



Great Easton C of E (VA) School

Policy for Educational Visits and Off-Site Activities



All staff consulted: March 2014
Agreed by Governors: April 2014
Updated and agreed by governors 24th Feb 2016
To be reviewed by: March 2017

<i>Responsibility - EVC</i>	<i>Claire Jackman</i>
<i>Date Trained</i>	<i>21st November 2012</i>
<i>Policy</i>	<i>March 2014 Updated February 2016</i>
<i>Signed off by</i>	<i>Full Governing Body</i>
<i>To be reviewed</i>	<i>March 2017 (yearly)</i>
<i>Other Policies Related</i>	<i>Safeguarding & Child Protection, Health, Safety and Wellbeing, Induction and Volunteer policy, Behaviour policy</i>
<i>Other Paperwork Attached</i>	<i>Examples of: parental consent forms, staff training list, School Emergency Plan, ECC Emergency Contacts, etc. DfE guidance on Health and Safety of Pupils on Educational Visits</i>

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

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Educational Visits Policy

Overview

1. Authorisation - Legal Responsibilities
2. Types of Visits
3. Risk Assessment
4. Parental Consent
5. Staffing - competence and training
6. Supervision (*Role of supervising parents and volunteers & Including Pupils on Educational Visits*)
7. Insurance
8. Emergency Planning
9. Summary checks

Sign-Off system - Flow Diagram

Overview: Great Easton School aims to provide opportunities for its pupils to make visits to other locations for a wide variety of purposes. At present these include attending services at Great Easton Church, carrying out local studies, making educational visits to places for study, participating in sports fixtures and developing swimming skills. The purpose of this policy and accompanying information is to ensure that every visit made from this school (including residential visits) combines the safest possible environment for pupils (and adults) and the greatest possible educational benefit, both in terms of the National Curriculum and in personal and social development.

1. Authorisation - Legal Responsibilities

- *The Headteacher is the Educational Visits Coordinator (EVC) and must formally approve any educational visit or other off-site activity.*
- *The Governing Body accept OEAP (Outdoor Education Advisers' Panel <http://oeapng.info/>) as national guidance for Educational Visits*
- *The EVC must: Ensure educational visits meet the employer's and school's requirements. Support the Head and Governors with approval and other decisions. Assess the competence of prospective leaders and staff. Ensure risk assessments meet*

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requirements. Organise training and induction. Ensure parents are informed and give consent. Organise emergency arrangements. Keep records of visits, accidents or incident reports. Review and monitor practice.

- *The Visit Leader must: Be approved to carry out visit and be suitably competent and knowledgeable about the school and LA's policies and procedures.*

2. Types of Visits

- *All visits to comply with this **Educational Visits Policy***
- *All local visits to be approved by the EVC*
- *Adventure activities, all residential trips, and trips abroad; require County authorisation by the Outdoor Education Advisory Panel (OEAP) at Essex at least two weeks in advance*
- *All approval of visits will be made using the website based system for organising and seeking approval for educational or recreational visits which can be found at the Essex EVOLVE Educational Visits website:
https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=essexvisits.org.uk*

3. Risk Management and Risk-benefit assessment

Risk management and risk benefit assessments must be carried out

- *A risk assessment must be undertaken identifying significant risks and the precautions that will be implemented to reduce these risks to an acceptable level.*
- *Where these risks are controlled by generic control measures i.e. 'codes of practice' or 'operating procedures' refer to the relevant sections of these documents.*
- *Use of a 'provider', for example accommodation or adventurous activities, we will contact them and obtain their risk assessments for these elements of our visit.*
- *One risk assessment may cover a programme of similar activities, provided it is reviewed at least annually and consideration is given to the needs of the individual pupils on each occasion.*
- *A 'dynamic' risk assessment can be carried out by the Visit Leader whilst on a trip. For example, if there is simple play equipment at the venue, if that equipment is deemed to be in the realms of the children's normal experiences then it may be deemed appropriate for the children to use it whilst being supervised.*
- *All staff must be encouraged to report any safety concerns they have regarding the conduct of the visit.*

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4. Parental Consent

Signed parental consent must be obtained.

