

# Educational Visits Policy

‘Together we unlock potential and learn for life’



# Moor First School

This policy was approved by the Governing Body of Moor First School at their meeting on:

**Chair of Governors**  
**Print: Vicki Chapman**

**Sign: .....**

**Co-Headteacher:**  
**Print: Mrs Atherton**

**Sign: .....**

**Co-Headteacher:**  
**Print: Mrs Mayes**

**Sign: .....**

Review Frequency: 3 Years

Next review: October 2025

## Revision dates between Oct 2022 and Oct 2025

<u>Date</u>	<u>Reason for Update</u>

# Educational Visits Policy

## **1) Introduction**

Moor First School acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people. Through this policy, we aim to provide the procedures and guidelines which will enable our visits to be implemented safely.

The school works within the requirements set out in Staffordshire County Council's Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oeapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed/updated due to changes in legislation.

## **2) Roles and Responsibilities**

The **Headteacher** is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated. The **Educational Visit Co-ordinator (EVC)** is a member of the teaching staff who has received relevant training and induction and is delegated with the following indicated tasks: -

- To grant permission that a staff leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance.
- To reiterate that ratios for pupils to staff for relevant age ranges are adequate.
- To liaise with Headteacher and agree outline permission for a visit to go ahead.
- To check that the further requirements for residential and additional or high risk activities have been undertaken.
- To liaise with Entrust EVA on any visit involving residential and additional or high-risk activities (EVOLVE).
- To submit final permission for a visit when all organisation and planning are complete and Evolve form is completed for approval by the Headteacher.
- To maintain adequate record keeping
- The EVC is responsible for ensuring that all procedures are followed as per policy when organising a trip.
- The designated EVC will have received training every 3 years.

The **Headteacher** will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

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**Visit Leaders** will have over-all charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary. Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

The **Governors** of Moor First School are responsible to review this policy every three years and authorise changes made.

## **3) Planning & procedures**

- Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from the Headteacher or EVC to plan a visit. They will state the aims of the visit and discuss pupils' curricular needs.
- Once granted, they should then start to complete the risk assessment documentation and use the checklist (appendix 1) to prepare this before the Evolve Administrator adds these details onto the Evolve system. Details need to be submitted on the Evolve system 7 days prior to the trip date.
- This will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. This is then sent on to the Headteacher for a secondary check.
- The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.
- The Evolve Visits Assessor will authorise the trip once documentation has been completed and may even suggest changes to be made before authorising.
- Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval. Visits requiring LA approval should be submitted six working weeks before a visit is set to take place, where possible. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.
- When providers are used, it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M. Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.
- The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-Site Activity guidance document.
- Organisers should precede adventurous activities and unknown venues by undertaking exploratory visits to evaluate the suitability and to assess the areas of risk. No contract or

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visit should be entered into until the organisers are satisfied that there is good safety provision.

## **4) Risk Management**

The risk management of an activity should be informed by the benefits to be gained from participating. Moor First School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes. This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people. It is recommended that Moor First school staff adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

See appendix 2 for Codes of conduct for Pupil and adults during educational visits.

## **5: Transport Procedures**

Whenever an educational visit is due to take place that requires transport hired by the school, coach company checks are completed including verification by the firm of the safety of their vehicles and drivers. It is important to ensure that this hired transport should be equipped with the essential requirements i.e. seat belts, fire extinguisher, insurance and suitably qualified drivers who are well briefed. The transport should be well maintained. It may be necessary from time to time for pupils to use public transport, where buses and trains are not fitted with seat belts. Learning how to behave appropriately in using public transport is a valuable life-skill pupils should be taught. It is policy that staff do not transport pupils in private cars.

- Staff to be positioned on the coach in such a way as to make supervision effective.
- Arrangements to be made for appropriate breaks throughout the journey.
- Staff to supervise pupils boarding and leaving the coach to guard against traffic hazards. A member of staff will be standing outside the coach to supervise.
- Seat belts to be worn at all times.
- Pupils to remain seated at all times whilst the coach is in motion.
- Gangways to be kept clear at all times.
- No child to be sat on the middle seat at the back.

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## **6: Inclusion**

All children at Moor First school are entitled to participate in educational visits through adaptation and modification of risk assessments and routines/procedures/tasks.

- Specific information is obtained from parents and any special measures are discussed and provided for on a separate risk assessment.
- Advice taken from SENDCO
- Additional staffing provided as necessary
- Management of individuals reviewed immediately after a visit to inform future risk assessments.
- Copies of Health Care Plans will be taken.
- Management of individuals will be reviewed immediately after visit to inform future visits

## **7) Emergency Procedures**

The risk management for each visit will identify the relevant emergency procedures during the visit.

- For visits extending beyond the school day, this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.
- In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: - A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances, the Visit Leader will be designated to undertake this task. B. If the incident is very serious to contact Staffordshire County Council using the emergency contact phone number and details given below: The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her.
- Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication. Under no circumstances should these numbers be given to young people or to their parents or guardians.

## **8) Accident Reporting**

All accidents will be handled in line with the school's Health and Safety Policy and Staffordshire County Council's Accident Policy. Accident investigation and employee hazard report forms are available from the Health and Safety intranet site alongside other relevant policies and useful

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information. My Health and Safety Logs are completed online as part of our health and safety service. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE. The school will be contacted immediately in the case of any accident so that it can be investigated.

