



Istead Rise Primary School

Educational Visits Policy

Document Management

Date Approved: February 23

Next review date: February 24

Approved by: Istead Rise Local Governing Body

Responsible for: Steve Payne Headteacher

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1. Trust approach to Educational Visits

Swale Academies Trust believes that every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

These are often the most memorable learning experiences, helping us to make sense of the world around us by making links between feelings and learning. They allow us to transfer learning experiences outside the classroom and vice versa.

Learning outside the classroom is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and when we learn.

Swale Academies Trust has formally adopted the Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits. This has been formally agreed by Trust Directors. Further procedures for each Trust school have been agreed with each school's Local Governing Body to ensure that this policy is adhered to.

Kent Regulations and Guidance for the Safe Practice of Offsite Visits/Educational Visits are available to view at – <http://www.outdoorlearningkent.co.uk>

They are based on the principals of the Outdoor Education Advisors Panel (OEAP) National Guidance for the management of Outdoor Learning, off-site visits and Learning Outside the Classroom - [OEAP National Guidance](#)

2. Aims and purposes of educational visits within Trust schools

An educational visit is any outing where pupils are leaving the school site. This may be for a day trip, a local visit, sports events or residential visits. The Trust has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year schools within the Trust will arrange a number of educational visits and activities that take place off the school site and/or out of school hours. Such visits will afford students with real life and memorable experiences that will lead to improved academic and social outcomes.

The Trust has given its approval to the following types of activities being arranged in support of the educational aims of each school:

- Out of hours clubs (music, drama, art, science, sport, homework, etc)
- School teams
- Regular nearby visits (village halls, libraries, shops, parks and woodlands, places of worship, farms)

- Day visits for particular year groups
- Residential visits
- Overseas visits
- Adventurous activities, which might be classed as higher risk.

3. Roles and responsibilities

a. Educational Visits Coordinator (EVC)

Every Trust school will appoint an Educational Visits Coordinator (EVC) to oversee trips undertaken by school groups. The EVC will be an experienced teacher, who will either be a member of the leadership team or on the upper pay scale. The EVC will have completed appropriate training and keep updated with any changes to policy and guidance related to educational visit organisation.

The responsibilities of the EVC are to:

- Adhere and implement the Trust's Educational Visits Policy in their school;
- Ensure that systems and procedures in relation to school trips are reviewed regularly.
- Authorise the school visit form (Appendix 1) alongside the Headteacher.
- Read and authorise entries entered on the EVOLVE system. At this point, any amendments/queries will be noted through EVOLVE.
- Read and authorise risk assessments through the EVOLVE system.
- Provide advice and support to the visit leader and other accompanying adults as needed.

b. Visit Leader

For each school trip, a designated member of staff will have the role of visit leader. Visit leaders can be any member of staff involved in the trip. The visit leader must be approved to carry out the visit by the EVC and/or appointed signatory.

The responsibilities of the visit leader, will include but are not limited to:

- Complete a School Visit Form (Appendix 1) to be signed by the EVC and Headteacher.
- Organise details for the trip such as arranging transport, entry fees, letters to parents etc.
- Ensure parental permission has been obtained for the children attending the trip.
- Complete a record of the trip on the EVOLVE system, forwarding it to the EVC and appointed signatory for approval.
- Work with the EVC/assigned signatory to ensure all possible precautions are taken to ensure pupil and staff safety.
- Ensure all adults are aware of possible risks/hazards.
- Brief all adults involved, regarding the nature and the organisation of the trip.
- Debrief adults after the trip to report/address any issues and identify future actions.
- Hold details of adults accompanying the trip and the procedure to be carried out in the event of an emergency.
- Ensure a hard copy of the risk assessment and emergency plan are taken on the trip. Copies of all documentation should be left with the school office and senior leaders before departing.

4. School Visit Approval

Before a visit is advertised to parents the Headteacher must approve the initial plan by viewing and signing the School Visit Form (appendix 1).

Visits that include adventurous activities and/ or a residential element might require approval by the *Local Authority via the on-line Visit Notification and Approval system 'EVOLVE'*. Usernames and Passwords for this system will be managed by the EVC.