- One parental consent may cover a programme of similar activities over a maximum of one year. (Sporting fixtures)
- At the start of each academic year all parents are asked to sign a consent form to cover children on local trips which involve walking.
- Parents will always be notified of outside visits beyond the immediate vicinity that require transport and will be asked to sign a permission slip.
- Failure to return a signed permission slip will mean the child does not take part in the visit.
- For residential trips, parents will be fully informed by letter and their written permission will be requested.
- Exposure to the weather should always be a consideration and parents are expected to provide their children with suitable clothing, sunscreen and water (as required).
- Parents should notify the school if travel sickness medication is necessary and provide it for their own child.
- Parents are responsible to ensure their emergency contact details are always up to date and lists of emergency contact numbers should be taken on all trips.

Parents will always be supplied with full information regarding the visit. This must be sufficiently comprehensive for parents not to be in a position to claim after the event that they were misled or uninformed about any of the following:

- *Venue(s) and travel arrangements*
- *Dates and times of departure and return where visits exceed beyond the school day*
- *The nature of activities planned*
- *Kit list where appropriate*
- *Arrangements for supervision*
- *Code of conduct or standard of behaviour expected during the visit*
- *Financial contribution expected from parents*
- *Insurance arrangements*

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- *Contact system in case of emergency*
- *Any expectations placed on parents, for example to resume responsibility for their child in the event his or her conduct requires sending home from a visit outside of school hours.*

The school's behaviour policy is designed to give a clear code of conduct and standard of behaviour expected during a visit from children. Our Volunteer policy gives a clear code of conduct for adults.

5. Staffing - competence and training

- *There must be a qualified teacher in charge as visit leader. He or she must oversee the selection of pupils, and the appointment and delegation of responsibilities to other staff.*
- *All staff should be assessed for competency and training provided for visit leaders.*
- *The staff-pupil ratio must be determined as part of the risk assessment.*
- *Considerations : SEN / behavioural / age / activity / location / transport / visits lasting longer than one day / visits of one day or less*
- *Staff may include teachers, teaching assistants, or other adult helpers. The visit leader must ensure that all staff understand their responsibilities, and are competent to assume these.*
- *County policy must be followed with regard to DBS checks.*
- *If adults other than employees or volunteers engaged by the school take charge of pupils, assurances of competence and suitability must be obtained, following County guidelines relating to the activity.*

6. Supervision

- *Responsibility for pupils extends for the full duration of the visit, including any period of 'down time' when pupils are not engaged in structured activity.*
- *The visit leader must determine when supervision must be 'direct' and when it may be 'remote':*
- *Direct supervision - pupils remain within sight and hearing of the member of staff in charge of their group. Group leaders must know for which pupils they are responsible, and pupils must know who is in charge of their group.*

- *Remote supervision - pupils are allowed to operate unaccompanied in groups. They must be given clear instruction as to where they may go, what they may do, and when they must return, and must have a means of making contact in case of an emergency.*
- *A decision to permit remote supervision must be made on a careful assessment of the environment, the activity, the age and maturity of the pupils and any training they have received.*
- *During transportation (by coach or car), the staff will ensure children are sitting sensibly and that seat belts are fastened.*
- *Throughout the visit, the children will be under constant supervision and regular head counts will be made as part of security arrangements. If the visit means children will be in 'dangerous' areas such as busy roads or busy public areas then staff will wear hi-viz vests as appropriate.*
- *The group leader is responsible overall for the group at all times.*
- *The visit leader will carry a mobile at all times and ensure adults on the trip know who to contact in an emergency by having a critical incident plan.*
- *When appropriate the visit leader will make a preliminary visit and carry out an initial risk assessment, which should be approved by the EVC before the visit. A copy of the assessment should be shared with all staff and helpers and the children should be involved in talking about keeping themselves safe and potential risks.*

Role of supervising parents and volunteers:

Supervising parents and volunteers must be fully briefed on the programme, venue, activities, supervision arrangements and their responsibilities. A written briefing should be given to each accompanying adult including contact information for the group leader and other members of staff as well as names of children and how they are grouped. Other information that may be useful such as a map and timings should be shared.

Including Pupils on Educational Visits:

Great Easton VA Primary School fully supports the availability of educational visits to all pupils and recognises that children with additional needs, including those with challenging behaviour, should not be unnecessarily excluded. Reasonable adjustments will be made to accommodate pupils with additional needs, such as one to one support. However, if the safety of a pupils (or others) cannot be guaranteed because of his/her inclusion on the visit, then the pupils will not be included in the visit. Documented evidence, including the risk assessment, must be retained. Parents will be expected to collect their child should an incident of unacceptable behaviour occur on a school visit.

