



Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
FEBRUARY 2018	C.ROBINSON-JONES			

Article 28: Children have a right to a good quality education

Article 29: Children have the right to an education which develops their interests, talents and abilities

Rights Respecting Schools

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Class Tracking Sheets SEND portfolios	Name D.O.B. Parent details Health details SEND details Attainment and progress information	Well-Being and Education of Your Child Communication and reporting to parents Reporting to the LA and DfE	All Staff LA DfE	Initially Completed on Paper Then Entered Onto School’s Information Management System Paper Version is Shredded	Held on File Throughout Child’s Time at School and transferred to secondary school

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		





Introduction

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At Marlborough Primary School we seek to ensure that the national curriculum is delivered to all children regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills, and attitudes. To enrich the curriculum for our children we also offer a range of educational visits and other activities to complement the curriculum.

We encourage educational visits as we believe they 'offer an invaluable opportunity to enrich young peoples' learning, raise their self-esteem, increase their motivation and appetite for learning and raise levels of achievement in many aspects of their life and education.' (Welsh Assembly Government 2008)

An educational visit could be a short term visit in the local community, a day visit further afield, a visit lasting several days at a residential educational centre or an educational visit involving overseas travel.

At Marlborough Primary School we believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Employers Liability (Compulsory Insurance) Act 1969
- Health and Safety at Work Act 1974
- Special Educational Needs and Disability Act 2001
- Equality Act 2010
- Adventure Activities Licensing Regulations 1996
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Health and Safety (Miscellaneous Amendments) Regulations 2002
- School Premises (England) Regulations 2012

We are an educationally inclusive school so therefore we will ensure all children are included on educational visits including those with special educational needs, disabilities or other special conditions or social circumstances. Additional adult support will be provided.

Aims

- To provide a clear and coherent structure for the planning and evaluation of educational visits in order to enhance the curricular and recreational opportunities for pupils.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

The Governing Body has:

- appointed a member of staff to be the Coordinator for Educational Visits (EVC);
- the right to be consulted and to give permission for all school trips;
- responsibility to ensure:

- the school complies with all health and safety regulations and procedures;
- all risk assessments are in place,
- emergency plans are in place;
- insurance cover is in place;
- adequate supervision is in place;
- the needs of all pupils are catered for

- delegated powers and responsibilities to the Head teacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring policies are made available to parents;

Nominate a link governor to:

- visit the school regularly;
- work closely with the Head teacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- Annually report to the Governing Body on the success and development of this policy.

- Responsibility for the effective implementation, monitoring and evaluation of this policy.

The Head teacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- be responsible for the sanctioning and authorizing of all educational visits whatever the duration or purpose;
- consider the following before sanctioning and authorising any educational visit:
 - the educational benefits of the visit
 - the travelling time to and from the venue
 - the health and safety factors
- ensure that Educational Visit Coordinator and Party Leaders have appropriate training and are sufficiently competent, experienced and qualified;
- ensure all volunteer helpers/supervisors are subjected to a Disclosure and Barring Service criminal records check before they take part in an educational visit;
- ensure all accidents and emergencies are dealt with and reported;
- ensure all relevant insurance cover is in place;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - monitoring planning and assessment
 - speaking with pupils, school personnel, parents and governors

- annually report to the Governing Body on the success and development of this policy.
- authorise all short term or day educational visits;
- seek the approval of the Governing Body and the Local Authority for a residential visit.

The Educational Visits Coordinator(EVC) will:

- be competent, experienced and qualified to undertake the role;
- undertake appropriate training in:
 - organising and supervising educational visits
 - risk assessment
 - emergency procedures
 - medical and first aid
 - pupil behaviour and discipline
 - supporting pupils with additional learning needs
 - outdoor activities
 - water safety
 - dealing with the media
- ensure that all documentation is in place before the Visit Plan can be authorised by the Head teacher and Governing Body;
- review the planning, documentation and competence of the Party Leader before recommending the authorisation of any educational visit;
- lead the development of this policy throughout the school;
- work closely with the Head teacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

Party Leaders will complete the following Visit Plan before any visit is authorised:

- a Risk Assessment(s) based on a pre-visit;
- the nature, purpose and length of the visit;
- accommodation details;
- the year group and pupil numbers;
- pupil names;
- contact details;
- emergency contact details;
- parent consent forms;
- medical records;
- the number of adults;
- Disclosure and Barring Service checks of parent helpers;
- adult pupil ratio;
- insurance;
- costings of the visit;
- coach firm and contact details;

- travel arrangements;
- itinerary of visit;
- medical and first aid;
- school mobile phone;

Emergency Procedures:

Party leader must identify the school contact and telephone number on the EV5 for all adults in an emergency. A copy of this must be left with the receptionist, as the first port of call.

