

### DUNMURRY PRIMARY SCHOOL

EDUCATIONAL VISITS POLICY

The Board of Governors have adopted the EA Educational Visits Interim Guidance for Schools (2017).

The term ‘Educational Visit’ refers to:

all academic, sporting, cultural, creative and personal development activities, which take place away from the young persons’ school, and make a significant contribution to learning and development of those participating.

**Categories of Educational Visits**

**Category 1 Basic**

Visits which take place on a regular basis and occur largely within establishment hours, e.g. sporting fixtures and swimming pool visits

**Category 2 One-off day / evening excursions**

e.g. field study trips, theatre visits, education visits, regional sporting fixtures

**Category 3 Residential visits within UK/Ireland (non-hazardous)**

e.g. visits to residential visits, field centres and school exchanges

**Category 4 Residential visits outside the UK/Ireland (non-hazardous)**

**Category 5 Hazardous activities – residential and non-residential**

Hill walking, Fieldwork, Mountain biking, Orienteering, Kayaking, Windsurfing, etc.

**Categories 1 and 2**

Step 1 Identification of Educational Visit – Objective – area identified of the curriculum for which an educational visit is relevant

Step 2 Approval – details of the proposed visit are submitted to the Principal on the EVA form, who seeks approval of the Board of Governors

Step 3 Implementing Appropriate Risk Management – take cognisance of best practice set out in this policy

Step 4 Informing Parents – consent sought for each trip

Step 5 Maintaining Records – copies of all forms (e.g. EVA and consent forms) filed at school.

In the case of an incident/accident occurring, all appropriate documentation from the Education Authority must be completed.

**Categories 3, 4 and 5**

Step 1 Identification of Educational Visit – Objective – area identified of the curriculum for which an educational visit is relevant

Step 2 Approval – details of the proposed visit are submitted to the Principal on the EVP form, who seeks approval of the Board of Governors

Step 3 Completion of Planning Checklist – EV1

Step 4 Briefings – Staff, parents, volunteers and pupils to be briefed on all aspects of the educational visit, parents then to give consent in writing

Step 5 Information Collated – copy to be kept in school as well as going on the visit

Step 6 Implementing Appropriate Risk Management – take cognisance of best practice set out in this policy

Step 7 Maintaining Records – copies of all forms (e.g. EVP and consent forms) filed at school.

Step 8 Evaluation

**Risk Assessment**

Educational visits cannot be entirely risk-free. The aim, therefore, is to contain risks within acceptable levels. Staff must make a reasoned judgement about the level of risk involved and what actions need to be taken to reduce the risk to an acceptable level which permits the visit to go ahead.

**Risk Assessment comprises the following steps:**

define the activity to be undertaken

identify the hazards associated with the activity

identify the people who may be at risk

evaluating the potential risk

establishing additional safety and/or control measures

disseminating information to all relevant persons

**Supervision and Staff Ratios**

Pupil to staff ratios for educational visits are not prescribed by law. When planning visits take into account:

* the category of the educational visit;
* the specific educational objectives and;
* the outcome of a risk assessment.

Ratio guidelines

|  |  |  |
| --- | --- | --- |
|  | Age Group | Ratios |
| Pre-School | Nursery | 1 adult for up to a maximum of 6 children |
| Primary | Foundation Stage (P1/P2) | 1 adult for up to a maximum of 10 children |
| Key Stages 1 and 2 (P3-P7  | 1 adult for up to a maximum of 15 children |

**Vetting**

In the context of educational visits, it is essential that the school’s Child Protection Policy and Procedures are followed. This includes the requirement to ensure staff who work with or have access to pupils have been subject to appropriate vetting procedures.

It is not necessary for all volunteers to be vetted for day trips but it is for residentials.