



Educational Visits Policy

ESSENTIAL READING FOR ALL STAFF INVOLVED IN A VISIT



Created: January 2016

Reviewed: Spring 2018

We follow the Lancashire County Council Educational Visits Policy & Guidelines for Schools & the Youth Community Service

The Law

Health and Safety law requires schools to obtain appropriate approval for Educational Visits. An Education Visit is any planned discrete educational experience designed to enrich and enhance the taught curriculum. Mrs L. Pilling is St. Mary's accredited Educational Visits Coordinator (EVC) who has attended EVC training. For type B visits, the school seeks and obtains approval from the Local Authority. Curriculum Sports activities and fixtures are not part of this Policy. Any member of staff planning or organising a visit must read the latest Lancashire County Council Educational Visits Policies & Guidelines document. It can be found at

Lancashire County Council

your Lancashire

Home Jobs Health and social care Waste More... Search

Home

- Essential information
- Registered Centres
- View Our Visit
- Frequently Asked Questions
- EVC Login

Welcome to the Lancashire Educational Visits Website.

This site allows Schools, the Young People's Service and other services access to all aspects of Lancashire's Educational Visits Policy and Guidelines and the supporting data for instructors and registered centres. The links on the left of this screen will assist your navigation around the site. To print any information you find useful, use the 'Printer Friendly Version' link at the foot of the page.

Part of the website is password-protected for use by the Educational Visit Co-ordinator (EVC). This secure part of the website provides information regarding instructors and the status of the educational visit application. Registered EVCs can access the secure parts of the site by selecting the 'EVC Login' link from the menu options on the left and then entering their 'user name' and 'password'. If you have forgotten your user name or password, or require further information or guidance, either send an e-mail or telephone the Educational Visits Administration Team (Tel: 01772 531604 / 531694 / 531611)

Useful Links

Welcome to the Lancashire Educational Visits Website.

The links below will take you to the documents you may find useful.

- Latest News
- Appendices

<https://lccsecure.lancashire.gov.uk/education/data/edintact/>

Planning a visit

Step 1: Discuss the impact of the trip with the Exams/ Data and Cover manager.

Step 2: Discuss the nature of the visit with the EVC to determine if the visit is Type A or Type B.

TYPE A: Educational, low risk, off-site visits, up to one day duration (for activities involving water or farms – see Type B)

TYPE B: Educational off-site visits on or near still or moving water; visits involving farm animals; visits involving Adventurous Activities; visits including overnight stay or residential accommodation; visits outside the UK

Step 3: A Visit Proposal Form and a Financial Costings Form must be completed and given to the EVC. The EVC will check the forms and in the case of a Type A Visit, will approve the visit in principle. In the case of a Type B visit, the EVC will submit the forms to the Governors to obtain approval, in principle, for the Visit. Provisional dates entered into the school diary (by Marie Owens)

Step 4: Following approval in principle from EVC/ Governing Body the details of the trip are to be entered on the Evolve website. (www.evolve.edufocus.co.uk) Passwords and usernames are obtainable from the EVC or business manager, Louise Martin.

Step 5: Letters to parents can be distributed. All monies for type B visits are to be administered by office staff and parents encouraged to pay on-line. At the outset, and before any letters are drafted, visit leaders are to discuss their requirement with the office staff who will do the administration for the visit. Monies brought into school are to be lodged with the office as soon as possible. Under no circumstances are monies to be held by teachers but should be placed in the school safe.

Complete the necessary forms. These, and all relevant forms and policies, are available in **Departments – General – Educational Visits** or on the **EVOLVE** website. For both Type A and B visits the following documents must be completed;

**** Online application for a visit** – entered on to the Evolve website.

**** Form 5 Risk Assessment** – a word document uploaded to the Evolve website.

Step 6: In the case of **TYPE A**, the Evolve online application and Form 5 must be submitted on Evolve at least **7 working days** in advance. The EVC will approve the visit.

For **TYPE B visits** an on-line application and Form 5 must be submitted at least **eight weeks** prior to the visit. The application is authorised by the EVC/HT and then submitted to the Authority's Educational Visits Team for approval.

Step7: Parental consent must be obtained for all visits. For Type B this must include emergency contact details and medical information. Information collected at beginning of school year.

Nominated **Base Contact, Louise Martin**, must be used for any visit taking place outside normal office hours. They must be supplied with all relevant information. (See Form 9)

Step 8: Make sure you are familiar with the Emergency Procedures Checklist in Form 10 and the emergency procedures 'Z Card' before departure. Ensure an attendance form has been submitted to the Attendance Officer.

Step 9: On your return, any issues or incidents must be immediately reported to Louise Martin, Base Contact. The visit must be 'closed' on Evolve, a Governors Report completed and an Actual Costings Form completed. Both forms must be given to the EVC.

Points to consider

Ratios: The staffing required to run a visit safely needs to be identified through the Risk Assessment, rather than by a simple numerical calculation of ratios. The minimum adult to pupil ratio on any visit must be one adult for the first 10 pupils and then one additional adult for every 20 pupils.

Staffing for most visits (with the exception of those with very small numbers of pupils and those which are short journeys between school and another educational establishment) must have representatives of both genders and relevant experience and knowledge.

First Aid: First aid that is appropriate to the activity being undertaken should be available and accessible at all times during Type A and B visits. A suitably qualified First Aider should accompany all Type B visits.

Mini Bus: Please see School Minibus Policy. Form 8 (Staff/Volunteer Drivers Declaration Form) should be completed if staff vehicles are used and consent obtained from parents.

Seeking Help: At any stage in the process of planning a visit, please use Laura Pilling (EVC) or EVOLVE for extra guidance. If in any doubt, the EVC will contact the EV Team.



Group Leader Responsibilities

- Ensure the overall maintenance of good order and discipline. Pupils and staff should be made aware, prior to departure, of the standards of expected behaviour.
- In the case of residential visits, there must be a meeting with parents and a behaviour contract all pupils. This must include **a ban on the use of mobile phones, all other devices capable of accessing the internet and social networking sites.**
- Ensure arrangements are in place for the safety of all participants. In respect of residential visits, adequate supervision must be provided 24/7.
- Ensure all members of staff are fully briefed as to their roles and responsibilities and that staff have the experience and competence to undertake the tasks assigned to them.
- The visit organiser is responsible for keeping a detailed record of all financial matters.

Other staff Responsibilities

- Adults taking pupils on a school visit are expected to exercise the care and duty of a “reasonable parent”. This should not be undertaken lightly for once assumed it cannot be set aside until the students are returned to the care of their parents.
- In reality, this means that the standard of care expected of adults is higher than that expected of careful parents.
- Ensure appropriate levels of supervision are in place, at all times, including ‘downtime’ and during the evenings.
- Familiarise yourself with the LAs guidelines and policies, available in Group Work or on the EVOLVE website.

Collection of payments for trips & visits

All visits are to be administered using SCO Communication module with parents encouraged to pay on-line.

At the outset, and **before any letters are drafted**, visit leaders are to discuss their requirements with the EVC and business manager who will advise on the administration of the visit and make all communications with parents. Monies brought into school are to be lodged with the school office as soon as possible, and the appropriate paperwork completed. **Under no circumstances** are monies to be held by teachers but should be placed in the school safe.