



Making the difference

Curriculum Policy: Off-site Educational Visits



POLICY FOR HEALTH AND SAFETY OF PUPILS ON EDUCATIONAL VISITS

Vranch House School strives to ensure that all pupils and staff are safe at all times both within school and on educational visits. It recognises the advice and guidelines given in Health and Safety of Pupils on Educational Visits (HASPEV) and The Outdoor Education Advisers' Panel (OEAP) that supports Local Authorities, schools and Academy Groups in England, Wales and Northern Ireland.

- The Educational Visits Coordinator (EVC) is the Headteacher. All visits must be approved by the EVC in advance.
- The Class Teacher must complete a Vranch House Educational Visits pack prior to the visit and submit this to the EVC for approval.

Forms to be completed and verified by the EVC ***before*** the trip can go ahead:

- *Planning pre-visit* – stating Educational reason for the trip proposes and approximate costings
- *Risk Assessment* – conducted by the Class Teacher(s) at the venue for the trip
- *Educational Visits Off-site form* – to be completed on the day and left with Reception and Head of Education

Forms to be completed after the visit has taken place:

- *Evaluation post-visit* – evaluating whether the educational outcomes envisaged on the *Planning pre-visit* form were met by this visit and whether or not this trip stayed within the budget plan and *Risk Assessment* completed pre-visit.

(A copy of these forms are in the appendix to this document).

- Details of the following must be included as part of the above forms:
 - Person responsible for Emergency File and Emergency Drugs
 - Names of all pupils and adults on the visit
 - Approximate schedule with timings
 - Letter sent to parents with approval slip
 - Information on any special medical requirements or training for the trip
 - Analysis of factors which may cause risk to students, staff or volunteers
 - Action to be taken to mitigate risk
 - Details of the nearest hospital for A&E depending upon the location of the visit
- Full consultation should be made by the Class Teacher with the School Nurse prior to the visit.
- The member of staff in charge of the Emergency File/Drugs must ensure that these are kept with the children at all times. If the group splits up, these must stay with the relevant child/children. The file/drugs are to be returned to the School Nurse on duty as soon as the group return to Vranch House.



- Completed and approved Educational Visits Forms should be circulated to the Head of Therapy, School Secretary, School Nurse, Speech and Language Therapy, School Kitchen, Clinical Secretary and School Driver **not less than one week prior to the visit**. A copy should be retained in the Teacher's File in class.
- A mobile phone will be taken on all visits and held by the Class Teacher.

Further Information

Useful Documents (available in Headteacher's Office)

DfES	Health and Safety of Pupils on Educational Visits
DfES	Standards for LEAs in Overseeing Educational Visits – Part 1 of a 3-Part Supplement to Health and Safety of Pupils on Educational Visits
OEAP	The Outdoor Education Advisers' Panel (OEAP), http://oeapng.info/

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