The party Leader should also have a copy of the Visit Leader Emergency contacts from the LEA, found in the Trip Guidance Folder/ trips 2016/17, Whole school administration.

The party leader will ensure that all supervising adults are:

- trained in supervisory procedures for educational visits
- allocated a group of named pupils
- given pupil information
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions;
- report any concerns they have on any aspect of the school community.

Risk Assessments will be completed on preliminary site visits and will cover:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the party leader put the safety measures in place?
- What steps will be taken in an emergency?

We will use or adapt risk assessments that have been produced by venues who provide instructor led activities.

A risk assessment of the mode/s of transport will be undertaken.

The group leader will:

- be in charge of all accidents and emergencies;
- report and record all accidents and emergencies;
- ensure all pupil contact details are in place;
- contact parents in the case of an incident;
- deal with any reports or interviews to the media
- staff are trained in first aid;
- supervisory adults are aware of all medical and first aid arrangements and procedures;
- the medical information of all pupils is in place;
- parent consent forms are in place;
- pupil medications are in place and secure;
- parents are contacted if their child is injured;

In considering risks there are 3 levels of which the visit leader should be mindful:

Generic Risks – normal risks attached to any activity outside school. These will be covered by reference to the 'Educational visits Checklist and the schools generic risk assessments (EV1, 5) Category A

Event Specific Risk- Any significant hazard or risk relating to the specific activity that is not covered by the generic risk assessment. Eg travelling on public transport. (EV2, 3, 4, 5 and checklist)Category B

Ongoing Risks – the monitoring of risks throughout the visit as circumstances change.

Volunteers

When going on a trip Volunteers who are not DBS checked should not be left alone with a group, school staff must be present with them at all times so as not to create a safeguarding issue.

We will use the following adult pupil ratios

Nursery: 1 adult:2 children

Reception: 1 adult:4 children

Year 1: 1 adult:6 children

Year 2-3: 1 adult: 10 children

Year 4 – 6: 1 adult:15 children

Parents will:

- be informed of all educational visits by the school and will be given full detailed information of the visit;
- complete a standard parental consent form before their child attends an educational visit so that medical conditions, allergies and special dietary needs are covered;
- submit current emergency contact details before an educational visit takes place;
- attend all planning and information meetings held by the school before any residential or overseas visit takes place;
- be subjected to a Disclosure and Barring Service criminal records check before they take on the role as a volunteer helper/supervisor on an educational visit;
- undertake training in the above role,
- be allocated named pupils during the visit not their own children.
- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place;
- hand in homework on time;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
- be asked to take part periodic surveys conducted by the school.

Planning and information Evenings

Parents will be invited to attend a planning and information meeting before any residential or overseas visit takes place.

At this meeting parents will be informed of the following:

- the name of the group leader
- the names of the deputy leader and other staff
- the names of parents accompanying the visit
- the ratio of pupils to adults
- the dates and time of departure and return
- the full contact details of the destination
- the method/s of travel
- the name of the coach firm/travel company
- the itinerary of the educational visit and of the activities planned
- the total cost
- the date when the deposit needs to be paid and when the final travel cost has to be paid
- insurance arrangements
- pupil medical and dietary information
- checklist of clothing and other essentials
- checklist of equipment
- details and advice of pupil pocket money
- ground rules for the visit

Pupils will:

- be aware of and comply with this policy;
- abide by the ground rules and the standards of behaviour for the educational visit;
- know which adult is responsible for them;
- look after their possessions and spending money;
- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher or volunteer;
- ask for further help if they do not understand;
- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- wear appropriate clothing for an educational visit or school uniform;
- liaise with the school council;
- take part in questionnaires and surveys.

Parents/carers will:

- be aware of and comply with this policy;
- give consent before any educational visit involving their child takes place;
- provide all relevant medical information and up to date contact details for their child;
- receive from the school all relevant information regarding the planned educational visit takes place.

The Educational Visit Coordinator will:

- undertake training organised by the Local Authority;
- train all Party Leaders and volunteer helpers where appropriate;
- ensure all school personnel have equal chances of training, career development and promotion
- ensure all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

All school personnel at Marlborough Primary School:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Safety
 - Risk Assessment
 - Accidents and Emergencies
 - Medical and First Aid
 - Reporting of Injuries, Diseases and Dangerous Occurrences
 - Charges, Voluntary Contributions & Remissions
 - School Minibus
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

The Business manager will:

- act as 'treasurer' and will collect all monies from parents/carers and will pay all bills;
- organise all transport arrangements and dealing with reputable travel firms;

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- school events
- meetings with school personnel, weekly briefings
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Head teacher reports to the Governing Body

Equality Impact assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring and Effectiveness of this policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Head teacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked policies:

Safeguarding

Inclusion

Code of Practice for Volunteers.