Day visits that do not include adventurous activities but involve groups travelling both inside and outside the County of Kent will be registered (Notification) on the above system (EVOLVE).

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils.

For out of hours clubs, school teams and nearby visits, parents will be asked to provide consent, either digitally or in writing, for participation in these activities. Parents will be given the timetable for the activities that pupils are involved in and will be informed as soon as is practicably possible if an activity has to be cancelled.

For any visit lasting a day or more, parents will also be asked to provide consent, either digitally or in writing, which consents to their son/daughter taking part and gives medical consent. Each school has a standard model letter/form, which should be used for this purpose.

The Trust has a separate policy for 'Charging and Remissions' which applies to all educational visits.

5. Staffing

The Trust recognises the key role of accompanying staff in ensuring the highest standards of learning, challenge and safety on a school visit.

Teachers and other staff are encouraged and supported to develop their abilities in organising and managing pupils' learning in a variety of environments through induction, apprenticeship and training. The selection of staff for educational visits will be a key priority in the initial approval of any proposed visit.

The Trust recognises that it is good safeguarding practice to ensure that any volunteer adults assisting on educational activities and visits should be DBS checked.

On residential visits the gender of the staff responsible for supervision and pastoral care will reflect the gender of the pupils

The staff:pupil ratios will not exceed those as follows

Foundation/Nursery: 1:4/5 as minimum

Year 1 – Year 3: 1:6

Year 4 – Year 6: 1:10

SEN pupils should have additional adult support assigned to them to ensure their needs are met. It is recognised as best practice that the visit leader should not be assigned a group. If adult numbers dictate that a group leader must have their own group, adults and groupings should be arranged so that an additional adult is with them.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

6. The Expectations of Pupils and Parents

Each Trust school expects pupils to conduct themselves in line with the school's 'Behaviour Policy'. This will be part of the conditions of booking by the parents. Guidance will be given to parents to explain that there is the potential of withdrawal prior to and during the visit if such conduct would have led to a fixed term exclusion from school.

7. Risk assessment

A risk assessment (*appendix 2*) will be completed for all school visits. These will be downloaded onto the EVOLVE system as part of the visit record. For regular visits, i.e to swimming lessons, a standard risk assessment may be used but will be reviewed as necessary. Pupils must learn to recognise and manage risks and understand their responsibilities. Adults will involve children in risk assessment wherever possible.

Each risk assessment should be made specific to the visit and include an assessment of hazards and the control measures that will be put into place.

Trip Leaders should consider the following and record on the Trust Risk Assessment Proforma

- The location
- Activity arrangements
- Transport
- Group management
- Pupil/young peoples' needs
- Medical needs/issues
- First Aid Provision (see section 8)
- Environmental/weather factors
- Emergency planning

8. First Aid Provision on School Trips

Before undertaking any off-site visit, the trip leader, in conjunction with the EVC and Headteacher, should assess what level of first aid might be needed and any medical issues or conditions that children may have.

Swale Academies Trust, does set a minimum requirement for First Aid provision on school trips, which is as follows:

- A qualified first aider must accompany all school trips to be in charge of first-aid arrangements. Pupils attending arranged events or competitions at other schools or sports may not need to be accompanied by a First Aider, if one is available as part of the event. This information should be clarified prior to the event taking place.
- A suitably stocked first aid kit should be taken and available.
- For children in the Early Years Foundation Stage (EYFS), at least one person who has a current paediatric first aid certificate must accompany the trip.

a) First Aid Risk Assessment

In addition to the minimum provision, the trip leader should carry out a risk assessment of first aid provision, which must include consideration of the following:

- The numbers in the group
- The nature of the activity
- The risk and type of injury that might be incurred and how effective first aid would be in those circumstances
- Provision of first aid at the site being visited
- The availability of an ambulance service and the distance to a hospital with accident and emergency facilities

b) Medical Issues/Conditions

Children with specific medical issues/conditions need to be considered by the trip leader and appropriate management strategies put into place. These should mirror how the medical condition is managed in school and follow the pupils' medical care plan. All strategies must be included on a risk assessment. All members of staff, including the nominated First Aider, must be informed of children with medical issues and associated management strategies.

