



Educational Visits Policy

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Introduction

Outdoor and Off-site visits have four key areas of experiential learning – educational visits, outdoors and adventurous activities, environmental education and residential experience. These provide a range of opportunities for the development of learning through experiences, self-discipline, self-esteem, personal risk assessment, responsibility, self-reliance, relationships and the development of skills and leisure interests.

Key Points for all visits:

- All Educational Visits must have clearly identified aims and objectives.
- All Educational Visits must have an approved competent Visit Leader who is a school employee.
- Approval for an Educational Visit and for the designated competent Visit Leader role is made by the EVC.
- All visits must be planned and documented on EVOLVE and should include a copy of a prepared written risk assessment.
- Visit Leaders must carry copies of all supporting documentation on the visit, e.g. emergency contacts, itinerary, names and group details.
- All supporting documentation for trips is held centrally on EVOLVE and is approved by the Principal.
- Parents must be fully informed of all arrangements.
- Reasonable adjustments to be considered.

Marden Primary Academy has adopted the guidance in three key documents and all guidance within this policy must be read in conjunction with the detailed advice within them. These are:

- Regulation and Guidance for Safe Practice of Offsite Activities – KCC
- Health and Safety of Pupils on Educational Visits – DfES (HASPEV)
- Educational Visits Handbook which is available on the schools staff virtual staffroom.

The Range of Activities Covered By This Policy Includes:

- a) Adventurous activities using licenced providers
- b) Residential activities during school time
- c) Residential activities in holiday or weekend periods
- d) Overseas residential visits
- e) Exchange visits
- f) Day visits to the continent
- g) Day or part-day visits using transport
- h) Day or part-day visits on foot
- i) After school sporting activities
- j) Swimming pool visits
- k) Farm visits
- l) Field studies

Inclusion and Entitlement:

Educational visits are an integral part of the curriculum. All pupils are entitled to participate irrespective of social background, culture, race, gender, differences in ability and disabilities in line with our duties under the Equalities Act 2010.

Each pupil or young person has an entitlement to experience:

- Effective learning opportunities
- Success in learning
- Achieving as high a standard as possible
- A Residential experience

Teachers will set appropriate learning challenges, responding to pupils' diverse learning needs. The school will make provision, with well-planned reasonable adjustments made to support pupils enabling them where possible to participate effectively in all educational visits.

Roles and Responsibilities

Principal:

- Must be consulted on any educational visit being organised and kept informed of arrangements, as necessary.
- Ensures that the Educational Visits Co-coordinator (EVC) is aware of his/her duties and that a clear line of responsibility is established.
- Ensures the Educational Visits Co-coordinator (EVC) is competent to oversee the coordination of all off-site educational visits.
- Writes and fully informs parents regarding regular and repeated activity that is either on or off-site PE and sporting activity and fixtures or regular repeated programme of off-site Educational Visits.
- Ensures KCC policy for transporting children in cars is adhered to.
- Ensures parents are informed if they have responsibility for transporting their own children to and from venues when transport is not provided.
- Ensure there is an updated 'charging and remissions policy' that links to KCC and national guidance.

Educational Visits Co-coordinator:

- Promotes Educational Visits from the School and takes a lead in coordinating them across the school.
- Approves all visits and notifies the LA for categories of 'Adventurous Activities' and 'Overseas Visits' using EVOLVE.
- Approval of Educational Visits will include approving the competency of the Visit Leader and all accompanying staff.
- Ensure approval, notification forms and checklists are completed appropriately.
- Ensures that all the procedures outlined in the School policy are followed.
- Supports and advises colleagues in planning visits.
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level.
- Ensures that a 'Collective Discussion/briefing' regarding the 'risk assessment' process prior to the visit has taken place, this ensures ownership of the 'risk assessment' by the Visit Leader and all accompanying staff.
- Ensures all staff are aware of Educational visits procedures via documentation and staff training.
- Checks to ensure parents are kept fully informed of visit arrangements and details.
- Ensures accident and emergency procedures are in place and understood by all staff.
- Records of all accident reports and near misses are held centrally in the school on Bromcom.

- Records of all visits are held centrally in the school by the EVC. i.e the EVOLVE system
- Ensures appropriate staff records are collated for all Educational Visits and then stored; including checks on staff qualifications and driving details (including car insurance with business use if transporting pupils or young people in own cars).
- Review staff evaluations of trips and provide and encourage staff training and CPD.
- Ensure an annual review of any generic school risk assessments and an annual 'Fit for Purpose' review of the School Policy for Educational Visits.

