



## Winwick CofE Primary School

### Policy for Educational Visits/Learning Outside of the Classroom

*(This policy MUST be read alongside Warrington Borough Council's 'Guidance for Learning Outside of the Classroom including the use of EVOLVE' Document)*

At Winwick CofE Primary School, in-line with our Christian Vision, 'In God's Love, aspire and achieve to be the best', we set high expectations for all pupils to aspire and achieve to be the best that they can be and we believe it is important that all children are given the opportunity to develop to achieve their full potential. We recognise that children need to have the opportunity to take part in a wide range of experiences throughout their school journey with us and, as part of our wider curriculum offer, we provide children with the opportunity to experience a range of educational visits, including residential.

Winwick CE Primary School believes that safely managed, well planned educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum for our pupils. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfillment. The teaching staff and governors are committed to providing Educational Visits and Learning Outside the Classroom activities that supplement and enhance the curriculum, providing experiences that may otherwise be impossible.

Winwick CofE Primary School has fully adopted the Warrington Borough Council Guidance for Learning Outside the Classroom, including the use of Evolve. This guidance can be found through the internet by logging onto [www.warringtonvisits.org.uk](http://www.warringtonvisits.org.uk)

This policy provides a clear and coherent structure for the planning and evaluation of our Educational Visits/Learning Outside the Classroom Activities, to ensure that any risks are managed and kept to a minimum, for the health, safety and welfare of all pupils at all times. We seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities.

**NB. THIS DOCUMENT MUST BE REVIEWED ALONGSIDE THE SCHOOL POLICY WHEN REVIEWING EACH SECTION OF THIS POLICY.**

#### **Aims**

The aims of this policy are to

- Ensure that every pupil has the opportunity to benefit from educational visits/learning outside the classroom activities
- Ensure that all visits are safe, purposeful and appropriate to meet the educational needs of the pupils taking part
- Ensure assessments and procedures for managing risks are in place
- Identify appropriate functions, responsibilities, training, support and monitoring.
- Ensure that whenever appropriate, further advice is sought from the Local Authority and from other technically competent sources.

#### **Inclusion**

Every effort will be made to ensure that educational visits and learning outside the classroom activities are available and accessible to all, as per Warrington Borough Council Guidance for Learning Outside the Classroom.

## Planning

Winwick CofE Primary School follows a robust process for planning educational visits/learning outside the classroom activities.

The Educational Visits booking form (Appendix 1) is to be used for every external visit and given to the Head 1 month prior (2 months for a residential) to the visit. Agreement must be given by the EVC/SLT before the visit can be finalised and booked.

### EDUCATIONAL VISITS BOOKING FORM

<b>Educational Visit - Location:</b>	
<b>Member of Staff Organising the Visit:</b>	
<b>Visit Leader (If different from above): (Name and Mobile Phone Number)</b>	
<b>Date(s) of Visit:</b>	
<b>Estimated Time of Departure:</b>	
<b>Estimated Time of Return:</b>	
<b>Coach Company: (Name and Contact Number)</b>	
<b>Class(es) taking part in visit:</b>	
<b>Number of Pupils:</b>	<b>Boys =          Girls =          Total =</b>
<b>Additional Adults:</b>	
<b>First Aider:</b>	
<b>Date Added to Google Calendar:</b>	
<b>Date Kitchen Informed:</b>	
<b>Number of School Lunches Required:</b>	<b>FSM: Paid Through Parent Pay:</b>
<b>Summary of Trip &amp; Subject Links:</b>	
<b>COSTINGS</b>	
<b>Total Cost of Coach:</b>	<b>£</b>
<b>Total Cost of Entrance Fee/Visit Fee:</b>	<b>£</b>
<b>Other Cost (e.g. additional adult): (Add details)</b>	<b>£</b>
<b>Total Cost:</b>	<b>£</b>
<b>Total Cost Per Pupil</b>	<b>£</b>

Please indicate on a class list, on the morning of the visit, the names of children actually travelling. Leave this sheet and the class list in the School Office as well as amending any lists for trip adults.

An up-to-date risk assessment needs to be completed by the Visit Leader and submitted through EVOLVE one week prior to the visit (five weeks if it is a residential visit). Risk assessments (including a travel risk assessment), and other documentation linking to the visit, must be submitted via the EVOLVE online system in the timescale noted above. Template examples of risk assessments/documents can be found in the documents section on EVOLVE, and on the Google Shared Drive (WINFO). Visit leaders should add the dates to the school calendar and ensure cover is sorted for any staff who are also on the visit who may have duties on the day of the visit (cover information should also be added to the calendar). Copies of the risk assessment must be taken on the visit and shared with attending staff prior to the visit.

