



**Ramsden Hall  
Academy**

**Parallel  
Learning  
Trust**

## **Educational Visits Policy**

**Ramsden Hall Academy**

<b>Last Review Date</b>	<b>December 22</b>	<b>Review Period</b>	<b>Every 2 Years</b>
<b>Next Review Date</b>	<b>December 24</b>	<b>Owner</b>	<b>A Robbins</b>

## **Contents**

Introduction	1
Reasons for Visits	1
The EVC	1
Approval of Visits	2
Risk Assessments	2
Staffing Ratios	3
Safeguarding	3
Plan B	3
Parental Consent	3
Transport	4
Medication	4
Emergency/ Critical Incident Procedure	5
The Visit	5
Monitoring & Evaluation	6
Appendix A: Day Trip Form	7
Appendix B: Generic Risk Assessment	8
Appendix C: Approval for Own Car Use Form	13
Appendix D: Insurance Details	14

## Introduction

This policy has been developed in line with Essex County Council, Juniper Education and The OEAP National Guidance for the management of Outdoor learning, Off-site visits and Learning Outside the Classroom [www.oeapng.info/](http://www.oeapng.info/) and is designed to help ensure that the pupils and staff stay safe and healthy while on school visits.

The Employer/Governing Body has the responsibility of providing guidance for off-site school visits and it is essential that any Staff member of Ramsden Hall Academy reads this policy before contemplating or organising any educational trip or visit to be made by children from this school.

- Failure to follow these regulations may lead to consequences for insurance cover and legal liability.
- If procedures set out within this policy are not followed, then the visit will not be authorised.
- Failure to follow these procedures could also lead to disciplinary procedures.

## Reasons for Visits

All schools are required to offer pupil's a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development.

To enrich the curriculum, social development and support the academy's behaviour policy, we offer our pupils at Ramsden Hall Academy a range of educational visits, rewards and other activities that add to what they learn and develop at school. It is essential that all trips should have a clear purpose and that state the aims for the trip to receive approval.

## The EVC

Under statutory guidance that came into effect on 1st March 2004, all schools are required to have a named Educational Visits Co-ordinator (EVC), who will ensure that the planning and supervision of all visits and adventurous activities meet the DCSF Requirements and LA guidelines.

The EVC's for Ramsden Hall Academy are Alan Wells and Adam Robbins. Safeguarding compliance is the responsibility of the Designated Safeguard Lead, Claire Parker.

The role of the EVC co-ordinate the visits from the schools, ensuring that each has been planned to take accounts of the needs of the participants, the stated aim of the visit and to ensure that suitable arrangements are in place to manage risks. The EVC will also ensure that each visit is properly approved by the Headteacher/Senior Leadership team, Governors and in some cases, the Local Authority.

The Headteacher and EVC are responsible for:

- Ensuring that all school activities are properly planned and appropriately supervised and that this policy is implemented.
- Ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010.
- Ensure the suitability of all staff appointed to the visit.
- Ensure that the visit leader fully understands his/her responsibilities.
- Implement effective emergency contact arrangements.
- Ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.

- Have a system in place to record, audit and monitor school off-site visits.

## **Approval of Visits**

All proposals for educational visits/trips must be submitted in the first instance and in advance to the Headteacher/SLT for authorisation. Any proposals must include educational purpose/purpose of the trip, initial summary of risks, number of pupils, number of staff, travel arrangements and cost.

All matters relating to visits outside of the academy's approval of 'normal' day visits are at the discretion of the EVC/Headteacher. However, visits that involve:

- Travelling overseas.
- A residential experience.
- An adventurous activity (as defined in SBCs Visits Guidance).

Require the additional approval of the LA (online through EVOLVE). The Governing Body will also need to be informed about these visits prior to commitment being made. If an external provider or tour operator is being used, it may be useful to use the 'External provider Form' (in the form section of the website) to obtain essential information from them, at the time of provisional booking. Providers used regularly by Essex schools will have already completed a provider form via the LA. It's worth checking this before sending your own form.

To gain approval any member of staff leading a visit must be assessed as 'competent to lead' before approval for the visit is given. The Headteacher will determine whether staff are competent to lead visits. All Staff must have their paperwork checked and approval must be given by another from another member of trained staff.

If a member of staff will lead an activity which requires specialist skills (e.g. skiing or canoeing) it is essential that they hold suitable qualifications and have an appropriate level of experience. The visit leader must recognise that whilst leading the visit, he or she is in effect representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care. It is the responsibility of the Visit Leader to carry out Risk Assessment/Risk management for the visit. For further guidance please see [www.oeapng.info](http://www.oeapng.info) sections 3.3e – visit leader checklist and 3.4k visit or activity leader.