7. Insurance

Essex County Council Insurance covers all pupils on Education and Off-site visits.

No forms of indemnity or 'insurance waivers' may be signed without reference to the ECC Legal Service.

8. Emergency Planning

- Group leaders must have a means of making emergency contact with the Visit Leader at all times.
- Group leaders must have a means of making contact with the emergency services if requires, plus access to first aid equipment and a nominated person with first aid knowledge.
- If the visit extends beyond school opening hours, two emergency home contacts must be identified, normally members of the school's leadership team. The emergency home contacts must have means of contacting Council officers in the event of a serious incident that requires additional support.
- A list of pupils with parental contact and medical information, must be held by the visit leader. A copy must also be left at school. Outside school opening hours, the emergency home contacts must have access to this list.
- The visit leader should always carry a mobile phone.
- If a serious accident occurs, at least one adult should remain with the child or children concerned, whilst other adults continue to supervise the rest of the children. The 'critical incident' plan should be used as guidance. As soon as the situation is under control, a telephone call should be made to the school to inform the Headteacher of the situation. The school will then inform other relevant parties.
- Headteacher, Assistant and School Business Manager to attend 'Emergency Visits' training run by Essex County Council and all staff to be briefed on what to do in the event of an emergency.
- For particularly 'risky' trips (such as O2) ensure ALL children and adults have a wristband with school and Visit Leader contact details in case of emergency.
- Medical notes and next of kin emergency contact details to be kept for all staff and helpers (use EVOLVE site to record these).
- Incident record sheets to be kept on pin boards in school office in case of an emergency phone call.
- Bottled water to always be carried in case of emergencies or traffic jams.

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- A school 'top up' card to be used in case of emergencies to provide food or drink for pupils.

9. Summary Checks

- *Seek approval in principle from EVC / Line manager.*
- *Plan and prepare for visit.*
- *Complete submission form.*
- *Assess risks.*
- *Define roles and responsibilities of other staff and pupils.*
- *Ensure effective supervision of pupils and what they do.*

Related policy areas for the establishment

- Child protection
- Inclusion
- Emergency planning
- Accident
- Health and safety
- Staff development (training, qualification)
- Volunteer
- Finance and insurance
- Work Experience
- Diploma work
- Extended Schools

Documents required:

- *Parental Consent forms*
- *Incident / Accident Report forms*
- *Educational visits register - Pupils / Staff lists*
- *Critical Incident Plan*
- *School Disaster Plan*
- *Emergency Contacts at Essex County Council (download emergency contact list from website)*
- *Generic Operating procedures used by establishment*

Sign-Off system :

Before the Trip

Visit Leader

**Aims and Objectives - Where?
Approval to proceed**

→ **EVC / Head (delegated responsibility by Governors)**

LA notification or approval - category of visit

→ **OEAP or EVC - for local visits**

Complete submission form / EVC website

**Parental prior warning
Programme including a 'Plan B'
Provider information**

→ **Consent forms etc.**

Kit List -

Behaviour expectations

Finance - money strategy

Parental consent forms - Medical / Special Needs / Allergies / Diets

Emergency contacts packs - School / LA

Preliminary visit required?

