
EDUCATIONAL VISITS POLICY

Document Summary

Staff Lead:	Alex Knight
Link Governor:	Biagio Arancio
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Date Last Approved:	March 2023
Date of Next Review:	March 2026
Frequency of Review:	3 Yearly
Governing Committee:	School Improvements
Model Policy?	No
Statutory Policy?	No
On School Website?	Yes

FYI: Version control should be used for all formal documents and managed as:-

- ▶ 0.1 (1st draft version)
- ▶ 0.2 (2nd draft and so on..... 0.3. 0.4 etc)
- ▶ 1.0 (Once document has been approved)
- ▶ 1.2 (during review/approval of a lifecycle document i.e. policies)
- ▶ 2.0 (2nd approved document) and so on.

Amendment History

Version	Amendment Date	Author	Amendment Summary
V1.0	19/10/16	Mo Jones	Reformatting Only
V1.1	22/10/18	Mo Jones	Addition of Text re: Trip Exclusion Approach
V2.0	20/04/18	Ruth Owen	Formatted for final review
V2.1	23/02/23	Alex Knight	Review due – new policy written
V2.2	27/02/23	Ruth Owen	Formatting ready for review
V2.3	22/03/23	Ruth Owen	Final updates following governor approval

Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes FCCE a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom are wide-ranging.

Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, FCCE:

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance**'.
2. Adopts National Guidance www.oepng.info (as recommended by the LA).

All staff are required to plan and execute visits in line with this school policy, Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

Types of Visit & Approval

There are three 'types' of visit:

1. **Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day and are not covered by this document**
2. **Other non-residential visits within the UK that do not involve an adventurous activity. Eg. visits to museums, farms, theme parks, theatres, etc.**

These are risk assessed by the visit leader on the school risk assessment template and submitted to the EVC for checking.

3. **Visits that are overseas, residential, or involve an adventurous activity.**

These follow 2. above, but the school administrator then submits the visit to the LA for approval.

Roles and responsibilities

Visit leaders are responsible for the planning of their visits, and for risk assessing their trips as required. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary and give him their risk assessment which will be kept in the school visits file.

Visit leaders are responsible for:

- adding the event to the school diary
- informing Head teacher of the event
- arranging additional adults and informing the Head teacher.

The Educational Visits Coordinator (EVC) is Alex Knight who will support colleagues over visits. The EVC is the first point of contact for advice on visit related matters.

The school administrator has responsibility for submitting those trips that are overseas, residential or adventurous to the LA for approval.

The Governing Body's role is that of a 'critical friend' (see *National Guidance* www.oeapng.info for additional information). Individual governors may be given 'read only' access school trips folder.

The Local Authority is responsible for the final approval of all visits that are either overseas, residential, and/or involve an adventurous activity.

Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit (see Appendix 1). All staff on visits leaders and deputy visit leaders are familiar with this plan.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where it is likely to attract media attention then assistance will be sought from the local authority.

Educational Visits Checklist and Contingency Planning

FCCE's Educational Visits Checklist forms part of the risk management process for visits and off-site activities, and is located on the T: drive. This has been adapted from guidance received at LA training for visit leaders undertaken by Alex Knight

Parental Consent

Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

The school obtains blanket consent at the start of each year for certain other routine local visits, e.g. after school fixtures, church visits, visits to the local area etc

Specific, (i.e. one-off), parental consent must be obtained for all other visits.

Inclusion

The school is fully committed to inclusive practice, incorporating our duties in line with the Equality Act 2010. We believe that educational visits play a crucial role in the growth and learning opportunities that we are able to provide our young people and we will make every effort, to the extent that it is reasonable and safe, to ensure that all pupils have the opportunity to partake in educational visits. Where appropriate, this may include the use of pupil premium funding to support disadvantaged pupils.

Swimming Lessons

Changing rooms are separate from public changing rooms and should be supervised by members of staff. There will typically be at least two members of staff accompanying a class to swimming.

Dismissal of pupils after evening activities

Pupils will always remain fully supervised by the class teacher / trip leader until they are collected by an adult. Pupils with specific permission to walk home alone should be allowed to do so.