Visit Leader, Teaching and Support Staff:

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the Visit Leader by the Principal/EVC.
 - Have a thorough up to date knowledge of the School Educational Visits Policy and procedures.
 - Understand the importance of the 'Collective Discussion/briefing' regarding the 'risk assessment' process prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff.
 - All staff included on a visit must have a clear understanding of accident/emergency procedures.
 - The Visit Leader must carry an Emergency Contact List of everyone going on the visit in addition to the Emergency Base Contacts. This list must include: names, addresses and telephone numbers of each child and adult; any special medical requirements; any negative consents to medical treatment; any special dietary requirements; helpers and the groups that the children will be in.
 - Ensure parents are kept informed of visit arrangements, details and itinerary.
 - Plan the visit carefully and carry out risk assessments prior to visit.
 - Ensures that copies of these details are given to the EVC in the agreed time.
 - It is the Visit Leader's responsibility to give appropriate and clear information regarding risk assessments and roles and responsibilities to any additional adult/volunteer helpers.
 - Collate and check parental consent forms for all pupils or young people.
 - Any medical needs or behavioural issues should be clearly indicated on the risk assessment and should be highlighted to staff who are attending the visit.
 - Where necessary, a Care Plan must be in place for the visit.
 - It is the Visit Leader's and support staff's responsibility to ensure children are suitably briefed at all stages of the visit. All group members must be clear of rules and behaviour code.
 - The Visit Leader has responsibility for the whole group and must ensure the following documentation is taken on all visits: all relevant pupil or young person medical and consent information, the risk assessment, itinerary details, emergency contact details and 'Critical Incident' emergency numbers.
 - Copies of these documents must be kept by the Visit Leader, the school office and a copy of emergency contacts.
 - It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate.
 - All staff and adult helpers should be made aware of who is responsible for first aid.
- The risk assessment must show evidence first aid has been considered.
- Transport for all visits must meet LA guidance/standards. The itinerary, the arrangements and drop off and collection places must be checked and agreed upon.

Notes on 'Risk Management' and the Planning and Preparation for Educational Visits

Thorough preparation for a visit must be undertaken. The EVC and the Principal should be consulted regarding the arrangements, nature and purpose of the visit.

The visit should have clear educational aims. The following must be addressed in further planning:

- Matters of supervision, Provider checks, content of the day(s) activities, first aid and transport must be considered and organised in advance.
- Parents must be advised of the details of any visit and kept fully informed. Any cost of the visit must take into account the School Charging Policy.
- All necessary permission/consent slips must be obtained.
- A charged mobile phone should be taken on all trips. Check that mobile phone coverage is in the area that you are visiting.
- An Emergency Contingency Plan B needs to be in place, detailing alternative arrangements due to inclement weather, transport breakdown etc.

How to undertake a risk assessment and who to submit it to:

In addition to the above planning, a written Risk Assessment (a statutory requirement) must be made for any proposed educational off-site visit. It should:

- Identify any significant risks which pupils or young people, staff and helpers may be exposed to and outline any control measures that will be put in place to reduce risks to an acceptable level;
- Be passed on to the EVC for consultation and approval.
- During the visit, be kept with the Emergency Contact List and other planning documentation.
- Check if the venue and/or provider have their own risk assessments.
- Ensure a suitable 'Collective Discussion/briefing' takes place regarding the 'risk assessment' prior to the visit, ensuring ownership of the 'risk assessment' by the Visit Leader and all accompanying staff.
- Any 'Generic' risk assessments must be changed, adapted or modified to suit the specific considerations and needs of the group during this discussion/meeting.

After the visit:

- A post visit evaluation report should be completed where necessary and any accident/incident details recorded and the risk assessment reviewed appropriately.
- Where possible encourage children and adult helpers to contribute to this report. A copy of the report should be given to the EVC.

Procedures:

Where the DfE or LA has issued guidance concerning the conduct and organisation of off-site visits, activity organisers should ensure that they pay due heed to such guidance.

Visits in the following categories are to be approved by KCC Outdoor Education Unit:

- 1) Residential activities
- 2) Adventurous or hazardous activities
- 3) Overseas activities

Risk Assessment:

The underlying basis of health and safety care is to control risks. This is effectively achieved through risk assessment. When planning an off-site visit all the potential risks to the students and adults undertaking that visit should be assessed and, where it is “reasonably practicable”, elimination or alleviation of those risks achieved. This should be undertaken before the visit is started. A record must be kept of the risks identified.

The five major considerations for risk assessment are:

- Identification of hazards
- Who might be affected
- How can risks be reduced to an acceptable level
- If these measures can be implemented
- What contingency plans can be put into place if all else fails

Pre-visits:

In order to undertake a full and comprehensive assessment of risks, it will be essential in most cases to undertake a pre-visit. Even where the visit is made regularly, risks should be reassessed from time to time. When undertaking risk assessment a number of variables need to be taken into account:

- The number of students involved
- The age of the students, ability and general behaviour
- The previous experience of the group in undertaking off-site visits
- The time of day and the time of year
- The travel arrangements
- The hazards of the environment being visited
- The numbers, experience and quality of accompanying staff and volunteers
- The nature of the activity

During the visit:

Throughout the visit, an on-going assessment of risk should take place and unexpected or unplanned events or changes to circumstances should be considered using the principles outlined above.

