



# Lytchett Matravers Primary School and Preschool Educational Visits Policy

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Approved By: Matt Vernon

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## 1. Overview

Safely managed educational visits with a clear purpose are an indispensable part of a broad and balanced curriculum. They are an opportunity to extend the learning of all pupils, including an enrichment of their understanding of themselves, others and the world around them. They can be a catalyst for improved personal performance, promote a lifetime interest and in some cases lead to professional fulfilment. Educational visits are to be encouraged.

This school recognises its duty of care and statutory responsibilities for the health, safety and welfare of pupils, staff, volunteers, providers and members of the public in connection with educational visits for which it is accountable.

## 2. Purpose

- To ensure that every pupil has the opportunity to benefit from educational visits
- To ensure that all visits are safe, purposeful and appropriate to meet the educational needs of pupils taking part
- To enable the school to identify appropriate functions, responsibilities, training, support and monitoring for governors, staff, volunteer assistants, pupils and providers involved in educational visits
- To ensure that whenever appropriate, further advice is sought from the LA and Hamwic Academy Trust.

## 3. Legislation and guidance

This policy is based on the Department for Education's guidance on [health and safety on educational visits](#), and the following legislation and statutory guidance:

- [Equality Act 2010](#)
- [SEND Code of Practice](#)
- [Keeping Children Safe in Education 2024](#)

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

## 4. Key Principles

### a. Staff

- All visits will have a clear, recorded educational purpose and will be planned sufficiently well in advance in accordance with good practice and effective planning procedures detailed in the **DC Policy of Safety and Guidance – Offsite Events and Adventurous Activities**. The governing body will include in its role the support of school policy and procedures for educational visits including the reporting of visits

- The Headteacher will be responsible for the final approval of all visits.
- The Headteacher can also make the final decision about whether a trip can safely go ahead.
- Lytchett Matravers have a named and trained Educational Visits Co-ordinator (EVC) who is appointed to support the staff and Headteacher; In the absence of a suitably trained Educational Visits Co-ordinator the head teacher automatically assumes this role. The EVC Lead has regular training with Dorset County Council. The EVC is Amy Foster.
- On every trip, the school will identify a named and approved Trip Leader (and where appropriate, deputy) on all educational visits. This Event leader will be specifically competent for the role as detailed in the **DC Policy of Safety and Guidance – Offsite Events and Adventurous Activities**. If in any doubt, confirmation will be sought from the Outdoor Education Adviser. The Trip Leader will be chosen by the Headteacher or EVC Lead. The Headteacher and EVC Lead will ensure that the Trip Leader has the necessary skills needed to plan, risk assess and run the trip. Support will be provided to do this by the Headteacher and EVC Lead is required.
- Working with the EVC Lead as necessary, the Trip Leader will be responsible for all aspects of the planning, risk assessment and organisation of the visit. The Trip Leader will have responsibility during the visit to ensure the risk assessments in place are followed and plans/itinerary are planned.
- The Trip Leader will ensure when purchasing goods and services that appropriate checks are made and that insurance and financial procedures have been followed. This will be checked by the Headteacher and EVC Lead.
- **The Trip Leader will upload all documents and information required to Evolve (see Evolve section of policy) prior to the trip taking place. <https://evolve.edufocus.co.uk/> This will include, but is not limited to: Purpose of trip, Class and pupil lists, Staffing, Next of Kin information, emergency plans, contact numbers of school/safeguarding, costings of the trip, timings of the trip, travel arrangements including the name of the company being used, medical risk assessments, Risk Assessments from the company being used if applicable, school risk assessments, behaviour risk assessments, letters and communication to parents, Form 4 Provider Statement (only if the provider doesn't hold the LOtC Quality Badge or isn't a DC Centre)**
- Every risk assessment will be approved by the EVC Lead and Headteacher, read and signed by every adult in attendance and a copy taken on the visit. In addition to the risk assessment the pack should include a timetable of basic timings/ children's groups/ key adults and relevant mobile phone numbers/ medical needs, plans and medication required/ behaviour plans/ and final children and adults who are attending as this may change on the day due to absence.
- **Trip paperwork and risk assessments must be done prior to the trip. This must be in enough time for the EVC and Headteacher to check through. Trips where paperwork and risk assessments are not completed in enough time may not be able to go ahead.**
- **Details of any residential visits at home or abroad or day visits involving activities of a hazardous nature will be submitted to the LA for assessment/monitoring through use of Evolve at least 6 weeks before the departure date.**
- Staff must do regular name checks, not head counting, but verbal register to check all children are there.