In addition to this, the Visit Leader must ensure a copy of the Critical Incident Card is updated and completed as part of the EVOLVE submission; this should be checked prior to the visit taking place (and updated if required) with all relevant contact details. A copy of the card should be given to all staff attending the visit, as well as a copy being left in the school office (and with the SLT if the visit is a residential); this will ensure that all staff are aware of the correct procedures to follow should there be a critical incident whilst on the visit.

For residential visits, copies of all emergency contact forms (including for staff) should be collated. A copy should remain with the Visit Leader, in addition to this, a copy of the pack should be provided to:

- School Office
- Members of SLT who will be on-call during the visit outside of school hours
- The member of staff who is the designated driver for the residential visit

For visits where the kitchen will need to provide school meals, it is the Visit Leader's responsibility to liaise with the kitchen/office team in advance of the visit, in keeping with the planning timescales, to ensure that all packed lunches are ready on the morning of the visit.

**Ratios:** The guidelines for these are as follows:

- EYFS – 1:5
- Years 1, 2 & 3 – 1:7/8
- Years 4, 5 & 6 – 1: 10/15

These ratios can be adapted depending on the location of the educational visit and the assessed risks linked with this; adaptations to the ratios must be agreed with the EVC/HT. Where a child has an EHCP and designated 1:1 adult, this adult is not to be included in the overall ratio for the visit.

**Staffing (including First Aid):** For any educational visit, staffing for the visit must be discussed with the SLT/class teacher prior to arranging for a staff member to accompany a visit.

**Swimming:** Swimming sessions are within the National Curriculum expectation for PE. The PE Subject Leader is to ensure confirmation of time/dates for swimming sessions and arrange adequate supervision, in liaison with the school office. There should be at least 2 other adults accompanying the classes alongside the teacher (all must be DBS checked). Parents must be informed of the dates of swimming sessions, along with details about what swimming kit is required for the sessions. Pupil medical conditions must be noted by the PE Leader who is to pass this information to the swimming instructors, this may be done by the class teacher if the Visit Leader is not in attendance. Children who require inhalers must take them. EVOLVE will need to be complete for Swimming (multiple dates can be added to one visit form).

**Sporting Events/High School Link Activities:** All events that are off-site must have a completed EVOLVE risk assessment prior to the visit; this includes sporting events (e.g rugby tournament) Wherever possible, the timings of these must link to those above. Where these are short notice, the EVOLVE must be submitted as soon as possible and the EVC should be informed verbally so that this can be checked and authorised prior to the visit taking place. Again, the member of staff organising the event is responsible for adding this information to the calendar and should liaise with SLT to arrange cover for any staff who also need to attend, adding this information to the calendar also.

## **Approval**

Educational visits/learning outside the classroom activities which are adventurous, residential or overseas must be approved by the Head Teacher and then approved by the Local Authority. The system for approval on these types of visits is via the electronic Evolve system. [www.warringtonvisits.org.uk](http://www.warringtonvisits.org.uk)

The LA requires 30 working days' notice for all visits which are stated above.

All other visits are approved by the Head Teacher

As noted above, the Educational Visits booking form (Appendix 1) is to be used for every external visit and given to the Head 1 month prior (2 months for a residential) to the visit. Agreement must be given by the EVC/SLT before the visit can be finalised and booked. For visits that need to be arranged past the deadline times (for example where a sporting event is arranged by an external source and is closer to the participation date), the same process must be used, however the Visit Leader must ensure they liaise closely with the EVC/SLT/Office staff to ensure that all steps are completed correctly to enable the visit to take place safely.

In some circumstances, the EVC/SLT may take the decision that an educational visit should not take place; this may be due to different reasons (e.g. visit location has been flagged up by WBC as not being suitable for a visit, costs for the visit may be too high, dates for the visit need to be rearranged to an alternative time, etc). When this happens, the EVC/SLT will liaise with the Visit Leader to explain the decision.

## **Parent/Carer Consent**

Consent is not required for children to participate in off-site activities (such as local studies and visits to a museum or library) that take place during normal school hours and which are a part of the school curriculum (Education Act 2002 section 29). While parents do not have the option to withdraw their child from the curriculum, except for religious or sex education purposes, it is good practice to inform them that a visit or activity is to take place. Asking for consent when it is not needed can lead to some parents assuming they can withhold consent and so withdraw their child from a curriculum visit when this is not the case.

For visits that take place across one school day, where it is deemed parental consent is required, this will usually be obtained via ParentPay or School PING, where a specific set of consent questions will be added for each educational visit. Where needed, a written consent form may be sent out as a paper version; a deadline date will be provided so parents/carers know when this must be returned to the school office by.

For residential visits, an initial consent may be obtained via ParentPay/School PING, however an additional written consent form must also be completed and returned in advance of the visit (see Appendix 2).

