

**Educational Visits Policy**

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| **Schedule for Development, Monitoring and Review** | |
| Approved by governors on: | March 2020 |
| Implementation monitored by: | Julie Aquilina |
| Review arrangements: | Three yearly  All policies will be reviewed if there are any significant developments or changes to legislation |
| Reviewed:  The next review of this policy: | March 2024  November 2024  November 2027 |

**DOCUMENT PURPOSE:**

This policy reflects the values and correct procedures of the Leicester Partnership School in relation to off-site visits and activities of a curricular or extra-curricular nature except work experience in Education. This policy has been written in conjunction with the Department for Education “HEALTH AND SAFETY ON EDUCATIONAL VISITS 2018” (<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>), and Leicester City Council Health and Safety Directive, March 2022 (<https://schools.leicester.gov.uk/services/health-and-safety/schools-policy-and-procedure/offsite-visits-and-adventure-activities/>).

**AUDIENCE:**

This policy relates to students in Key Stage 3 & 4. This document is intended for all teaching staff and staff with key work responsibilities, the schools Management Committee, parents, Inspection Teams, LA/other Advisory Bodies, and Advisers/Inspectors.

**OFF-SITE VISITS POLICY STATEMENT:**

The Leicester Partnership School recognizes that learning experiences gained outside the school can complement and enhance classroom instruction and can provide a supplementary means for accomplishing both general and specific curriculum objectives. All off-site visits and activities are subject to the regulations and procedures of this policy.

At all stages of a school visit, from inception to its conclusion, safety factors will be given paramount consideration. All visits are considered, only in line with the spirit of our equal opportunities policy.

**AIMS AND OBJECTIVES:**

1. To promote the personal and social development of pupils by helping them to:
   * Learn together out of class, on a school visit or activity.
   * Grow in awareness of their own personal and physical strengths and weaknesses, and the strengths and weaknesses of others.
   * Work both independently and co-operatively.
   * Communicate and share with others.
   * Gain in confidence and self-reliance.
2. To develop academic understanding and improve performance through:
   * Extending their areas of experience.
   * Fieldwork linked to subject-matter.
   * Enquiry, observation, recording, and the practical resolution of problems.
   * Practising skills acquired in the classroom.
   * Reviewing, recording, and communicating ideas and experiences.
3. To foster responsible attitudes to the environment and the local community by providing opportunities for pupils to:
   * Examine, observe, live, and work in different settings.
   * Discover the effects of people on the environment
   * Appreciate the beauty of the natural world.
   * Come into close aspects of culture and history, both locally and further afield.
4. To encourage independent participation on outdoor pursuits and other activities by:
   * Introducing pupils to new experiences and activities.
   * Learning and developing practical skills.
   * Gaining competence in the use of equipment.
   * Acquiring skills in planning and organising.
   * Developing self-confidence.

**PRELIMINARY PLANNING:**

Early planning for an off-site visit is essential. The head teacher is kept informed throughout the planning stages of any visit by the Educational Visit Co-ordinator (EVC). The Educational Visit Co-ordinator approves all visits and activities taking place off the school site.

The educational opportunities of the visit or activity will be obtained, and all information about the proposed visit collated by the Educational Visits Co-ordinator before a request is submitted to the Head Teacher. All visits are logged onto the EVOLVE website.

One or more meetings are held with staff involved to ensure the specific duties, and the names of the pupils for whom they are responsible, are identified. Throughout the planning stage, a checklist of jobs to be done and a record of those completed are overseen by the Educational Visit Co-ordinator.

Outdoor activity centres must be licensed under the provision of the “Activity Centres (Young Persons’ Safety) Act 1995 (<https://www.legislation.gov.uk/ukpga/1995/15>) and associated “The Adventure Activities Licensing regulation 2004” (<https://www.legislation.gov.uk/uksi/2004/1309/contents/made>). The contractual implications of using any outside bodies must be identified and confirmed in writing.

The Leicester Partnership School regards it important that children/parents/staff receive all relevant information for any full day or more visits, other than those that occur as part of weekly sporting activities.

**PARENT/CHILD INFORMATION (via letter or email):**

* Introduction (aims/purpose of visit)
* Itinerary (where visits are longer than the normal school day)
* Emergency contacts for parents
* Staffing/group details (if relevant to visit)
* Personal items required
* Student Code of Conduct
* Finance arrangements (if funding required by parents)
* Spending money (if relevant)

**STAFF INFORMATION:**

* Itinerary/Visits form
* Emergency contacts/crisis line
* Visits mobile phone (EVC/School/Crisis Line numbers programmed in)
* Parental Consent (*Where a visit isn’t part of a planned curriculum in normal curriculum time)*
* Parents mobile/telephone numbers
* First Aid Box
* Insurance details (if visit longer than the normal school day)
* Finance arrangements
* LPS Visit Risk Assessment
* Venue Risk Assessment
* Provider Form (if required)
* Spending Money (if required for meals/drinks)
* Personal items to take
* Medical history of group
* Medication details

**INSURANCE FOR VISITS:**

It is the duty of the visit leader to ensure that ALL visits, of whatever duration, are adequately insured.