#### **b. Staff ratios and first aid**

Risk assessments for each visit will ascertain the safe level of supervision required. On all educational visits, we will make sure:

- Where possible, 1 male and 1 female supervising adult is present (for mixed pupil groups)

- At least 1 supervising adult able to administer first aid is present on all trips. 2 adults are needed if groups are split across a distance.
- Appropriate first aid equipment will be taken on all trips, in accordance with the school's first aid and health and safety policies.
- All supervising adults will be made aware of any medical issues or allergies at the start of the trip.
- If anyone with an allergy that requires an EpiPen is on the trip, a fully trained member of staff must attend as a nominated responsible adult to administer this medication.
- The trip lead will take regular headcounts and/or rollcalls and request that group leaders do the same especially before and after travel, transitions, lunches, play areas and toilets.

#### **c. Local Area Visits – accessed by walking in Lytchett Matravers**

Visits to the local area, are covered in the Local Area Risk Assessment **see appendix 1**. This is updated every term by the Educational Visits Coordinator.

- Staff planning a visit to the local area, must annotate the Local Area Risk Assessment.
- Staff planning a visit to the local area must communicate with parents/carers and gain permission for the walk/visit. Staff must inform parents/carers of the itinerary.
- Staff must complete a medical/behaviour risk assessment for their class. This must be shared with the Headteacher and EVC. Appropriate ratios must be planned for before the visit and shared with Headteacher and EVC.

Local visits are visits around the local area that can be **accessed by walking**. **These include:**

The local church

The library

The park (two parks in the village)

The village on foot

The local shop

Local amenities (shopping parade)

#### **d. Evolve - Local Area visits form**

The Local Area visit form can be used for events where parents are transporting children. These include:

- Sporting events at local schools/venues
- Choir singing events

Risk Assessment must be carried out for these events and uploaded to Evolve.

Medical/behaviour risk assessments must be carried out for children attending.

Medical equipment needed and First aid must be taken.

#### **e. Evolve – Visit Form**

All trips not included in **Local Area visits** or **Evolve Local Area** must be uploaded to Evolve under **Visit Form**.

#### f. Residential visits

The planning and preparation laid out in this policy will apply to residential visits as well as 1-day visits. In addition, the trip lead will make sure:

- Staff have received any necessary training
- All necessary permissions and medical forms are obtained in advance before the start of the trip
- All adults, including volunteers, have had adequate safeguarding checks. Where appropriate – e.g. if the volunteer will be in direct unsupervised contact with pupils – this will include relevant DBS checks
- Parents and carers will be given information about the visit and asked for permission in advance of the visit. Information shared with parents will include:
  - The dates and time of departure and return to school
  - The full address and contact details of the destination
  - Planned activities and options – itinerary
  - Meal provision
  - Costs and optional charges, including deposits and the date by which this must be received, in line with our charging and remissions policy (this will include information about exemptions)
  - Clothing and equipment provided, and what pupils must bring themselves
  - Public health requirements, including any required vaccinations
  - Accommodation options and arrangements
- For visits abroad, we will make sure that any organisation providing activities hold the LOtC Quality badge or similar local accreditation. We will follow the Foreign and Commonwealth Office's overseas travel guidance and foreign travel advice when organising these visits.
- A Parent/Carer Information Meeting must be arranged prior to the trip, where staff can talk to parents/carers about the trip.
- **All events must be uploaded to Evolve using the Visit Form. This will need to be sent to the LA for approval, as well as EVC and Headteacher.**