## **9) Finance**

Moor First schools charging and remission policy details arrangements in place for young people unable to afford a visit and details requirements for banking, accounting and reporting. Trip letters use the standardised sentence regarding payments for trips in order to remain compliant.

## **10) Monitoring**

The Headteacher, EVC and governors, all have responsibility to approve and monitor school visits. This policy is to be reviewed every 3 years.

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## Appendix 1

### Moor First School Teachers checklist for going out on a visit:

Checklist	Tick & initial
Seek permission from Mrs Mayes prior to arranging a visit, (to check it is suitable, if dates available are suitable and whether pre visits are required).	
On booking the trip ask for a copy of their Risk Assessment This may not be required especially for LOTC Badge providers. Also gain confirmation on availability in writing (including price.) Enquire about payment; is the school invoiced or do staff need to take a signed cheque?	
Speak to Mrs Johnson to arrange travel requirements and pricing.	
Parents must receive written detailed information on the trip including organisation of visit (grouping – whole group of split groups) and journeys. Tell the parents what the children will actually be doing to enable informed consent. Their written consent/electronic consent via Parent Pay is required for all activities that differ from the daily norm. The school will ask for annual consent for normal (local) visits within the school day.	
<p>Supervision of Pupils - It is essential that each member of the school or centre staff on the visit knows exactly which pupils they are responsible for and the extent of that responsibility. Each pupil should also know which member of staff is responsible for them and their group.</p> <p>Party leaders retain responsibility for the safety of pupils at all times. Teacher to arrange parent helpers. Check with the office first, as they will require a DBS check. Ratio for adult to child is: 2-3 years- 1:4, 4-8 years- 1:6, 9-12 years- 1:8.</p> <p>Those with SEND/vulnerable should be allocated specific support and the trip be adapted or modified if needed.</p> <p>Take pupil registers and complete at numerous points on the trip (especially on and off the coach)</p>	
<p>Mrs Kirby and Visit leaders (together) will complete the risk assessment documentation and input on EVOLVE.</p> <p>Consider – groupings of staff and pupils to ensure those with SEND/PEEPS/Medical conditions have an allocated adult. Pupils should know which staff member is their leader.</p>	
Once complete, Mrs Kirby will forward to Mrs Atherton (EVC) for her checks. Then if no changes are required, this will be sent to Mrs Mayes for her final checks. Once agreed, the Evolve Visits Assessor will make any final notes. Mrs Kirby will then print off the RA and photocopy. (Original to be kept in the office.) Copies to be shown to <b>ALL adults</b> who are accompanying the trip.	
A couple of days prior to the trip, the office will notify the visits leader that	

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all the parental slips (permissions) have been returned. If not, chase the parents. Signed slips to be kept in the office.	
<p>First aid provision/Administration of Medication:  All visits must include a minimum of one member of staff with a recognised First Aid qualification (i.e. Paediatric First Aid). Individual pupil's medication together with a complete first aid kit and the Emergency Inhaler must be taken on all educational visits. A nominated member of staff is responsible for administering medication as per school policy. Medical care plans/individual risk assessments/PEEP's need to be implemented if required? First aid must be stored within locked bags (padlock.)</p> <p>Ensure you have a school trip medical slip, should you need to administer any medication whilst on the visit.</p> <p>Take sick buckets and cleaning items.</p>	
School mobile telephones to be taken. Ensure they are charged! Only take the mobiles from the following classrooms:- Sapphire-07518904252, Garnet-07561805871.	
Code of Conducts for staff, volunteers and pupils has been shared/discussed.	
Procedures are in place for parents to collect their child in case of illness/breach of discipline policy.	
Once completed pass this checklist to 1) Mrs. Atherton, EVC for signing	
2) Mrs Mayes, Headteacher for signing	



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## **APPENDIX 2.**

### **CODE OF CONDUCT FOR OUTDOOR VISITS.**

#### **Pupils:**

Children should adhere to the same code of conduct and basic rules that are expected of them within the school environment.

1. We are polite and good mannered to each other and all adults we meet.
2. We listen to our group leader and do exactly as we are asked, the first time of asking.
3. We travel on coaches sitting down safely - we never change places or shout loudly.
4. We stay with our group and always ask permission to go elsewhere (toilets etc.)
5. We walk quietly wherever we go not disturbing other people, along pavements in pairs keeping next to the wall-side.
6. We respect property by not sitting on walls or touching cars. Looking after vegetation and not pulling it.
7. We obey the country code when in the countryside.
8. We always leave places as we found them without litter. Do not bring bottles or cans.

#### **Adults staff and volunteers with DBS:**

Adults should take particular care when supervising pupils on Educational Visits and outings, where the setting is less formal than the usual workplace.

- Adults remain in a position of trust and need to ensure that their behaviour remains 'professional' at all times.
- The health and safety of all pupils is paramount.
- Smoking, alcohol, illegal drugs, explosives (fireworks) or objects regarded as weapons are banned.
- Health and Safety arrangements require helpers to keep the Lead Teacher aware of their whereabouts during the visit (including visits to the toilet); and keep the Lead Teacher informed of any problems.
- Personal mobile phones should be put on flight mode or off; and only used away from children.
- GDPR photography rules apply – no members of the public should be on the photos unless members of staff from the visit centre have agreed this. Photos to be taken on school IPADS only.
- Adults should not be with a child on their own and out of sight of other adults in the group.