basis.

## Record of Visits

All visits not on the Exeant system will be recorded on the Educational Visits form (Appendix C)

## **Inclusion**

Maple Medical School is an inclusive school and will comply with the Equality Act 2010.

## **Charging / funding for visits**

Maple Medical PRU do not charge for educational visits however a voluntary contribution may be asked for in certain circumstances. The annual residential is paid for from school funds supplemented by grants following bids to charitable organisations..

## **Transport**

Maple Medical PRU have number of minibus drivers who check the vehicle before any trips. If there is no driver available, we will hire one from the LA. There will always be another member of staff accompanying the pupils on a trip unless the driver is picking the pupil up from home first.

## **Use of staff cars to transport pupils**

Staff who transport pupils have business insurance and ensure the vehicle is roadworthy and that pupils wear seatbelts. Maple Medical PRU comply with LA guidance on this.

## **Insurance**

Maple Medical PRU take out insurance for the residential trips.

**Date of Policy** – February 2019

**Date of Review** – February 2021

**Signed**

**Head teacher**.....

**Chair of Management Committee**.....

# Appendix A - Extended Learning Locality Statement

## Boundaries

The boundaries of the locality are Balby, Doncaster Town Centre and Dearne Valley Leisure Centre. This area includes the following frequently used venues:

- Doncaster library
- Dearne Valley Leisure Centre
- Doncaster Museum
- The Point
- Doncaster Dome
- Lakeside

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EXEANT visit approval process, provided they follow the below Operating Procedure.

## Operating Procedure for Extended Learning Locality

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

**These are managed by a combination of the following:**

- The Head or Deputy Head must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended Learning Locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

## Appendix B – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of and have any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.  
The visit leader will carry an 'Emergency Procedures Contact Card' and phone number.
6. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

## Appendix C

## Educational Visits Record

Date:	Departure time:	Return time:
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Venue:	Activities:	External Provider? Yes / No If Yes please give details:
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Visit Leader:	Leader contact number while on visit (mobile):
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Other adults on the visit	
Establishment staff:	Volunteers/Other (if other please give details):

Group/Class:	Number of young people on visit:
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	Visit Leader (Please tick)	EVC (Please tick)
Group list of actual attendees will be carried by the visit leader, a copy will also be left with the emergency contact at the establishment.		
Relevant specific medical information/care/behaviour plans will be taken on the visit as required.		
Appropriate risk management systems/risk assessments in place. <small>(Any additional issues NOT covered by the establishment's Extended Learning Locality Statement have been recorded and attached to this form.)</small>		
Appropriate First Aid provision is in place.		
All staff/volunteers/young people have been/will be briefed prior to departure and safeguarding procedures will be followed at all times.		
First Aid kit, emergency procedures sheet and mobile phone will be taken on the visit		

*\*In signing this form I confirm that the planning and risk management for the visit has been checked and approved in accordance with the 'DMBC Educational Off-site Visits and Adventurous Activities Guidance'. The Establishment Off-site Visits Policy has been complied with and the visit leader has received appropriate training/induction.*

Visit Leader	EVC*	Headteacher/Senior Manager*
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This form should be retained by the EVC on file at school, together with all other documentation relating to the visit.