#### g. Parents and carers

- The school will provide parents and carers with information about policy and procedures relating to the safe management of educational visits
- Parents and carers will be given sufficient written and supplementary information about educational visits to enable them to make informed decisions and give written consent together with medical and emergency contact details. Parents will be given notice about –
  - Times and details of travel, including drop-off and pick-up times and location
  - If relevant, pupil-to-staff ratios and staff qualifications
  - Clothing and equipment required, and whether this is provided by the school
  - Expected behaviour and consequences of pupils' failure to meet these standards
- Parents/carers will be asked to provide written consent for educational visits by signing and dating an online form.

- Whenever appropriate for higher risk, residential and foreign visits, a briefing meeting with parents/guardians will be arranged.
- Expectations with regard to behaviour and codes of conduct will be explained to parents/guardians. This information will include the necessity of meeting additional costs and making collection arrangements in certain circumstances, in line with the school's Charging and Remissions Policy.

#### **h. Volunteers**

Where appropriate, parents and carers may be asked to volunteer to attend and supervise pupils alongside staff members on trips. Where more parents/carers volunteer than required on the visit, those invited to attend will be selected as fairly and transparently as possible, whilst taking into consideration:

- The needs of the pupils going on the trip
- The setting and circumstances of the trip
- Volunteers' skills, attitude and past activities completed, including previous volunteer experience

Volunteers will receive a full induction from staff members on the day of the visit, prior to departure, including on their responsibilities, expected behaviour, the process for raising concerns, emergency procedures and contact details, as well as the expected timetable of the trip. Volunteers will read and sign the risk assessment to show their understanding. Volunteers will be asked to provide details of emergency contact/medical information if appropriate.

Where practical and as required by the nature of visits (i.e. when volunteers may be left with children without staff members present), volunteers may be asked or required to undergo safeguarding checks, including DBS checks, in line with the school's Safeguarding Policy.

At no point will volunteers on whom no safeguarding checks have been carried out be left alone with pupils or given sole responsibility for the care of a pupil.

#### **i. Pupils**

- Wherever possible, pupils should be involved with the planning of an educational visit, establishing codes of conduct, assessing and managing risk and evaluating their own learning, development, attitudes and behaviour
- Pupils should be adequately briefed about aims, expectations and codes of conduct for all educational visits. Ongoing briefings by teachers in class before the trip, are an important element of learning and safety.
- Individual children may receive further preparation for the trip – this will be considered and planned for by class teachers.

#### **j. Inclusion**

- If a pupil with a disability, statement of special educational needs (SEN) or an education health and care (EHC) plan, or any other specific needs (e.g. medical conditions including allergies) is participating in the visit, they will have the same support that is available to them during the school day.

- We will adjust the trip programme where necessary to promote the best interests of any individual child, working with parents/carers to provide additional support, making reasonable adjustments to itineraries, providing additional support staff, and other adjustments as appropriate.
- Additional risk assessments may be carried out to ensure the safety of all staff and pupils, this would involve parents and, where necessary, other professionals, in order to best support the child.

#### **k. Emergency procedures and incident reporting**

Generally, emergency planning will be defined as planning for:

- Serious and unexpected risk
- Serious and life-threatening injury
- Individuals going missing
- A serious breach of safeguarding expectations

The trip leader will be familiar with these plans for each visit.

In the case of an emergency, the trip leader or other supervising adult will contact the school office and Headteacher to inform them of the situation. Senior leaders will then activate the appropriate Emergency response plan, which would include the school office contacting parents/carers as required, and informing them of changes to plans or cancellations of trips and/or alternative travel plans.

