

Burton Agnes C of E Primary School



Educational Visits Policy

September 2024

Introduction

All offsite visits and activities that are organised and undertaken by the school are regarded as “educational visits”. Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

Aims and Objectives

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school’s headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

Types of visits organised by the school

The school offers a wide range of educational visits, including:

- Day visits to theatres, museums, the coast, sporting activities at various venues.
- Residential visit for year 5 and 6 pupils.

Compliance

The school’s policy is to comply with the LA’s “Guidance for the Management and Leadership of Offsite Visits”. The school’s Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Charging and remissions policy
- Equality/SEND policies.

Access to Policies and Guidelines

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed. The LA’s “Guidance for the Management and Leadership of Offsite Visits” are accessible via the LA Educational Visits webpage <http://www.eriding.net/all-ages/educational-visits/> and also online via EVOLVE, an online system for recording and approving visits.

Roles and responsibilities (for details see LA Educational Visits Code of Practice)

The Headteacher has overall responsibility for all the school’s educational visits. New/acting Headteachers should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.

The School’s Educational Visits Coordinator (EVC) is Helen Jameson (the current Headteacher). The EVC oversees the planning and organisation of the school’s visits, and provides advice and guidance to staff, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC oversees the planning and organisation of the school’s visits, and provides advice and guidance to staff, including recommendations regarding the approval of visits. The LA Educational Visits and Outdoor Learning Consultant is Clare Johnson (01482 392417 or 07773 041609. email clare.johnson@eastriding.gov.uk).

Advice and Guidance

Staff should seek advice and guidance regarding educational visits from:

- the school EVC/Headteacher
- the LA Educational Visits and Outdoor Learning Consultant

- other experts with specialist/local knowledge

Training

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by the EVC. The school ensures the following training opportunities with regard to educational visits are made available:

- The EVC attends Local Authority relevant training including all update training
- Training for Visit Organisers and Group Leaders and TAs is usually held 'in-house' and led by the EVC
- NQTs attend Local Authority training as part of their professional development

First Aid

At least one member of staff accompanying a visit is first aid qualified.

Monitoring

To assure quality of standards on educational visits

- the school's EVC will accompany at least one visits per year to monitor real practice, and to assist with the review of policies and procedures.
- The EVC will record her findings and will share main findings with the Governing Body.
- Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review form, and will be reviewed annually by the EVC.

The following should be read in conjunction with the corresponding chapters in the LA, "Guidance for the Management and Leadership of Offsite Visits", and provide additional information and policy statements that are specific to the school:

1. Planning and approval procedures Visits should be recorded, checked, and approved in accordance with the following procedures:

Category	Recorded using	Checked and approved	Time scale
Category 1 - DAY VISITS (ROUTINE) Visits that take place on a regular basis throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. away sports matches, swimming lessons.	EVOLVE	EVC Headteacher	At least two weeks in advance of first of a series of visits
Category 2 – DAY VISITS (NON ROUTINE) One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre	EVOLVE	EVC Headteacher In addition the Governing Body will, through the Headteacher's termly report, be informed of visits that have taken place.	At least two weeks in advance of visit.
Category 3 – UK RESIDENTIAL VISITS Visits that involve one or more nights away from home in UK or Overseas	EVOLVE	Internally - by the Headteacher (with EVC support), and Externally – by the LA Educational Visits Officer	At least six weeks in advance of the visit.

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made.

If any of the above 3 types of visit involve what may be regarded as "High risk activities or environments" they MUST be given an additional subcategory "A" classification:

Sub Category "A" – HIGH RISK ACTIVITIES and ENVIRONMENTS

All day visits, or residential visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life. e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A

All Sub Category "A" visits should be recorded using EVOLVE Online All Sub Category "A" visits should be checked and approved:

- Internally - by the Headteacher/EVC
- Externally – by the LA Educational Visits and Outdoor Learning Consultant All Sub Category "A" visits should be submitted for approval: at least 6 weeks in advance of the visit if possible.

All staff who lead visits are required to:

- input their own information and assurances on EVOLVE Online
- have their own EVOLVE username and password

Staff can request their own EVOLVE username/passwords by asking the school EVC.

