

The Meadows School



Educational Visits Policy

Updated: March 2025
Date to be reviewed: March 2026
Ratified by Governors: April 2025

Amendment Register

| Amendment Number | Date | Detail | Amended By | Approved By |
|-------------------------|-------------|---|-----------------------|--------------------|
| 0 | 01/01/19 | Initial Issue | SLT | Headteacher |
| 1 | 12.12.2019 | Reformatted | G Barham | Headteacher |
| 2 | March 2020 | Ratified by Governors | FGB | FGB |
| 3 | Feb 2022 | Point 6.1 – amended re staff conduct on trips | K Hurcombe | Headteacher |
| 4 | March 2023 | Rationale Preface Submitting an application for General Visits Submitting for Local visits added division of responsibility Costings Emergency procedures | K Hurcombe | Headteacher |
| 5 | March 2024 | Submitting a Local Visit Trip pack. | K Hurcombe | Headteacher |
| 6 | March 2025 | Minor amendments highlighted yellow | G Spencer T Carter | |

Table of Contents

| Serial | Description | Page No. |
|---------------|--|-----------------|
| 1 | Rationale | 2 |
| 2 | Preface | 2 |
| 3 | Aims and Objectives | 2 |
| 4 | Legal requirements | 2 |
| 5 | Responsibilities | 3 |
| 6 | Staff Conduct | 4 |
| 7 | Submitting an application for General Visits | 4 |
| 7.1 | Submitting for Local visits | 4 |
| 8 | Approval procedures | 5 |
| 9 | Risk assessment responsibilities | 5 |
| 10 | Charging | 5 |
| 11 | Staff Checklist | 6/7 |
| 12 | Monitoring | 8 |
| 13 | Record Keeping | 8 |
| 14 | Mandatory Forms | 9 |
| 15 | Consent | 9 |
| 16 | Emergency Procedures | 9 |

1. Rationale

This policy has been adopted and written in relation to The Educational Visits Policy at the Meadows School and should be read in conjunction with the LAs Policies and Procedures and any DfE Policy, Statements and Guidelines.

2. Preface

At The Meadows School, we believe that knowledge and skills learnt in the classroom need to be practiced and generalised by our students in 'real life' situations. This is essential for our students to become as independent as possible and be confident to use their skills once they leave The Meadows. Educational visits out in the wider community are considered part of our student's curriculum rather than an addition to their learning in the classroom. We are aware that we play an important role, having the skills and expertise to help support parents and carers to give students the opportunities to practice skills, broadening their horizons and encountering new personal, social and educational experiences. Our school values underpin this belief so that "we get it right for everyone" and our students can SHINE.

In order for our students to access this curriculum and experiences, we must ensure educational visits have proficient preparation and management.

The more complex the activity and frequency; the more potential there is for mishap. The aim of this document is to provide guidance to ensure that all such activities are carried out safely.

The Meadows School has adapted the official Sandwell Policy for Offsite and Out of Hours Activities.

3. Aims and Objectives

The purpose of this policy is to provide staff with the appropriate guidelines that they require for planning off site and out of hours activities so they meet the requirements of the local authority and the Outdoor Education Advisers' Panel.

4. Legal requirements

- 4.1. All legal requirements are set out in the adopted Sandwell Policy. Employees of the local authority and school have a duty of care to the children (this will be overseen by the teacher). At all times a teacher has a duty of care for young people under his/her supervision.
- 4.2. The law expects "effective supervision" for off-site and out of hours' activities, therefore, it is the schools' responsibility to ensure the correct level of supervision is provided. The nature and location of

the activity, the competence and experience of staff, together with the age and ability of the young person, determine the degree of supervision required.

5. Responsibilities

The following section identifies the functions, roles and responsibilities that key people hold.

5.1. Local Authority:

- Ensuring that EVCs, visit leaders and other establishment staff involved in educational/off site visits are assessed as competent in their specific tasks.
- Monitoring the work of EVCs in schools/establishments to help identify training needs and appropriate levels of delegation.

5.2. Governors:

- Ensure that the Headteacher and the EVC are supported in matters relating to educational/off site visits and that they have the appropriate time and expertise to fulfil their responsibilities.
- Ensure that the Headteacher and the EVC have taken all reasonable and practicable measures to include participants with special educational needs or medical needs on a visit.

5.3. Head Teacher:

- Ensure teachers/leaders are made aware of and understand LA guidance on emergency planning and procedures. Training and briefing sessions must be provided for school staff.
- Ensure that the EVC briefs the leader and supervisors have ready access to them during the visit.

5.4. Educational Visits Coordinator:

- Assess the competence of leaders and other adults proposed for a visit and change accordingly if required.
- Organise the training of leaders and other adults going on a visit in accordance with LA Policy

5.5. Visit Leader:

- Undertake and complete the planning and preparation of the visit including the briefing of group members and parents.
- Ensure the ratio of supervisors to participants is appropriate for the needs of the group.