At least 1 member of staff will always accompany a pupil seeking medical treatment.

In a case of a pupil being unaccounted for, the trip leader will search the area while another member of staff remains in charge of other pupils. In the unlikely event that a pupil cannot be found within 15 minutes, the trip leader will contact the school office who will notify the parents/carers. The trip leader will then contact the police and provide them with the relevant information so they can take over the search, staying with them to comfort the pupil when found. The remaining staff and adults will return to the school with the rest of the pupils.

All incidents and accidents will be reported in line with our health and safety policy, including required reporting to Ofsted and the Health and Safety Executive (HSE).

Smaller incidents, accidents or near misses that do not require external reporting will still be covered by an internal report within Hamwic Education Trust, to include steps that can be taken in the future to avoid similar incidents.

Using Evolve, staff can evaluate all visits and trips once they have been concluded from the planning through to the visit itself. This will help with evaluating whether planning worked and to learn from any incidents that took place.

## Appendix 1

Risk Assessment Local Village Walk to .....

Date Risk Assessment Completed: .....

Completed by: A Foster EVC Lead Annotated by.....

| HAZARD OBSERVED   | RISK BEFORE CONTROL MEASURES    | PERSONS AT RISK   | CONTROL MEASURES   | RESIDUAL RISK RATING |
|---|---------------------------------|-------------------|--|----------------------|
| Distance From School                                    | Need for emergency contact      | Pupils and staff. | <ul style="list-style-type: none"> <li>School Mobile Phone must be carried by staff Member leading the group.....</li> <li>Emergency contact at school – 01202622378 Matt Vernon/Laura Dominey/Amy Foster</li> <li>Group leader must have list of all pupils and adults attending the trip.</li> <li>Ratio adults to children is ..... 1:1 or 1:2?.....</li> <li>Route taken is planned <b>SEE PRINT OUT OF MAP</b>, and route is checked before group leave the school</li> <li>Route is safest route for the age of the children</li> <li>Children are spoken to about behaviour and expectations before leaving school site and prior to the trip day <b>POWERPOINT or LESSON SHARED IN CLASS TO GO THROUGH BEHAVIOUR/TRIP EXPECTATIONS</b>. Age appropriate, children are part of a behaviour contract about expectations</li> </ul> | Low                  |
| First Aid<br><br>Children require prescribed medication | Minor injury or serious illness | Pupils and staff  | <ul style="list-style-type: none"> <li>A medical risk assessment carried out for each class</li> <li>All medication and information carried by the trip leader</li> <li>A First Aider to attend the trip with each class <b>NAME OF FIRST AIDER.....</b></li> <li>A first aid record book taken on the trip to record any first aid administered</li> <li>A First aid kit taken on the trip</li> </ul>   | Low                  |
| Rough, uneven ground                                    | Slips, trips or falls           | Pupils, staff.    | <ul style="list-style-type: none"> <li>Route taken is planned, <b>SEE PRINT OUT OF MAP</b>, and is checked before group leave the school</li> <li>All children and adults to wear suitable footwear to walk along pavement</li> <li>All children spoken to about appropriate behaviour and <b>walking</b> along pavement.</li> <li><b>POWERPOINT or LESSON SHARED IN CLASS TO GO THROUGH BEHAVIOUR/TRIP EXPECTATIONS and itinerary of trip with children</b></li> </ul>  | Low                  |
| Road  | Death or                        | Pupil and         | <ul style="list-style-type: none"> <li>All children spoken to about appropriate behaviour and <b>walking</b> along pavement.</li> </ul>  |                      |