## **Risk Assessments**

It is essential that all visits have clear risk assessments that provides evidence that any potential risks have been identified and the management of these risks have been outlined. A risk assessment is a careful consideration of benefits to pupils of a proposed visit and potential risks to pupils, staff or others together with identification of the control measure necessary to acceptable (i.e low). The assessment should indicate that the benefits outweigh the risks.

In considering risk, there are 3 levels of which visit leaders should be mindful of:

- Generic Risks – normal risks attached to any activity when outside of the academy (Please see RHA Generic Risk Assessment Appendix B)
- Event Specific Risk – any significant hazard or risk relating to the specific activity and outside the scope of item 1 above. These should be recorded on the Generic Risk Assessment Form as additional comments (Appendix B) or within the additional risks

section or for Overseas, Overnight or adventurous activity on the appropriate section of the EVOLVE online form

- On-going Risk – the monitoring of risks throughout the actual visit as circumstances change.

For further guidance on risk assessments see [www.oeapng.info](http://www.oeapng.info).

### **Staffing Ratios**

A professional judgement must be made by the Visit Leader and Headteacher/EVC as to the appropriate ratio for each visit. This will be determined by:

- type, duration and level of activity
- needs of individuals within the group (SEN)
- experience and competence of staff and accompanying adults
- nature of the venue
- weather conditions at the time of year
- nature of transport involved

The level of first aid provision should be based on risk assessment. On all visits there should be a member of staff who has a good working knowledge of first aid. The Appointed Person First Aid Certificate is the minimum requirement for residential visits.

### **Safeguarding**

It is the responsibility of all staff and adults involved, to safeguard and promote the welfare of children and young people during off-site visits and learning outside the classroom. The planning process must fully consider potential safeguarding risks. Visits Leaders should ensure that they are informed of any children and young people who may be particularly vulnerable or have specific safeguarding needs and ensure that other staff/adults are made aware as necessary. Staff should adhere to the schools safeguarding and child protection policy at all times.

### **Plan B**

Despite the most detailed and sedulous pre-visit planning, things can go wrong on the day, e.g. parent helper is unavailable, member of staff is ill, transport fails to arrive, museum has lost booking, etc. To avoid having to make important decisions under pressure, it is important that some advanced thinking is done to cater for any foreseeable eventuality. This takes the form of a Plan B.

### **Parental Consent**

Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Further guidance can be found at [www.oeapng.info](http://www.oeapng.info) section 4.3d parental consent or via the DfE guidance [Health & Safety on Educational Visits](#) (Nov 2018 Section 2)

## Transport

Travel arrangements should be included in the risk assessment. If public transport is to be used, all pupils and supervisors must be fully briefed as to procedures on platforms, at bus stops, on busy streets etc.

Only staff who have the appropriate driving licence categories or recognised qualifications and have approved occupational health clearance from a mini bus driver assessor and have been certified by a training provider as competent to drive a mini bus are approved to drive the academy mini buses.

If travel is by coach or minibus, all pupils must wear a seat belt. Staff must ensure that pupils comply with this rule; pupils may also be asked to check the seat belt of their neighbour. If a minibus is being borrowed or hired, the driver must have passed an appropriate driving test. Further advice can be found at [www.oeapng.info.pdf](http://www.oeapng.info.pdf) section 4.5e hiring a coach & 4.5f assessing a coach hire provider.

Staff at RHA are permitted to use their own car to transport students if this is the most appropriate form of transport or no other form of transport is available. The driver is required to properly understand their duty of care and any agreed responsibilities for supervision. Documents have been provided to ensure vehicle and driver is safe. Which includes:

- Vehicle holds a valid MOT certificate
- Where relevant, that the driver certifies it has been serviced in line with the manufacturer's schedule, and that the driver carries out any pre-use checks specified by the manufacturer.
- The driver holds a valid licence for the type of vehicle and meet any employer requirements.
- There is a valid insurance policy covering the driver and the vehicle for the intended use.

Ramsden Hall Academy will keep evidence of these checks having been carried out. This information will be updated annually if not required prior and it is the responsibility of the driver to ensure that the school has all information required as well as any changes prior to each use. An approval for own car use form and mini risk assessment (appendix C) will need to be completed and signed by the Headteacher on every occasion staff use their own cars. Further information available at [www.oeapng.info.pdf](http://www.oeapng.info.pdf) section 4.5a transport general considerations and section 4.5 transport in private cars.