Visits organised by a third party (a travel or bus company, for instance) usually have an in-built insurance policy. It should be ascertained whether the LA/other advisory body insures any child against personal accident or it is the responsibility of parents. All parties are provided with precise details of the insurance policy, so that there is no doubt about the cover and, in particular, what eventualities fall outside such cover.

**PRELIMINARY VISITS:**

For an educational visit or activity, the visit leader of the group makes an exploratory visit. This is to acquire knowledge at first hand:

* That the venue is suitable
* That the venue can cater for the needs of pupils and staff
* To assess potential areas and levels of risk, completing or obtaining a Risk Assessment for the venue which must be given to the EVC and Head Teacher
* To become familiar with the area before taking the pupils
* To obtain information concerning staff qualifications and licences (if relevant)
* To ensure the Centre is licensed in accordance with “Activity Centres (young person’s safety) Act 1995.

In the cases where the dangers of an area are well known to the visit leader, a preliminary visit is not always necessary.

If it is not possible to make a preliminary visit, every endeavour is made to acquire information about the area before the visit. The Leicester Partnership School contacts the venue for further information or contacts another school which has already visited that area, for that purpose.

**FINANCIAL ARRANGEMENTS:**

Financial arrangements should include:

* The school finance administrator keeps records of all payments by individual pupils
* Visits payments are staggered. A payment card records such payments
* All monies are deposited in the school’s accounts
* Visits are cancelled if less than thirty per cent of the pupils pay the full contribution
* The School Business Manager (SBM) authorises any payment in connection with school visits
* Maximum security of money and other valuable documents is essential at all times

Costs itemised for a visit are:

* Travel
* Entrance fees for staff, voluntary helpers and pupils
* Hire of equipment (for activities)
* Additional Insurance (if required)
* Preliminary visits
* Extra staffing/supply cover
* Meals
* Materials
* Spending money

The 1988 Education reform Act (<https://www.legislation.gov.uk/ukpga/1988/40/contents>) created rules regarding charges for school visits. A visit must be free of charge if it takes place during school hours or if it is out of school hours but part of the National Curriculum. You may, however, seek voluntary contributions.

**LIASION WITH PARENTS:**

It is imperative that parents are given full and complete written details regarding the organisation and administration of a visit to include:

* Activities and venues, including any special risk inherent in the activities undertaken
* Specialist equipment and/or clothing necessary for activities
* Code of conduct expected of the children
* Packed meals requirements
* Teachers/visit leaders, their experience and expertise
* Total cost and methods of payment
* Insurance cover including medical cover and exemptions

If the visit is residential, a meeting is held for all parents, their children, the staff, and any voluntary helpers. A parent consent form must be completed for students.

**STAFFING REQUIREMENTS:**

The Head Teacher/Management team has overall responsibility for the planning and arrangements of any day or residential visits. If a qualified member of staff (EVOLVE Visit Leader trained) wishes to take a group of pupils out of school, responsibility for the planning and arrangements will be delegated to that staff member. However, that person should be prepared to accept all reasonable/legal responsibility for the well-being and safety of the pupils at all times.

It is desirable that, on any visit by a party consisting of boys and girls, there are accompanying staff and or voluntary helpers of both genders. The Leicester Partnership School checks voluntary helpers that they are not barred from working with pupils through the LA or other Advisory Body.

**STAFF QUALIFICATIONS:**

The Leicester Partnership School does not permit staff to assume responsibility for any activity that they are not qualified suitably for, e.g. water sports. All visit leaders must be EVOLVE trained.

**FIRST AID:**

On any educational visit, at least one member of the supervisory staff will be a competent First Aider, holding a valid first-aid certificate and carrying appropriate first-aid kit. The Leicester Partnership School takes responsibility for ensuring staff training of first-aid qualifications either through Leicester City Council or St John’s Ambulance.

**LIFE-SAVING QUALIFICATIONS:**

When swimming, water play, or water-based activities are envisaged, the Leisure Centre staff holding the relevant RLSS qualification supervises the activity. There must be is a pupil/teacher ratio of at least 1:3.5 pupils.

**TRANSPORT:**

The Leicester Partnership School policy states that coaches, mini-buses and taxis must comply with the current requirements on seat belts. All seats should be forward facing and seat restraints should comply with legal requirements. The drivers should be suitably qualified and experienced.