|                               |                              |                 |   |        |
|-------------------------------|------------------------------|-----------------|---|--------|
| Crossing/walking along a road | minor/ major injury          | Staff           | <ul style="list-style-type: none"> <li>• <b>POWERPOINT or LESSON SHARED IN CLASS TO GO THROUGH BEHAVIOUR/TRIP EXPECTATIONS and itinerary of trip with children</b></li> <li>• All children spoken to about how to safely cross the road and only with an adult from the group.</li> <li>• Adults to supervise road/car park crossings by groups</li> <li>• Adults and group leader to maintain clear sight lines at all road crossings</li> <li>• Use pedestrian crossings wherever possible</li> <li>• Leader at front plus back marker at all times</li> <li>• Walk in single file if narrow paths and with a partner if suitable</li> <li>• High visibility vests to be worn by staff</li> <li>• Adults to be staggered down the line to ensure all children are in eye sight at all times.</li> </ul> |        |
| Traffic                       | Death or minor/ major injury | Pupil and Staff | <ul style="list-style-type: none"> <li>• All children spoken to prior to the trip and on the day about safety when walking along a pavement.</li> <li>• All children spoken to about how to safely cross the road and only with an adult from the group.</li> <li>• Adults to supervise road/car park crossings by groups</li> <li>• Adults and group leader to maintain clear sight lines at all road crossings</li> <li>• Use pedestrian crossings wherever possible</li> <li>• Leader at front plus back marker at all times</li> <li>• Walk in single file if narrow paths and with a partner if suitable</li> <li>• High visibility vests to be worn by staff</li> <li>• Adults to be staggered down the line to ensure all children are in eye sight at all times.</li> </ul>                       | Medium |
| Contact with Dogs             | Minor/Major injury           | Pupil and Staff | <ul style="list-style-type: none"> <li>• Briefing with children before trip, to include not approaching dogs</li> <li>• Verbal reminders given by adults if a dog is walking on route to the library</li> <li>• Adults to be staggered down the line to ensure all children are in eye sight at all times.</li> </ul>   | Low    |
| Extreme Weather conditions    | Snow, Ice                    | Pupil and Staff | <ul style="list-style-type: none"> <li>• Ensure group are wearing coats which are done up.</li> <li>• <b>Trip leader to assess route along pavement in the morning to check if it is suitable – checking for ice and slippery pavements.</b></li> <li>• Children made aware of how to walk safely if cold/Ice conditions.</li> <li>• Trip leader to assess before leaving and if needed, make sure children are wearing hats and gloves in extreme cold.</li> <li>• Modify/ shorten or consider cancelling activities in bad weather</li> <li>• Provide extra clothing as necessary</li> </ul>  | Low    |

|   |  |                    |  |     |
|---|--|--------------------|--|-----|
| General public                          | Physical/<br>verbal<br>abuse/<br>abduction of<br>children/ | Pupil and<br>Staff | <ul style="list-style-type: none"> <li>• Staff/ volunteers to be recognisable by high vis jackets. All staff attending are known to each other and the children.</li> <li>• Trip Leaders to complete regular headcounts</li> <li>• 1:1 adult supervision where identified</li> <li>• Staff to be vigilant</li> <li>• Front and back markers to be designated with each group</li> <li>• Attempt to de-escalate any potentially confrontational situation if safe to do so</li> <li>• Be prepared to remove group to alternative area if necessary</li> <li>• Follow serious incident procedures and notify police if appropriate</li> <li>• School Mobile Phone must be carried by staff Member leading the group</li> <li>• Emergency contact at school – 01202622378 Matt Vernon/Laura Dominey/Amy Foster</li> </ul> | Low |
| Venue specific<br>equipment             | Unsafe use of<br>equipment<br>resulting in<br>injury       | Pupil and<br>Staff | <ul style="list-style-type: none"> <li>• <b>POWERPOINT or LESSON SHARED IN CLASS TO GO THROUGH BEHAVIOUR/TRIP EXPECTATIONS and itinerary of trip with children</b></li> <li>• Adults to supervise activities</li> </ul> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>   | Low |
| Additional needs<br>of group<br>members |  |                    | <ul style="list-style-type: none"> <li>• See Class and Individual Risk Assessment</li> </ul>   |     |