Visit objectives

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

Selection of young people

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

- If the school feels it necessary to consider excluding a pupil from a visit (residential), this will normally be discussed with the LA Educational Visits Consultant and the parents of the pupil before a final decision is made.
- Pupils with any special needs/disabilities will be included on visits by ensuring the appropriate provision is made e.g. suitable transport, parent accompanying child to administer injections for diabetes, one-to-one support from a teaching assistant etc. A specific risk assessment will be carried out for that pupil.
- The children of school staff will not participate in Burton Agnes CE Primary School visits unless they attend the school.
- An accurate and up-to-date list of participants will be left at school for day visits and with a senior member of school staff for residential visits.

The Overall Group Leader/Visit Organiser

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher.

- Deputy Leaders should normally have been Assistant Leaders on at least 3 similar visits.
- Overall Group Leaders should normally have been an Assistant or Deputy Leader on at least 5 similar visits, and been a Deputy Leader on at least 1 of those visits

Deputy, Assistant and Volunteer Leaders

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary.

- Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher/EVC and Overall Group Leader.
- Leaders should consider carefully the implications of family members being present, and the possible complications that might arise.
- The school has a responsibility to ensure that all adults involved in the supervision of children during school related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care.
- Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately.
- Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits).
- Teaching assistants cannot be leaders or deputy leaders for category 2 or 3 visits, however they may be a leader for a routine visit e.g. to the swimming pool, if deemed suitable by the EVC/Headteacher.
- Parents or other volunteers may be used to support school visits if they are deemed suitable by the EVC/Headteacher. They must be fully briefed regarding their role and their own child (if applicable) should be placed in a group with another adult so as not to compromise the safety of other pupils. They should not be left alone with an individual/group of children or used to lead a group. They should be an additional adult under the supervision of a DBS cleared adult.
- Governors may be used to support school visits if they are DBS cleared and deemed suitable by the EVC/Headteacher. They must be fully briefed regarding their role.
- All adults supporting on a school visit should have signed the school volunteer agreement.

Staffing selection and supervision ratios

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits.

- The LA "Guidance for the Management and Leadership of Offsite Visits" provides recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Consultant, if necessary), as part of the risk assessment and management process.
- The school will normally have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong.
- The school will adhere to LA recommended ratios for all visits and will endeavour to provide male and female leadership where possible for mixed pupil groups.
- Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

Selection and suitability of accommodation or venues to be visited

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe.

- Many organisations now have websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom "Quality Badge". However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures.

- When planning a new visit, the Visit Organiser (and other group leaders) will undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited. Separate staff accommodation should be ensured.

High risk activities and environments

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability.

- All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory “A” and must be recorded on EVOLVE, and approved by the EVC, Headteacher, and Local Authority (Cat 3).
- Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be evidenced by holding the relevant National Governing Body (NGB) award where appropriate.
- The school keeps a record of staff qualifications, training and leadership experience. This is stored on the EVOLVE online database.
- Visit Organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies.
- The EVC will sometimes ask to see and check these plans.

Risk assessments and management

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels.

- The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders (including volunteers) before the visit takes place. Appropriate written evidence of this process should be provided.
- The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management – it should therefore be of real practical value to the leaders and group members, not just a paper exercise.
- A set of written generic risk assessments are available via EVOLVE.
- One risk assessment should be chosen and amended with regard to the visit being planned. At our school:
 - All relevant generic risk assessment forms are reviewed, amended, and agreed for each visit by all relevant staff.
 - Completed specific risk assessments need approval by the school EVC and headteacher.
 - The Specific risk assessment must be signed by the visit leader, confirming it has been shared with all participants, and then attached to the visit form on Evolve.

Insurance and finance arrangements (including charging arrangements)

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit.

- Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).
- The school pays annually for LA Voyager insurance which covers all school visits within the UK (providing the visits are correctly approved) – renewal of the Council insurance policy generally takes place each April.

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;

- financial plans – especially for more complex and committing visits – are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially, no firm bookings or financial commitments are made until the visit has been agreed and received “Outline Approval” by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- Secure financial systems are in place to ensure that money is accessed and accounted for correctly.

Transport

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met.

- Leaders should refer to the Local Authority’s generic risk assessments that give detailed recommendations for all standard forms of transport.
- The school only hires coaches/buses from companies that have already been checked and approved by the Council’s Transport Services team

For the safe supervision of pupils on coaches/buses, group leaders are required to:

- Sit in various locations, spread throughout the coach
- Sit near emergency exits
- Carry a first aid kit and a mobile phone.