→ **Check out Provider**

Transport

→ **Check out provider**

Risk Assessment

→ **COP & Guidance**

Inclusion Policy

→ **SEN Policy**

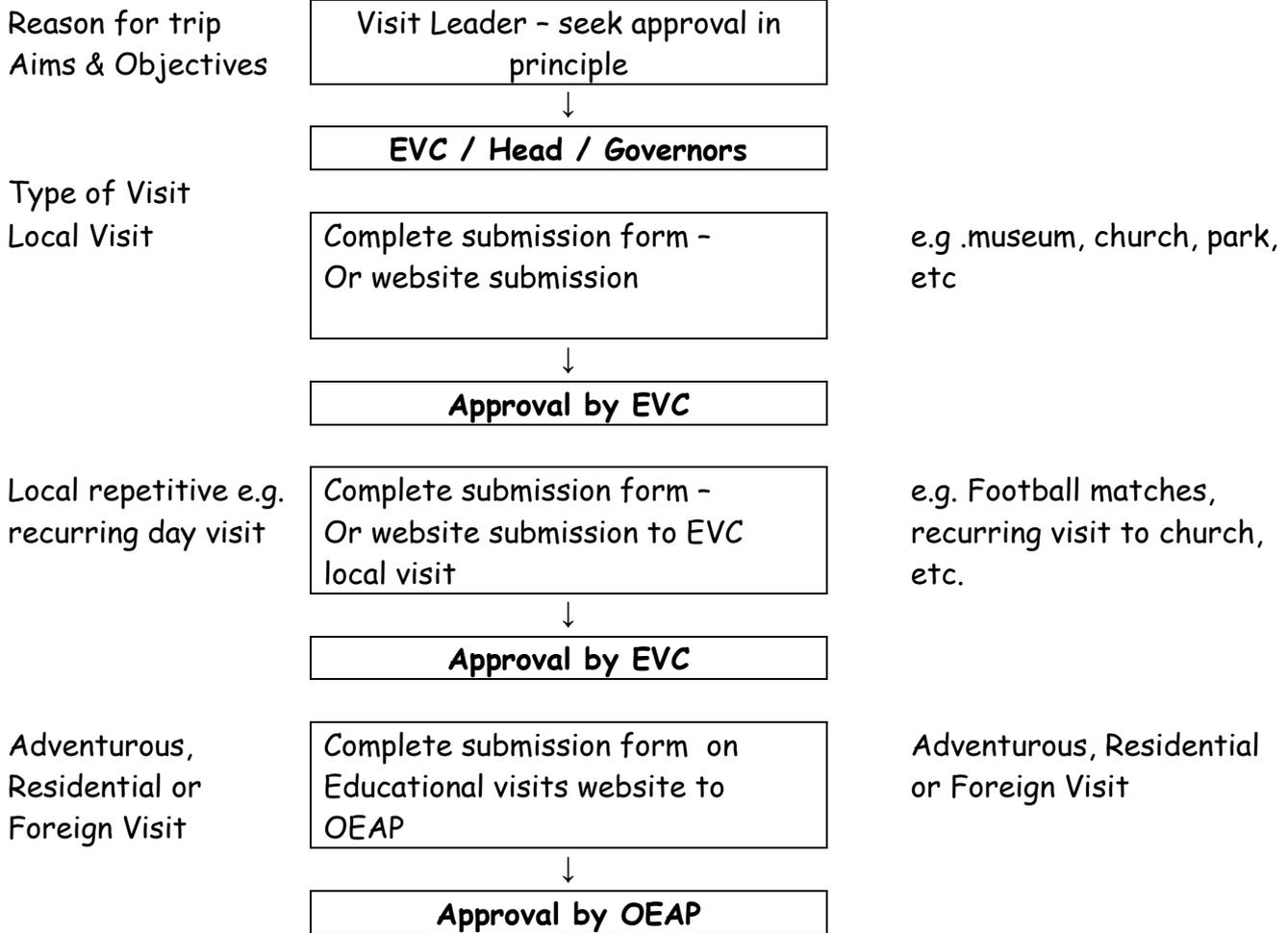
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Flow Chart



Visit Leader Training Record : Staff competence

First Name	Surname	Experience	Training	Date	Update Due	Approved by EVC
Claire	Jackman	EVC	EVC Leader training, additional Visit Leader Briefing Emergency Visit Training	21.11.12 24.2.14 28.4.15 9.2.16		
Sam	Govey	Led numerous group visits- including residential	VLB	24.2.14		Yes
Holly	Miles	Led numerous group visits- including residential	VLB	24.2.14		Yes
Stacey	Lawrence	Led numerous group visits, assisted and led residential.	VLB	8.9.14		Yes
Sophie	Grant	Led numerous group visits	VLB	8.9.14		Yes
Rob	Curtis	NQT assisted on school visits	VLB	15.9.15		Yes

Training Notes : Qualification for Visit Leaders

Educational Visits Co-Ordinator - Designated	EVC - D
Educational Visits Co-Ordinator - Administrator	EVC - A
Educational Visits Co-Ordinator - Potential (trained)	EVC - P
Visit Leader Certificate	VL - C
Visit Leader Briefing	VL - B
First Aid at Work	FA AW

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First Aid (Emergency)	FA E
First Aid (description)	First Aid (description)
Child Protection	CP
Basic Expedition Leader	BEL

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