6. Staff conduct

- 6.1. While on an educational visit/off site activity staff will remain professional and act as role models at all times. Whilst on duty, staff do not smoke or use social media. Staff will not be able to drink alcohol both on and off duty, in case of an emergency. While on residential visits it is the staff's responsibility to ensure an adequate number of adults are on duty at all times. This includes ensuring that the appropriate ratios are met and staff do not leave the site if these are not met.
- 6.2. Staff who are supervising children on a trip, including volunteers will also need to dress appropriately for the task and activities in hand.

7. Submitting an application for General visits

An Evolve application for an off-site visit must be submitted **at least 6 weeks** prior to the departure date and **8 weeks** are required if it is an out of hours, adventurous activity or residential trip, as the LA require 6 weeks to approve the application.

The following order will be followed when submitting an application:

- All staff to have signed the standard operating procedures
- Visit leader to complete request the visit form getting it signed by their relevant line-managers.
- Submit the application on EVOLVE
- EVC will assess and approve/decline the visit
- Head Teacher approval
- Governor approval (if appropriate)
- LA approval (if appropriate)

7.1 Submitting a Local Visit Trip pack.

An Evolve application for a local off-site visit must be submitted with a minimum of 24 hours' notice. The visit must meet the specific criteria, with the venue being less than 5 miles away from school and be a familiar venue that the Visit Leader is familiar with. This type of visit is approved at EVC level and does not require approval at Head or LA level.

No offsite visits will take place without the correct paperwork being completed.

8. Approval Procedures

- 8.1. All off site activities and on site out of hours' activities (e.g., breakfast club, football club etc.) should take place with the knowledge and approval of the Head Teacher and EVC.
- 8.2. An EVOLVE application and risk assessment will need to be completed for each activity.
- 8.3. If it is a repeating activity, it will need to be completed on a termly basis.
- 8.4. After school clubs that are run by an external provider do not need to be entered on EVOLVE. However, in the letter sent to parents it needs to be made clear that the activity will be run by an external provider.
- 8.5. All external providers for after school clubs will be provided with appropriate school policies and will be expected to adhere to The Meadows School ethos.

9. Risk assessment responsibilities

- 9.1. It is the responsibility of the visit leader to carry out any risk assessments. The EVC will support and assist where necessary.
- 9.2. When using an external provider, the school will not request a risk assessment when the external provider is leading the activity, but they will request to have in writing that the provider has an up-to-date risk assessment. The school will put their own risk assessment in place, outlining the division of responsibility.

10. Charging for Activities

- 10.1. The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided.
- 10.2. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.
- 10.3. The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost for additional transportation.
- 10.4. The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

11. Staff checklist

The following outlines what the visit leader is responsible for and what should happen before, during and after a visit.

| Before the visit | | |
|---|--|------|
| What | When | Tick |
| Identify the need for a trip and the possible outcomes. | When the need arises. | |
| Discuss the trip with the EVC to discuss dates and minibus availability, viability of the trip, its purpose and the necessary pupil: staff ratio. | Once the need has been identified (at least 2 months before departure. Longer if it is a residential.) | |
| Through discussion with the EVC appoint: 11.1. A visit leader 11.2. A deputy group leader 11.3. A named, trained person to carry and administer medication Other staff and volunteers to be involved in the trip. | Within a week of the initial discussion with the EVC. | |
| Discuss transport requirements with office staff and request provisional costing. | Within a week of the initial discussion with the EVC. | |
| Discuss requirements with venue and request provisional costing. | Within a week of the initial discussion with the EVC. | |
| Discuss all aspects of the trip with the head teacher including the purpose, the outcomes, the destination, projected costs and the necessary staff ratios. | 7 weeks before the departure date. | |
| Confirm bookings for venue. Ensure confirmation of all bookings is received in writing. | 6 weeks before the departure date. | |
| Undertake and complete the planning and preparation of the visit. Confirm plans with the EVC. | Once the trip has been confirmed. | |
| Send out parental confirmation and medical letters. | As soon as the trip has been confirmed. | |

| What | When | Tick |
|---|--|------|
| Complete the necessary application on Evolve and undertake and complete any required risk assessment. Where necessary, the RA should be based on a pre-visit. The RA should be completed by more than one person. Attach all documents to Evolve. | 3- 6 weeks before departure date. (Earlier if possible.) | |
| Share all plans with the Headteacher. | Once trip is approved by the EVC. | |
| Provide kitchen staff with provisional details of the trip. | Following return of permission letters. | |
| Re-confirm bookings and venue. | 2 weeks before departure. | |
| Allocate groups of children to staff. | 2 weeks before departure. | |
| Brief all staff involved ensuring they are clear about their responsibilities. | 1 week before departure. | |
| Ensure students are aware of their responsibilities and information they need to know (e.g. money, clothing etc.) | At least one day before departure. | |
| Ensure all paperwork is ready (Risk Assessments, emergency contact, original consent forms (a copy left at school), staff medical forms, staff emergency contact numbers. | At least one day before departure. | |
| During the visit | | |
| What | | Tick |
| Changes to staffing/students notes on EVOLVE, sign out at reception. | | |
| Oversee the loading of the coach on the day, including lunches for children. | | |
| Ensure children are appropriately seated – according to seating plan | | |
| Complete a double head count before departure. | | |
| Meet the appropriate person at the venue and organise children. | | |
| Confirm lunch arrangements on arrival. | | |
| Ensure groups are in the appropriate place at the appropriate time. | | |
| Ensure double head counts occur throughout the day. | | |
| Ensure children are back on the transport ready for the departure time. | | |
| Contact the school to notify when the transport departs. Discuss arrival time. | | |
| If the transport will be arriving late notify the school again. | | |
| Supervise the children disembarking the transport. Ensure all belongings are | | |