The group leader must ensure the safety of pupils travelling by private car, and should:

- Assess and decide if the driver is suitably qualified, experienced and competent;
- Inform parents and obtain their written consent (this may not be possible in emergencies);
- Gain assurance on main points of reference – insurance, license, roadworthy, seatbelts, etc;
- Carry out suitable Child Protection checks (Council policy requires all drivers carrying young people to be DBS cleared);
- Ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts)
- Ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, use of car seats, keeping to speed limits etc).
- Drivers have appropriate insurance – inc business cover for employees For visits that require the use of staff cars, drivers must:
 - Have business insurance
 - Be assessed as competent and suitable by the headteacher (using the Driver validation form)

Parent information and consent

The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits.

- The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved.
- Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual “rolling” consent for routine visits, or specific consent for a particular visit/activity.
- There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.
- Any special/medical needs of pupils are collated by visit leaders and supervising staff are briefed and trained accordingly.
- Parents are asked to give written consent to the administration of off-the-shelf first aid/medication, if deemed necessary.
- Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit.
- The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.

At our school:

- Parents are informed of all visits through parent letters or occasionally on a general newsletter, with the exception of local walking visits that parents have given approval for on their child's admission form.
- Parents' meetings for residential visits are held approximately 6 weeks before the visit.
- Blanket consent, for the child's time at school – YR – Y6, is obtained on admission of the child for walking visits in the near locality e.g. Church, Burton Agnes Hall
 - Specific consent is obtained for all other visits.
- Parents are asked yearly to update medical records and are also asked to inform us of any changes so that we can update our records in between.
- Staff should ensure that they find out about any pupils with special needs or medical needs.
- Parental consent should be sought if staff are to treat pupils using off-the-shelf medication.
- Up-to-date parent contact details should be requested on the consent form for category 2 and 3 visits.
- Staff will inform parents as soon as possible of any incidents or any late returns to school.

Staff briefing and emergency procedures

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit.

- Staff should be aware of their expected roles and responsibilities before, during and after a visit.
- Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required.
- Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit.
- The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit.
- A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits.
- All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.

Briefing and preparation of young people

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

- Pupils should be briefed about safety arrangements and what clothing/equipment should be brought.
- Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.
- "Buddy systems" are an effective means of promoting safety and welfare within the group.
- Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group.
- It is good practice to teach pupils how to recognise dangers and manage risks sensibly.
- Apart from inhalers, personal medication should be looked after and administered by the pupil's group leader. Pupils should carry their own inhaler for emergency use.
- School uniform is usually worn on day visits to ensure quick identification of pupils.
- On residential visits or visits to very large cities e.g London, contact cards are given to pupils in case of separation where deemed appropriate.

Documentation (and visit records)

The EVOLVE database will store key elements of visit details securely and indefinitely.

Documentation attached to an EVOLVE form is kept on the EVOLVE system following GDPR policy. If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the young person becomes 21.

Visit Approval

- Low risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using EVOLVE.
- Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/ Headteacher/ LA, using EVOLVE online.
- UK residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC /Headteacher/LA using EVOLVE Online
- The Visit Organiser must carefully check all visit forms before submitting for approval.

Visit approval status and feedback

The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

- For low risk day visits (Cat 1 and 2) – By email (with comments if required)
- For high-risk day visits (Cat 1A and 2A) – an email is automatically generated via EVOLVE and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”)
- For residential visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via EVOLVE Online and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE Online (see “View All Visits”)
- If a visit is not approved or only given “Outline Approval” by a manager, they must give reasons for their decision and state clearly any changes that would be necessary
- If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support.

Amendments to visits

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Local Authority) of these changes, and ensure that their additional consent is given.

- There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.
- For low risk day visits (Cat 1 and 2) – by notifying in writing by email to EVC/Headteacher.
- For all Cat 3/4/A visits recorded on EVOLVE, there is a clear procedure for recording amendments. For significant amendments that require further consideration and approval, the EVOLVE system requires visit organisers to request a return of the visit by managers. They can then amend the form and resubmit it after the amendments have been completed.

Post visit review and evaluation It may be helpful for Visit Organisers, on return from a visit, to review the visit with the EVC and/or Headteacher, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits.

- In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't).
- It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.
- Visit Organisers record details of any incidents on blank paper and they are copied into the accident book on return to school.
- Serious incidents must be notified to RIDDOR (HSE's “Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), and to the Local Authority using the procedures and standard forms available in the office.

Post visit reviews and accident/near misses records are reviewed termly by the EVC and if there are any, they are reported to the Governors. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made. After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding

the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body.

Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Consultant.