## Medication

### Day trip

- A list of all students to be taken on an academy trip, is to be given to the Medical Officer, in order that the relevant medication is prepared.
- Trip leaders to check that the list is accurate prior to departure and, advise the Medical Officer of any changes, in order that new medication can be provided if necessary. If a student taking medication, is taken off the trip, their medication will be returned to the medical room along with their Medication Administration Record (MAR), prior to departure.
- Medication for trips, to be collected from the Medical Room, all controlled drugs to be carried in a locked medicine bag, along with the MAR.

This will be returned to the Medical Officer, on return to school, if outside of working hours to be stored in the safe or in the locked cupboard in the front office.

A first aid kit is to be taken on all trips, to be collected from the medical room and returned on completion of the trip.

### **Residential trips**

- A list of all students to be taken on an Academy trip, to be given to the Medical Officer, at least two weeks prior to trip. The medical officer will then liaise with parents/carers in order to obtain necessary medications, in correctly labelled containers.
- Medical officer will prepare MAR's for all medication, including analgesia (Paracetamol)
- Medication will be stored in a lockable container for the duration of the trip.
- A first aid kit with extra supplies to be taken.

Any unused medication will be returned to the parent/carer.

### **Emergency / Critical Incident Procedures**

All leaders must have read and understood our 'Emergency/Critical Incident Plan' and carry the school's 'Critical Incident information' with emergency telephone contacts and actions should an incident happen (z cards are available.) The schools Emergency/Critical Incident Plan can be found within the Staff Area of the academy's website under 'RHA Staff Area Documents and Policies'. On return from the visit, the visit leader must comply with the school's normal accident reporting procedures.

### **The Visit**

#### **On the day**

Leave in the school office:

- An amended list of children present and going on visit i.e. a completed Day Trip Form (Appendix A). A copy should also be placed in the staff area for staff information.
- A copy of the risk assessment or EVOLVE agreement attached.
- The form should be fully completed with names/contact numbers and have signatures of the Headteacher/SLT, Medication Officer and Trip Leader obtained.
- Collect First Aid Kit, sick bucket, inhalers and other medication e.g. epi pen and mobile phone.
- Copies of Emergency / Critical Incident plans and Risk Assessments given to all leaders. Please ensure all staff have read and understood the expectations and risks prior to departure.
- Ensure fully charged mobile phones are taken and contact numbers of those phones are clearly written on all paperwork.
- Collect a school phone from the office notifying the office of the number of the phone taken.

#### **On return**

- Inform office, staff and emergency contacts of safe arrival back and share any necessary information.
- Return any medication, first aid kits etc. back to appropriate place.
- Return the students to class or if being collected a member of staff must remain with uncollected children until all parents have arrived and all children have departed ensuring that each child departs with known and expected adult.
- Complete evaluation/update risks.

## **Monitoring and Evaluation**

After any visit, it is good practice to ensure a system of feedback, review and rigorous evaluation. In the case of overseas visits, there is a particularly strong case for ensuring this takes place and includes the consultation of the young people concerned, the parents, the leaders and partner organisations. Such a process will help in the celebration of success as well as feeding in to the general planning and risk management for future visits. Any significant issues should be shared with the EVC, the Headteacher and staff. For Day trips this can be recorded within the final section of the generic risk assessment (Appendix B), for all adventurous, overnight or overseas trips these should be recorded in the evaluation section within EVOLVE.

## Appendix A: Day Trip Form

Destination & Purpose of Trip:		Name of Venue, if office is to book:		Number of Places & Time:	
Date of Trip:		School phone Taken.			
Trip Leader:		First Aid Staff:			
Accompanying Staff:		Name of Approved Drivers:			
School Vehicle booked:			Parking arranged*		
Departure Time:		Return Time:		Own Car Approval:	
Petty Cash approved by:		Amount: £		Date Approved:	
How many times have you accompanied this trip before?					
How many times have you led this trip before? Note: if this is your first time leading this trip, please ensure you have read main RHA Risk Assessment documents that are found online.					
Have you read and understood RHA Generic Risk Assessment for Local Trips?					
Have you checked and managed any additional risks specific to visit, outside of what is covered in the Generic Risk Assessment?					