Peripheral risk assessments

If a venue has a 'Learning Outside The Classroom Quality badge', (LOtC) or is AALA licensed, then visit leaders only need to complete a peripheral risk assessment. If the venue does not, then the venue needs to complete a Provider Statement (<http://oeapng.info/downloads/download-info/8q-provider-statement-word-version/>).

Residential Trips

Residential trips are currently undertaken in year 4 and year 6. Visit leaders must check if the venue has a 'Learning Outside the Classroom Quality badge and is AALA licensed.

- If staff are away on a residential overnight trip then they should not be teaching the class the day after they return.
- There is no requirement to have a male and female member of staff on a residential trip
- After evening activities have ceased and children are in bed, two members of staff must be designated to abstain from drinking alcohol in the evening.
- A behaviour code of conduct is to be shared with the children and parents so that there are clear procedures in place if required
- Parental consent should be obtained to administer medication and records should be kept about medication administered.

Deputy Visit Leaders

All trips must have a designated deputy who can take over as required due to medical emergencies, staff sickness etc

First Aiders

All trips need to risk assess whether they have or need a paediatric first aider. There is no legal requirement to have one.

Appendix 1 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office and out of school hours this is Alex Knight or the Head teacher).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leader will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leader and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.

Appendix 2 – risk assessment template

Risk assessment for educational visits

Date:

Assessed By:

Where are you going?	Hazards/risks	What degree of injury can be reasonably expected? (See risk rating matrix table 1)	What precautions are already in place or what is being put in place to manage the risk of an accident?	What likelihood/probability is there of an accident occurring? (See risk rating matrix table 1)	What is the risk rating? (See risk rating matrix table 2)
Ratio:					
Deputy trip leader:					

Risk rating matrix table 1:

Potential severity of harm	Meaning	Likelihood of harm	Meaning
Fatal/major	Death major injuries or ill health	High	Occurs repeatedly/event only to be expected
Serious injury	Injuries or ill health causing short term disability/absence from work/school (over 3 days)	Medium	Moderate chance/could occur sometimes
Minor injury	No significant long term effects	Low	Not likely to occur

Risk rating matrix table 2:

Risk rating – degree of injury by likelihood/probability			
	High (likely)	Medium (possible)	Low (improbable)
Fatal/Major injury	Very high risk	High risk	Medium risk
Serious injury	High risk	Medium risk	Low risk
Minor injury	Medium risk	Low risk	No significant risk

Risk rating matrix table 3:

Action Required: Key to ranking	
High or very high risk	Stop activity
Medium risk	Proceed with caution! Implement all additional precautions that are not unreasonably costly or troublesome
Low risk	Proceed with caution! Implement any additional precautions that are not unreasonably costly or troublesome
No significant risk	No further action required

Appendix 3 - Educational visits checklist and contingency plans

Risk	Controls
Weather/clothing	Wet weather plan - coats Hot weather plan – sunscreen, hats and drinks Appropriate clothing for activity
Venue	Does venue have a learning outside the classroom badge? Or an AALA registration? (If so then only a peripheral risk assessment is required.) Plan for closures/change in itinerary Check payment received before trip
First Aid	Are you taking a qualified paediatric 1 st aider? Is there 1 st aid at the venue? Is the bus driver 1st aid trained? If you are not taking a 1 st aider, then what is your plan? Knowledge of local hospitals etc
Delay in return after school trip	System for communication to school and parents
Missing child	What are you going to do so that you realise that a child is missing? What are you going to do to locate a child if they go missing?
Communication	Visit leaders/deputy leaders to have emergency contact details (School/Alex/Pete)
Staff illness	Cover in place just in case?
Behavioural issues	Risk assessed Plan for return to school is required
Parent helpers	Code of conduct
Ratios	Risk assessed Appropriate for activity and age of children
Access	Consider any disabilities and parking

National Security threat	If a national security threat/event occurs, then the visit leader needs to liaise with the EVC or head teacher. Follow guidance from emergency services
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This document is aimed to help staff fill in their risk assessment for school trips and to give contingency planning advice in the event of emergencies.