9. Emergency Procedures

Each school will appoint a member of the SLT as the emergency school contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency school contact, including the home contact details of parents/guardians and next-of-kin, as appropriate.

The Visit Leader will take with them a copy of the school's (linked to KCC) Major Incident Procedures, along with the contact details of the appointed emergency school contacts.

All incidents and accidents occurring on a visit will be reported back through the school systems. The Kent Outdoor Education Unit should also be advised of any serious incidents or accidents.

10. Evaluation

All visits will be evaluated by the Visit Leader with the EVC. A short evaluation report will be submitted on the EVOLVE system.

The EVC will ensure that any risk assessments for the visits or activities are evaluated and/or modified as a result of findings or feedback from the visit.

APPENDIX 1 ([Link here to document](#))

SCHOOL TRIP PLANNING CHECKLIST

Venue	Trip Leader		
Proposed activities at venue	Adults attending		
Purpose(s) of the visit (link to learning in classroom)			
Proposed date of visit	<u>Costs</u> Coach: Venue: Other: Total cost: Cost per pupil:		
Time leaving school			
Time on site			
Time returning to school			
ORGANISATION CHECKLIST			
Task	Done?	Task	Done?
1) Discussed with SLT and approved		10) Trip lead has completed a pre-visit 1-2 weeks before	
2) Secured date		11) Completed a risk assessment after pre-visit	
3) Informed school office and added to school calendar		12) Completed an itinerary	
4) Had letter checked and sent out		13) Completed group lists + telephone numbers	
5) Obtained sufficient adults and parent helpers		14) Upload all documents to EVOLVE for approval	
6) Checked that permission has been obtained from all parents/carers? (2 weeks prior)		15) Had all documents approved by HT	
7) Informed the kitchen		16) Had a briefing with all adults and children.	
8) Ordered the correct number of packed lunches from the kitchen		17) Provide packs of documents to all adults.	
9) Payment has been set up on ParentPay (<u>before</u> letter going out to parents)			
THINGS TO REMEMBER			
First aid kit (including sick bags)		Collected medication (inhalers) from office	
School mobile phone charged & topped up		Exchanged numbers with other adults	
Left a copy of all documents with SLT and office		Have all emergency contact details	
Permission slips		Packed lunches	
Telephone or text SLT on arrival		Telephone when leaving venue to calculate estimated time of arrival.	

APPENDIX 2 ([link here to document](#))

Swale Academies Trust Risk assessment and Risk management record To be completed, signed and uploaded to EVOLVE at least 7 days prior to visit.				
Activity/Environment: <input style="width: 150px;" type="text"/>		Location/purpose: <input style="width: 300px;" type="text"/>		
Group Leader: <input style="width: 150px;" type="text"/>	No of pupils: <input style="width: 50px;" type="text"/>	Age: <input style="width: 50px;" type="text"/>	Ratio: <input style="width: 50px;" type="text"/>	No of staff: <input style="width: 50px;" type="text"/>
Other members of staff: <input style="width: 550px;" type="text"/>				
First Aider: <input style="width: 100px;" type="text"/>	RA Completed by: <input style="width: 150px;" type="text"/>	Date of visit: <input style="width: 80px;" type="text"/>	Time: <input style="width: 80px;" type="text"/>	
Hazard: anything that can cause significant harm. Risk: The likelihood of each hazard causing harm or injury.				
Identifying the hazards – assessing the risks			Control measures – reducing the risks	
Hazards – list of significant hazards which may result in serious harm or affect several people	Who is affected? Pupils, staff, visitors	Risk rating –low/med/high	What is being done and put into place to control and reduce the hazard and risk level	Residual risk Low/med/high

Other specific factors to be considered:	
Generic/ mandatory risk assessments used and acknowledged:	
Medical needs/issues:	
Emergency Contacts and procedures at school:	
Group Details/ emergency contacts:	
Staff emergency contacts on visit:	
Ongoing risk assessment/ review comments: ▼	
Leader completed:	Date: _____
Signed:	Visit leader _____ Print name: _____
EVC completed:	Date: _____
Signed:	EVC: _____ Print name: _____
Headteacher completed:	Date: _____
Signed:	Headteacher: _____ Print name: _____