Supervision on coaches and mini-buses should consist of the following:

* At least two members of staff should supervise the pupils getting on and off the coach, taxi or mini-bus. One outside and one inside the transport.
* Check numbers on outward and return journeys
* Do not let pupils sit on the first two seats facing the front window or next to the emergency exit
* Pupils must wear their seatbelts throughout the journey
* When leaving the transport check for lost property and litter
* At least one member of staff should have a mobile telephone with them
* Contact details of the Leicester Partnership School should be handed to the driver of the transport

If staff cars are used for transport, they must hold the correct type of insurance (business class). This must be checked by the Head Teacher/EVC and a copy kept for safety purposes.

**ADULT PUPIL RATIO:**

At The Leicester Partnership School, the following adult: pupil ratios are a pre-requisite for any visit to go ahead: 1:3.5 pupils. Members of staff are reminded to avoid any 1:1 situations with pupils that might be open to misinterpretation.

All accompanying staff have a duty of care. Staff should remember that they are legally responsible for the well-being and safety of the pupils at all times. A system of pupil recall is essential with work in an open environment. This system should be simple, understood by all, and practised beforehand. Pupils should never be left alone, but always remain part of a group.

**INFORMATION AVAILABLE:**

Final details of the Educational Visit are submitted to, and retained by the EVC/Head Teacher the day before the visit. This is critical if the visit is out of school hours. The group leader and deputy leader hold the same information for the duration of the visit. The information should contain details of:

* Itinerary/Visit form
* Contact points
* Mobile and telephone numbers
* Staff duties
* Emergency contacts
* Copies of parental consent forms
* Copies of insurance details if relevant

The same procedures apply for any Extra-Curricular Activities.

**REPORTING ACCIDENTS:**

The standard procedures for reporting accidents are followed, as stated in the Accident Reporting Booklet, including the completion of the relevant proformas.

**UN-OFFICIAL VISITS:**

The above guidelines relate only to activities connected to the work of the Leicester Partnership School. Where a member of staff takes charge of pupils voluntarily on an activity out of school hours, one that is not organised by The Leicester Partnership School but involves pupils from the school - No responsibility is accepted by the Head Teacher/Management Team or the L.A/other Advisory Body.

**EMERGENCIES:**

Despite good planning and organisation, emergencies that require immediate response by the visit leaders, sometimes occur. Whilst still controlling and supervising the rest of the group, leaders should contact the appropriate emergency/rescue services immediately. The Head Teacher/EVC should be contacted as soon as possible.

The members off staff at The Leicester Partnership School follow the policy for the critical incidents dealing with a crisis.

**EMERGENCY PROCEDURES:**

If an accident or other emergency occurs, the group leader should do the following:

1. Assess the situation
2. Safeguard the uninjured members of the group
3. If there are injuries, establish immediately the names of the injured people and the extent of their injuries
4. Attend to the casualty/ies
5. Inform the emergency services, and everyone who needs to know, about the accident
6. Notify the police if necessary
7. Share the problem; advise all other group staff that the accident/emergency procedure is in operation
8. Make sure every member of the group is accounted for
9. Ensure that the injured are accompanied to the hospital
10. Ensure the rest of the group understands what has happened, is adequately supervised and kept together
11. Inform the Leicester Partnership School and pass on details, including names of casualties, their injuries, action taken, and names of others involved. The Leicester Partnership School will initiate the policy for dealing with critical incidents if accident/emergency warrants
12. Ascertain telephone numbers for future calls
13. As soon as possible write down accurately relevant facts and witness details
14. Preserve any vital evidence
15. Keep a written account of subsequent events, times, and contacts after the incident
16. Complete accident report forms, contacting the L.A/other Advisory Body and HSE, if necessary
17. No one in the group should speak to the media. Media enquiries should be referred to the media contact
18. No one in the group should discuss legal liabilities with other parties.

**FURTHER INFORMATION**

Useful Documents and resources:

DFE Health & Safety of pupils on Educational visits

ATL Taking students off-site

HMSO Activity Centres Young Persons’ Safety Act 1995

HMSO Adventure Activities licensing regulation 2004

HSE 5 steps to risk assessment managing health & safety

NASUWT Educational visits and journeys

PAT Safety on school visits: a teacher and the law booklet

ROSPA Rospa guide to school visits, part 2(se326)

APPENDICES

* + - 1. Visit form and checklist
      2. Process

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1. **VISITS FORM**

As a general rule applications must be submitted to Julie Aquilina FOUR school working weeks in advance of a visit.