## **Roles and Responsibilities**

The following roles have specific responsibilities for educational visits/learning outside the classroom activities:

- Visit Leader
- Educational Visits Co-ordinator (EVC)
- Head Teacher
- Parent/Carer
- Governors

Our school has adopted the Warrington Borough Council Learning Outside the Classroom Guidance relating to specific roles and responsibilities (please refer to this document). As a school we will ensure that all staff who have specific roles and responsibilities for educational visits are trained and have the experience that is required. Visits and activities will be monitored.

The Visit Leader must ensure that all paperwork for any educational visit is provided within the designated deadline time which will give the EVC/HT/LA (if a residential) the appropriate amount of time to review all documentation and

risk assessments provided for the visit; this will also ensure that there is adequate time for any follow-up questions/ amendments to be made, if required. All residential /outdoor/adventurous visits, will be approved by the EVC, HT and the Local Authority via EVOLVE; all other visits will be approved by the EVC/HT via EVOLVE.

As part of the monitoring process, a member of the SLT will check-in with staff attending a residential each day. For all visits, the Visit Leader must inform the school office/SLT when they are leaving site/return to site, as well as communicating back to site that the group has arrived safely/when the group departs, in case action needs to be taken.

Following the visit, the Visit Leader is expected to complete the evaluation of the visit via EVOLVE and inform the EVC/HT if there were any issues that may impact on future visits.

**This policy MUST be read alongside Warrington Borough Council's 'Guidance for Learning Outside of the Classroom including the use of EVOLVE' Document.**

*Last Updated: 13.11.22, 08.10.23 (Added school vision statement)*

*Ratified by the Governing Body: 15.11.22*

**APPENDIX 1**

**EDUCATIONAL VISITS BOOKING FORM**

<b>Educational Visit - Location:</b>	
<b>Member of Staff Organising the Visit:</b>	
<b>Visit Leader (If different from above): (Name and Mobile Phone Number)</b>	
<b>Date(s) of Visit:</b>	
<b>Estimated Time of Departure:</b>	
<b>Estimated Time of Return:</b>	
<b>Coach Company: (Name and Contact Number)</b>	
<b>Class(es) taking part in visit:</b>	
<b>Number of Pupils:</b>	<b>Boys =          Girls =          Total =</b>
<b>Additional Adults:</b>	
<b>First Aider:</b>	
<b>Date Added to Google Calendar:</b>	
<b>Date Kitchen Informed:</b>	
<b>Number of School Lunches Required:</b>	<b>FSM: Paid Through Parent Pay:</b>
<b>Summary of Trip &amp; Subject Links:</b>	
<b>COSTINGS</b>	
<b>Total Cost of Coach:</b>	<b>£</b>
<b>Total Cost of Entrance Fee/Visit Fee:</b>	<b>£</b>
<b>Other Cost (e.g. additional adult): (Add details)</b>	<b>£</b>
<b>Total Cost:</b>	<b>£</b>
<b>Total Cost Per Pupil</b>	<b>£</b>

Please indicate on a class list, on the morning of the visit, the names of children actually travelling.  
Leave this sheet and the class list in the School Office as well as amending any lists for trip adults.

**APPENDIX 2**



**Parental Consent Form – CONSENT & EMERGENCY CONTACTS - Residential Visit**

**Child's Name:** \_\_\_\_\_

Name of school: **Winwick CE Primary School**

To the Headteacher,

I have received and read the information the school has provided for me outlining the proposed visit to **NAME OF RESIDENTIAL (MONTH AND YEAR OF VISIT)**. I understand the reasons for the visit and the nature of the activities to be undertaken. I give permission for my child (**ADD NAME**) \_\_\_\_\_ to attend the residential visit.

**I give my permission for the teacher in charge, acting in loco-parentis, to sign on my behalf any forms of consent required by the hospital for my child being ill or injured during the course of the journey or stay, to the extent that a surgical operation and/or injection/administering of medication becomes necessary, provided the delay required to obtain my own signature might be considered likely in the opinion of the doctor or surgeon concerned to endanger my child's health or safety.**

I understand that during the period of the activities away from the school base my child will be under the supervision of appointed members of staff from Winwick CE Primary School and that adventurous activities will be led by trained members of staff from the Residential Centre.

**Signed:** \_\_\_\_\_ **Name:** \_\_\_\_\_ (Parent/Carer)

**Date:** \_\_\_\_\_ **Child's Address:** \_\_\_\_\_

\_\_\_\_\_

**Emergency Contact 1**

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers - Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_ Extension (if applicable) \_\_\_\_\_

**Emergency Contact 2**

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers - Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_ Extension (if applicable) \_\_\_\_\_

**Emergency Contact 3**

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers - Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work: \_\_\_\_\_ Extension (if applicable) \_\_\_\_\_



**Parental Consent Form – ADDITIONAL INFORMATION – Residential Visit**

**Child's Name:** \_\_\_\_\_

**Dietary Needs**

Does your child have any **allergies**? Yes / No\*

If YES, please give details:

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Please indicate any **special dietary requirements** due to medical, religious or moral reasons:

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**Additional Information**

Does your child suffer from **travel sickness**? Yes/No\*

If YES, do they take medication/have other aids to help them with this? (e.g. travel sickness bands)

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Does your child suffer from **incontinence problems**? Yes/No\*

If YES, please provide details of how your child is supported with this and ensure resources are provided for the visit (e.g. pull-ups). You will also need to liaise with a member of staff prior to the visit to review the Care Plan.