| | |
|---|--|
| collected. | |
| Ensure any incidents are reported to the Headteacher/EVC and correct paperwork completed. | |

| After the visit (to be completed within 1 week of arrival) | |
|--|-------------|
| What | Tick |
| Liaise with First Aid leader to ensure stock is replenished and put away. | |
| Complete evaluation forms on Evolve. | |
| File 1 consent form. | |
| Feedback to EVC/Headteacher/children and parents (where necessary) on any successes/problems – notes on EVOLVE | |
| If appropriate, write as a class, or individually, a letter of gratitude to the venue/coach company. | |

12. Monitoring

Monitoring of educational visits will take place on a regular basis. This is so that the Headteacher is confident in knowing that students are safe at all times and that proposed outcomes are met. Monitoring will be the responsibility of the Headteacher and the EVC, and external monitoring will also be carried out by the LA.

The following areas will be monitored:

- The planning and approval process.
- Evaluations of visits.
- Observation of visit leaders in action (field monitoring)
- Accidents/incidents

13. Record Keeping

Records relating to educational visits need to be kept for 14 years after a visit. If there is an incident on a trip it needs to be kept for 25 years. However, as The Meadows School has adopted the Sandwell policy, all Evolve records will be stored electronically. The only hard copy that needs to be kept is one sample consent form. Risk assessments for trips that occur on a regular/yearly basis can be used again, however they will need to be updated and amended accordingly and annually.

14. Mandatory forms

When carrying out an educational visit/activity it is the responsibility of the visit leader to complete the following forms:

- Emergency Consent form
- Parental consent form – specific consent is required if the visit is residential, overseas or has an element of adventurous activity.
- Risk assessments of site/activities.

All of the above forms are available on Evolve under the pink resources tab.

15. Consent

Due to the needs of our students, we recognize that important information, such as medical needs, may change frequently. Therefore, we will ask for a one-off consent form to be completed by parents or carers every new academic year. Visit leaders will ensure that letters and notes will go to parents or carers when a visit is taking place that does not require consent. However, consent will be sought from parents or carers when a visit is:

- Outside of the Sandwell Local Authority
- A residential visit
- A visit that is classed as Adventurous
- A visit abroad

For visits that require additional consent it is the role of the visit leader to ensure that consent has been sought before the visit takes place. Any student that is taken offsite without consent may result in disciplinary action.

16. Emergency Procedures

In the event of an emergency the trip visit leader must adhere to the following:

- Contact the emergency services, if appropriate.
- Ensure the safety of all the group and obtaining medical attention if required.
- Contact the emergency contacts outlined on the EVOLVE application. When completing this section of EVOLVE there must be the following information: - Name of contact - Landline number – school number - Mobile number - Address
- Details of the emergency should be given along with a contact number of the organiser.

- Staff should give the head teacher and EVC up to date information regarding the emergency, details of injuries, names and addresses of the hospitals and location of the incident.
- Staff must ensure that they have sufficient battery on their phone and can be contacted at all times during the visit.
- In the case of an emergency staff must ensure that they contact the emergency contact on EVOLVE rather than the school as this can slow down the process.

The Head Teacher – EVC Coordinator (Assistant Head teacher) will then:

- When appropriate contact the local authority:
 - In Office Hours: +44(0)121 569 3983 or +44(0)7810 155445 or +44(0)7817 162186 or +44(0)7831 639449.
 - Outside of Office Hours please call +44(0)121 569 6800 and ask for the Duty Emergency Officer.
 - If this number is not answered, please call +44(0)121 569 6802 or 6804 or 6817.
- Contact the chair of governors, the local authority, parents and insurers.
- Write down details of the incident accurately and as soon as possible after the incident, including details of any witnesses.
- Completion of a health and safety report form.
- In the event of trauma, organise support for staff, parents or children. In the case of a major incident, on no account should staff discuss the situation with any other person. When completing an EVOLVE application and you are travelling to a major city then this must be named with capital letters (for example BIRMINGHAM). This will enable the Local Authority to support the school appropriately in the event of a serious incident (i.e. terrorist attack)