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| **1. STAFF** | | | | | |
| **PERSON LEADING THE VISIT**  **(not necessarily the organiser)** | |  | | | |
| **ASSISTANT LEADER** | |  | | | |
| **OTHER STAFF** | | | | | |
| Name | | | | Designation | |
|  | | | |  | |
| **2. PLACE** | | | | | |
| NAME, ADDRESS, TELEPHONE NUMBER OF DESTINATION AND CONTACT NAME AT VENUE | | |  | | |
| **3. LEARNING INTENTIONS FOR THE PUPILS** | | | | | |
| **4. ACTIVITIES** | | | | | |
| **5. COSTS (Are there any associated costs? How are these being met?)** | | | | | |
| **6. DATE AND TIMES (have you checked if any other events are running this day?)** | | | | | |
| DATE | | | |  | |
| TIME LEAVING SCHOOL | | | |  | |
| EXPECTED TIME OF RETURN | | | |  | |
| **7. TRANSPORT** | | | | | |
| If vehicles are being hired state number of vehicles, provider and cost | | | | | **Number**  **Provider**  **Cost** |
| **8. PUPILS** | | | | | |
| **Name (part a)** | **Teaching Group**  **(part b)** | | | **Health and Medication details\* (part c)** | |
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Consider the questions in section 9 and take any necessary action(s).

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| **9. ADDITIONAL INFORMATION** | | |
|  | Yes/No | Additional Comments |
| Have you arranged for any Teachers/Lead Practitioners lessons or duties to be covered if necessary? |  |  |
| Have you informed other Teachers/Lead Practitioners if the timetable is going to be disrupted? |  |  |
| Does the venue require parental permission forms? |  |  |
| Have you informed parents of this visit using letter or text and if so which method? |  |  |
| **SIGNATURE OF ORGANISER** |  | |

**EVC CHECKLIST**

|  |  |
| --- | --- |
| This visit has been approved in principle | Yes/No |
| Staffing arrangements have been checked and are satisfactory | Yes/No |
| Transport arrangements are satisfactory | Yes/No |
| Booking information has been checked to ensure it includes all supporting staff | Yes/No |
| Risk assessments for all activities are in place and have been checked | Yes/No |
| Is there any alternative catering arrangements? (This must be done one week before the visit) | Yes/No |

Planning for this visit is in place and has been checked.

This visit may go ahead

Signed by EVC ......................................................... Date ...................................................

Signed by Headteacher ......................................................... Date ...................................................

**VISIT LEADER CHECKLIST - THINGS TO REMEMBER:**

**Risk Assessments □**

Visit Leader to obtain and brief themselves on venue risk assessment and create risk assessment for LPS risks such as student/staffing/first aid/activity/transport and any other risks relating to students from the visit). Please check with the venue for their risk assessment or visit and create own

**Parental Permission □**

If arranging to meet students off-site/if the visit takes place longer than the school day or if the venue requires permission this must be obtained from parents

**Transport □**

Ensure transport has been costed and confirmation given and transport risks is included within the risk assessment

**Emergency Contact Details □**

Ensure you have a list of all emergency contact details for the students

**First Aid box □**

Ensure you have the first aid box to take with you

**Medication □**

Ensure you have relevant medication (please take in school rucksack)

**Visit phone □**

Ensure you have let the office know you will need this and have collected the visits phone from the main school office

**Staff involvement □**

Have all staff signed off the venue and LPS risk assessment?

1. **VISIT PROCESS**

**4 WEEKS BEFORE VISIT**

* Determine venue, estimated cost and 2 learning intentions for visit
* Complete LPS visit form
* Provide proposed visit form and speak to EVC to ensure they are happy   
  for visit to proceed
* Visit venue and create risk assessment/obtain venues own risk assessment
* Create LPS risk assessment in line with any risks involved with visit
* Send letter to parents to obtain parental consent (if visit is outside of

curriculum or normal school hours)

* Request transport booking via Office Manager and obtain actual costs
* Complete order form for finance (include student names) to book venue

**2 WEEKS BEFORE VISIT**

* Provide list of pupil names to Office Manager and request emergency

contact and medication details (if any)

* Request text alert from Office Manager if letter to parents not required
* Ensure named staff (Visit Leader and Deputy) have signed venue and LPS

risk assessment

* Create new visit on EVOLVE using venue title and date as visit title.   
  Upload signed visit form, signed venue risk assessment and signed LPS risk   
  assessment and complete all required aspects of form. Submit this to EVC   
  for approval

**ON THE MORNING OF THE VISIT**

* Obtain visit phone, first aid box, any medication and ensure you have student’s emergency contact details to take with you
* Take copies of both risk assessments
* Provide EVC with a hard copy of your visit form and both original signed risk assessments for physical sign off by EVC and Head Teacher