**The following must be arranged and completed 24 hours before departure.**

Child's Name	Child's Name	Trip Leader to check following in place	tick
		<b>Transport Arrangements</b> i.e. adjustments to student transport to / from school.	
		<b>Individual Student Risk Assessments</b> RAs are known to <u>all</u> staff participating on the trip	
		<b>Consent Letters</b> Received if necessary.	
		<b>Catering Team</b> i.e. made aware if necessary (cancelling meals at school, preparing packed meals).	
		<b>Finance organised</b> i.e. activity costs, parking fees etc.	
Medication required:	YES (please circle)	NO (please circle)	If Yes, a separate Medication Form needs to be completed by the Medical Officer. This must be taken on the trip if medication is required. Please attach to this form).
Signed: Medical officer			Date:
Signed: Trip Leader			Date:
Approved/signed Deputy Head:			Date:

## Appendix B: Generic Risk Assessment

PRIOR TO ANY LOCAL TRIP				
TRIP LEADERS NEED TO CHECK WITH PREVIOUS RISK ASSESSMENT PAPERWORK OR TRIP LEADER TO ENSURE NO NEW RISKS HAVE AROSE				
Significant Risks & Hazards	Who at Risk	Risk Rating H/M/L	Control Measures	Additional control measures or notes to confirm leader has read, understood and minimised risks
<b>Travelling to AND from Venue: Minibus and/or Private (Own) Vehicle</b>				
Defective Vehicle, Breakdown or Road Traffic Accident	ALL		<ul style="list-style-type: none"> <li>✓ Vehicle is maintained in accordance with the manufacturer's instructions and establishment policy.</li> <li>✓ Effective vehicle defect report system in place and checked prior to departure</li> <li>✓ Vehicle covered by membership to motor recovery and breakdown organisation</li> <li>✓ Ensure seat belts are functioning prior to departure</li> <li>✓ Access to fire extinguishers and first aid kit available</li> <li>✓ Check sufficient number of seats</li> <li>✓ Pre drive inspection carried out and recorded by driver</li> <li>✓ Staff and students aware of emergency procedures</li> <li>✓ Aisles and emergency exits kept clear</li> <li>✓ Staff to sit next to emergency exit particularly at rear of bus</li> <li>✓ Ensure seat belts are worn</li> <li>✓ All passengers evacuated away from and kept away from passing vehicles and supervised at all times.</li> </ul>	
Driver Tiredness	ALL		<ul style="list-style-type: none"> <li>✓ Plan Route, Share Driving if Required</li> <li>✓ Plan adequate rest periods if Required</li> <li>✓ Do not drive if tired, unwell or under the influence of drugs, alcohol or medication.</li> </ul>	
Distraction from Poor Behaviour	ALL		<ul style="list-style-type: none"> <li>✓ Students briefed prior to travel regarding behaviour and consequences</li> <li>✓ A second adult will accompany the driver and position themselves amongst the students</li> <li>✓ Ensure seat belts are worn and luggage secure</li> <li>✓ Provide rubbish bags if required and insist rubbish is collect and not thrown.</li> </ul>	
Driver Error	ALL		<ul style="list-style-type: none"> <li>✓ Drivers to have a current suitable driving licence</li> <li>✓ Drivers to inform establishment and DVLA of any medical condition that may affect ability to drive</li> <li>✓ Drivers ensure licences etc. to be checked annually by designated person within the establishment and appropriate records kept</li> <li>✓ No use of Mobile Phones while driving</li> </ul>	



Exposure to weather conditions	ALL		<ul style="list-style-type: none"> <li>✓ Consider possible weather conditions, plan appropriate programme and ensure students have and are aware of any clothing or equipment required.</li> <li>✓ Specialist equipment and clothing made available to group members if appropriate</li> <li>✓ Plan and make arrangements for those students without suitable equipment/clothing.</li> <li>✓ Obtain weather forecast adjust plans accordingly</li> </ul>	
Individuals lost or separated from group	Students		<ul style="list-style-type: none"> <li>✓ Staffing ratios appropriate to type of and individuals on trip</li> <li>✓ Staff competent and aware of their roles and potential risks</li> <li>✓ Buddy system, Groups of three, smaller groups with named leaders</li> <li>✓ Students aware of itinerary and arrangements</li> <li>✓ Brief students on what to do if become separated, discuss dangers meeting points etc.</li> <li>✓ Conduct regular head counts particularly when moving, embarking/disembarking, separating/reforming groups</li> <li>✓ Maintain adult supervision</li> </ul>	
Special Needs of Young People: Medical Behavioural Social Educational	Students		<ul style="list-style-type: none"> <li>✓ Obtain information</li> <li>✓ Take advice from others</li> <li>✓ Follow individual risk assessments</li> <li>✓ Carry out individual risk assessment if required</li> <li>✓ Additional/Adequate supervision to be arranged if required</li> <li>✓ Staff/Student Ratio's adapted</li> </ul>	
Injury/Illness	ALL		<ul style="list-style-type: none"> <li>✓ Emergency procedure in place and followed (See All Incidents, Accidents or Emergencies above)</li> <li>✓ First aid kit available and accessible</li> <li>✓ Medical knowledge/concerns of all students obtained.</li> <li>✓ Any personal medication to be kept secure and accessible only to trip leaders and administered at appropriate times.</li> <li>✓ Carry: Sick Bags, Gloves, Bottled Water ETC.</li> </ul>	
Misbehaviour and or Confrontation with a member of Public	Students		<ul style="list-style-type: none"> <li>✓ Appropriate and or Adapted staffing and supervision levels</li> <li>✓ Code of Conduct/Expectations shared and agreed by students including consequences prior to departure</li> <li>✓ Follow individual risk assessments</li> <li>✓ Carry out individual risk assessment if required</li> <li>✓ Smaller groups with named leaders</li> <li>✓ Students aware of itinerary and arrangements</li> <li>✓ Emergency procedure in place and followed (See All Incidents, Accidents or Emergencies above)</li> </ul>	