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Does your child **wet the bed occasionally**? Yes/No\*

If YES, please provide additional pyjamas/wet wipes for your child, just in case.

Can your child **swim**? Yes/No\*

If YES, how far can they swim? (e.g. 25m, 50m, 100m): \_\_\_\_\_

Is your child **confident in water**? Yes/No\*

Are there any **activities that your child CANNOT participate in**? If so, please state which ones and give reasons:

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Signed : \_\_\_\_\_ (Parent/Carer)      Date: \_\_\_\_\_





## Parental Consent Form – MEDICAL INFORMATION – Residential Visit

Child's Name: \_\_\_\_\_

### Doctor's Information

Name of Doctor: \_\_\_\_\_

Name of Practice: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### Medications

I understand that I **MUST COMPLETE** a **school medication form** for any medication my child may need while on the residential visit and that this, along with the medication and any equipment needing for administering said medication, must be handed to the appointment member of staff by the morning of the residential.

Signed (Parent/Carer): \_\_\_\_\_ Name: \_\_\_\_\_

### Current Medication

Is your child on any sort of **medical treatment at the present time?** Yes/No

If YES, please give details: \_\_\_\_\_

Is this treatment **self-administered?** Yes/No

If YES, are they able to administer this themselves correctly? Yes/No




Name of medicine: \_\_\_\_\_

Reason for taking the medication: \_\_\_\_\_

Dose taken and frequency of taking medication: \_\_\_\_\_

### Additional Medication Permissions

I understand that, should my child become unwell during the visit, I give permission for the following medication to be administered, which the school will have with them during the residential:

 e.g. Piriteze 6yrs +	Medication to ease symptoms, e.g. hayfever, skin allergies, pet allergices, mould spore allergies, house dust mite allergies.  e.g. administering dose of Piriteze, following recommended guidelines.	 e.g. Calpol Paracetamol 6yrs+	Medication to ease a range of symptoms, e.g. high temperature/fever, cold, ear ache, toothache, headache, sore throat.  e.g. administering dose of Calpol Six Plus Paracetamol, following recommended guidelines.	 e.g. Factor 50 Sun Cream	If your child has not brought sun cream with them, or has but needs a top-up during the day/own runs out, school will have a supply of factor 50 sun cream.
Permission to administer given: Signed (parent/carers):	Permission to administer given: Signed (parent/carers):	Permission to administer given: Signed (parent/carers):			



## Parental Consent Form – MEDICAL INFORMATION – Residential Visit

Child's Name: \_\_\_\_\_

### Medical Information Questionnaire

Please complete the medical questionnaire for your child; delete as necessary\*:

1. Has your child been immunised against **tetanus** in the last five years? Yes/No\*  
If YES, please given date (if known): \_\_\_\_\_
2. Is your child sensitive to **penicillin**? Yes/No\*
3. Does your child suffer from **fainting attacks or blackouts**? Yes/No\*
4. Does your child suffer from **epilepsy**? Yes/No\*  
If YES, please detail if your child takes any medication for the condition?  
\_\_\_\_\_  
\_\_\_\_\_
5. Does your child suffer from any **allergy, asthma or hay fever**? Yes/No\*  
If YES, please state which one and note below if your child takes any medication for the condition?  
\_\_\_\_\_  
\_\_\_\_\_
6. Does your child suffer from **diabetes**? Yes/No\*  
If YES, please detail if your child takes any medication for the condition?  
\_\_\_\_\_  
\_\_\_\_\_
7. Does your child have a **disability**? Yes/No\*  
If YES, please give details;  
\_\_\_\_\_  
\_\_\_\_\_
8. Does your child suffer from **any illness, and/or injury not mentioned above**? Yes/No\*  
If YES, please give details including any infectious/contagious illnesses in the last three months and details of other recent illnesses/injuries or physical disabilities.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Does your child suffer from **ear trouble**? Yes/No\*  
If YES, please give details;  
\_\_\_\_\_
10. Are your child's **teeth** in good condition? Yes/No\*  
If you are not sure, please get your dentist to check your child's teeth on a regular basis.  
\_\_\_\_\_  
\_\_\_\_\_

Is there any **other information** which school should be aware of? E.g. suffers from vertigo, claustrophobia or is frightened of the dark, etc \_\_\_\_\_

Signed : \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_