Ratios of adults to students:

There are no statutory requirements regarding ratios of adults to students. The following minimum ratios are as advised by and should always be closely adhered to:

Age	School Year Group	Supervision Ratio
Less than 5 years old	Pre School or Year R	Follow Early Years Statutory Framework - https://www.gov.uk/government/publications/early-years-foundation-stage-framework-2 but no greater than one adult for every 5 children
5 - 7 years old	Years 1 - 2	One adult for every 6 pupils

7 - 9	Years 3 - 4	One adult for every 8 pupils
9 - 11 years old	Years 5 - 6	One adult for every 10 pupils

When deciding upon appropriate numbers of adults to accompany the pupils, the number of adults accompanying a visit will, to a large extent, depend on the specifics of that visit. Where, for example, the main party divides at some stage into smaller groups there will be a need for greater numbers of adults than if the whole party stays together throughout the visit. The gender of the accompanying adults should be considered carefully, particularly where there is a mixed group of students and toilet or changing facilities will be required.

Supervision:

Factors that should be considered when deciding on appropriate levels of supervision:

- The age and ability of the group
- Any special educational and medical needs of the students
- The type of activity being undertaken
- The experience and competence of all the adults accompanying the activity
- Duration of the activity
- The type of accommodation when it is a residential activity
- Competence and behaviour of the students
- Provision of another adult/s in addition to driver of minibus
- First-aid cover available

The level of supervision will always depend upon the type of visit being made, the numbers and abilities of the students and other variables such as the weather, the time of day and the age of the students.

Voluntary help:

The success of an educational visit often relies upon the good services and willingness of volunteers to accompany the trip. The role of volunteers must be very carefully considered and their legal responsibilities clearly understood. To offer help voluntarily does not negate legal responsibilities.

Volunteer helpers must be approved by the Principal and where they may have unsupervised access to students they must have completed a DBS check.

Volunteer helpers have the same responsibilities as teachers on the trip and are responsible to the activity leader and must follow his/her instructions.

Records:

Records of a visit can provide a very useful and informative way of demonstrating the accountability of the school towards the students as well as contributing to the safe and smooth conduct of future visits. Details of records to be kept are included in the procedures attached to this policy. When an incident occurs during the visit, details should be recorded and reported to EVC.

First Aid:

In all cases a first-aid box is to be readily available during the course of any off-site activity.

The provision of first-aid must be considered fully in the activity risk assessment and where possible a dedicated First-Aider to be assigned, and particularly for overnight or residential visits, for administering routine medication and record keeping.

Behaviour:

Out of school activities will always be conducted according to the school's behaviour policy. The need to ensure appropriate behaviour during an activity will be assisted by thorough preparation of the pupils, staff and volunteer adults taking part in the visit. Clear standards should be identified and adhered to. The legal responsibility of teachers towards the students (duty of care) is in no way diminished because the activity is taking place off the school premises.

Walking:

Visit Leaders should be familiar with the route to be taken and be aware of Plan B diversions if necessary. The Visit Leader should also carry a list/register of all pupils and adults involved in the visit at all times; Check all pupils are readily identifiable, especially if the visit is to a densely populated area. Wearing a school uniform can help identify group members more easily. Groups should walk in pairs with supervising adults at appropriate spacing for the age group. Ensure that all pupils know what to do if they become separated from the group.

Transport:

Parents should always be informed of the type of transport the school is intending to use. Where there is particular objection; the school should make every reasonably practicable effort to accommodate the wishes of the parents.

Hired transport:

Only reputable companies should be used. Seat belts should be provided on all seats and must be worn by all staff, volunteers and students. The driver of the coach has no responsibility for the conduct and behaviour of the students on the transport. The school must provide sufficient supervisory staff to ensure the health, safety and welfare of the students required under the school's duty of care.

School minibus:

Where the school minibus is being used the requirements of the school policy should be closely adhered to. The driver must have a valid licence, undertake Minibus Driver training and read KCC Minibus Code of Practice.

The driver of the bus cannot reasonably be expected to supervise the passengers whilst travelling, nor would it be reasonable to expect emergencies to be dealt with effectively if the driver is the only adult on board.

If the other adult is not a minibus driver then care must be taken when planning the journey that driving times, whether laid down in legislation or recommended by the government or LA, are not exceeded. Allowance must be made for unexpected delays when planning journey times.

Public transport:

When public transport is to be used, close supervision of the students must be ensured. Students should be prepared in advance concerning expectations of their behaviour. Where it is considered inappropriate to include a particular student because there is serious doubt about his/her ability to behave, it is appropriate to find a suitable alternative occupation for that student on the occasion of the visit.

Private use of cars:

Extreme caution should be exercised over the use of private cars, both belonging to parents and staff. Where such transport is to be used members should be confident that vehicles and drivers are legal. The following details need to be current:

- Valid driving licence
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on a school off-site visit

Where teachers offer their services, they must ensure that they have appropriate insurance cover for conveying students during the course of their professional duties.

Schools should not reimburse parents or teachers for the use of their vehicles, as this will invalidate insurance cover unless the vehicle is specifically insured as a taxi.