Other/Specialist Risks				
Use of Public Transport – Trains, Underground, Bus	ALL		<ul style="list-style-type: none"> <li>✓ Journey planned and assessed – key risk points identified and shared with all</li> <li>✓ Careful supervision, particularly in crowded areas, entry, exit and change points use head counts</li> <li>✓ Large groups divided into small groups each with leader(s).</li> <li>✓ Emergency plan in place (see above) – pupils briefed where they are going, what to do if separated from group.</li> </ul>	
Visits within the proximity of water and/or coastlines to include:  Drowning Tides/Beaches/Exit Routes Falls, Falling rocks & Cliffs Waterborne Disease	ALL		<ul style="list-style-type: none"> <li>✓ Paddling and swimming are not allowed except if organised according to policy and risk assessment.</li> <li>✓ From site-specific risk assessment decision made regarding route, supervision, location of activities, footwear etc.</li> <li>✓ Close supervision by experienced staff.</li> <li>✓ Weather forecast obtained and leader makes decision whether or not to proceed or adapt activity on basis of weather forecast and state of sea.</li> <li>✓ Take sensible hygiene precautions: cover wounds, grazes, etc.</li> <li>✓ Do not drink river water.</li> <li>✓ Follow basic hygiene rules at all times.</li> <li>✓ Avoid transmission of infection from hand to mouth.</li> <li>✓ Check hand washing facilities on pre-visit.</li> <li>✓ Wash hands thoroughly before eating.</li> <li>✓ Change or clean footwear before leaving site, wash hands</li> </ul>	
Visits to Farms to include:  Hazards on the site – Machinery, chemicals, animals, barbed wire, electric fences  Infections and illness			<ul style="list-style-type: none"> <li>✓ Follow basic hygiene rules at all times.</li> <li>✓ Avoid transmission of infection from hand to mouth.</li> <li>✓ Check hand washing facilities on pre-visit</li> <li>✓ Wash hands thoroughly before eating.</li> <li>✓ Change or clean footwear before leaving site, wash hands</li> <li>✓ Site is pre-visited by leader and risk assessed.</li> <li>✓ Inform students and supervise to minimise risks.               <ul style="list-style-type: none"> <li>○ Avoid moving machinery.</li> <li>○ Do not climb on bales, walls or fences</li> <li>○ Be aware of barbed wire, possible toxic chemicals or electric fences.</li> <li>○ Do not touch or feed animals unless the farm personnel are supervising/give permission.</li> </ul> </li> </ul>	Note: arrangements at farms can change daily. Re-assess at start of visit

General Trip Leader Comments	Details of any New Risks or Concerns

### **Appendix C: Approval for Own Car Use Form**

Approval for own car use for transporting students (To be completed and signed before <b>any</b> journey)	
<b>Date:</b>	
Name of Driver	
Name of students	
Purpose of trip	
Destination	
Estimated Mileage	
Mobile telephone number	
I have read and complied with the pre-use daily vehicle checklist	Signature: _____
To be approved by the Headteacher	Signature: _____
Time out	
Time in	

Generic Risk Assessment. Please indicate actions taken	
Seatbelts to be worn at all times Student to sit in back of the car Member of staff observes student and staff member leaving Student delivered to adult Staff member to talk to adult Staff member phone taken Consider using in car camera	

#### **Appendix D: Insurance Details**

The Academy's insurance policy details can be found on the RHA Website-Staff Area, RHA Staff Area Documents and Policies. The document is titled 'Academy Insurance Certificate (RPA)'.