



St Alban's RC Primary School

Educational Visits including overnight stays

Date	Review Date	School Lead	Nominated Governor
March 2020	March 2022	Natasha Cross & Abby Hunter	Julie Bell

1. Introduction

- 1.1 Educational visits are activities arranged by or on behalf of the school, and which take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.
- 1.2 In this policy, we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits, we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

Please see <https://www.lotc.org.uk/> for further details on Educational Visits.

2. Aims and objectives

2.1 The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments.

These visits begin with short excursions into the local area in the Early Years, and progress to a residential experience towards to end of Key Stage 2.

In line with the Equalities Act 2010 all children should have the opportunity to participate in educational visits. Activities should be available and accessible to all, irrespective of special educational or medical needs or protected characteristics. When a visit or activity is being planned, all reasonably practicable measures must be taken to include all young people. Every reasonable effort should be made to find a venue and activities that are both suitable and accessible and that enable the whole group to participate fully and be actively involved. Any concerns should be discussed with the head teacher/EVC.

3. Curriculum links

3.1 For each subject in the curriculum, there is a corresponding programme of activities (which includes visits to the school by specialists). All these activities are in line with guidance published by the LA:

- English – theatre visits, visits by authors, poets and theatre groups;
- Science – use of the school grounds, visits to botanical gardens;
- Mathematics – use of shape and number trails in the local environment;
- History – castle visits, study of local housing patterns, local museums;
- Geography – use of locality for fieldwork, village trails;
- PE – a range of sporting fixtures, extra-curricular activities, visits by specialist coaches;
- Music – a variety of specialist music teaching, extra-curricular activities, local schools' orchestra, concerts for parents and carers to hear;
- Design Technology – visits to local factories or design centres;
- ICT – its use in local shops/libraries/secondary schools, etc;
- RE – visits to local centres of worship, visits by local clergy;
- PSHE and Citizenship – visit to the fire station or an old people's residential home, visits by local police officers and health workers.

4. Residential activities

4.1 Children in Key Stage 2 have the opportunity to take part in a residential visit. This activity is in school time and linked to the National Curriculum, so we do not make any charge for the education or cost of travel. We do, however, make a charge for board and lodging, insurance and specialist instruction for certain activities.

4.2 The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. We provide qualified instructors for all specialist activities that we undertake.

4.3 During residential visits, children are prohibited to take and use mobile phones. It is our duty to fulfil all of the legal requirements set out in the 2002 Education Act to safeguard and promote welfare of all pupils and adults in our school family.

4.4 Categories of offsite:

CATEGORY 1

- Routine non-complex low risk visits – visits to the local church, local shops, museums, galleries. Parental consent form signed at the start of the year and this is covered by a risk assessment approved by the head teacher.

CATEGORY 2

- May require more enhanced planning due to the presence of a specific risk. Head teacher approval required.

CATEGORY 3

- Outdoor and adventurous activities, residentials and visits abroad. Governing Body approval required. Evolve submitted to Local Authority.

5. How visits may be authorised

5.1 The head teacher will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

5.2 The school's educational visits co-ordinator, Natasha Cross and Abby Hunter, will be involved in the planning and management of off-site visits working alongside the head teacher. They will:

- Ensure that risk assessments are completed;
- Support the head teacher and governing body in their decisions on approval;
- Assign competent staff to lead and help with trips;
- Organise related staff training;
- Verify that all accompanying adults, including private car drivers, have had satisfactory police checks;
- Make sure that all necessary permission and medical forms are obtained;
- Keep records of visits, and ensure that there are regular generic assessments of the risks (e.g. road-crossing) where there are frequent visits to local venues (e.g. a swimming facility).

Staff arranging or otherwise involved in off-site activities must familiarise themselves with the regulations, advice and procedures published by the LA (and available from the school office). All off-site activities must take place in accordance with the LA's instructions.

5.3 Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the head teacher before any commitment is made on behalf of the school. A comprehensive visit plan should be provided by the member of staff to allow for an informed decision to be made.

5.4 Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the head teacher will seek the approval of the governing body and the LA before permitting the activity to take place.

5.5 It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that he/she is included. We may seek guidance from parents or carers to help us to adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

5.6 The EVC (Educational Visits Coordinator) must approve all school visits whatever the length, which will then be further approved by the head teacher. The visit leader (usually the class teacher) will ultimately be responsible for ensuring that the head has all necessary details including:

- The aims of the visit
- Where the visit is to, including any places to be visited en route and activities to be undertaken
- The date of the visit and time of departure from and return to school
- The names of pupils involved and their classes
- The names of staff involved and any other adults accompanying the visit
- The transport to be used
- The cost per pupil

Teachers must submit an online visit application using 'Evolve' to seek approval for the proposed visit **at least 1 week before the visit**. Uploaded to this will be a draft letter to parents, any Risk Assessments and a detailed itinerary.

6. Risk assessment

6.1 A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
 - Who might be affected by them?
 - What safety measures are needed to reduce risks to an acceptable level?
 - Can the group leader put the safety measures in place?
 - What steps will be taken in an emergency?
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- **Staff**
 - **Activity**
 - **Group**
 - **Environment**
 - **Distance**

6.2 Staff planning an off-site activity should make a preliminary visit to the venue, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. He/she should also assess the site's suitability with regard to the age and any particular needs of the children. He/she will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if he/she lacks the skills required to make informed judgements about the risks it may involve. The LA will not have given its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.

6.3 It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the Visit Plan must state both the extent of any risk involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school and should be built into the overall financial arrangements for the visit itself.

6.4 Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases.

Levels of supervision for specific visits must be discussed with the head and should be unique to each trip/year group. The trip lead (usually the class teacher) should decide the ratio taking into consideration medical needs of children attending, any behavioral needs and consider any other implications.

Early Years should have a ratio on 1:3. This however may be different with more adults accompanying any offsite visit.

Each adult will have a list of children for whom he/she is responsible. Children will know which adult is responsible for them at all times.

6.5 A risk assessment must also cover transport to and from the venue. We use the Parish minibus for visits where possible. The risk assessment should be done by the driver of the Parish minibus. When using a coach company, they should provide a risk assessment for the vehicle used.

6.6 A register of which children are on which coach should be taken as well as the registration plates of each coach us.

6.7 The group leader will double-check that all adults helping to supervise the trip have been subject to policy checks (see 5.2 above).

6.8 A copy of the completed risk assessment will be given to the head teacher, our EVC (Educational Visits Coordinator) and all adults supervising the trip.

7. Transport

7.1 The contribution of cost of off-site activities may include any of the following that apply:

- Entrance fees;
- Insurance;
- Provision of special resources or equipment;
- Costs related to adult helpers;
- Any refreshments that the school has opted to pay for (see website for charging policy)

7.2 Transport arrangements will allow a seat for each member of the party. It is our policy only to use coaches fitted with seat or lap belts, and to insist that they be worn by all those participating in the visit.

7.3 Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys, and double-checking that each driver has been subject to the normal policy checks. (see 5.2).

7.4 Our minibuses meet LA guidelines, and each seat has a belt. We instruct all children, whether traveling by car, minibus or coach, to attach their seat belts.

8. Communication with parents and carers

- The parents/carers of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents or carers must give their permission in writing before a child can be involved in any off-site activities. Local visits are covered in the consent form parents sign when children join the school. Consent can be withdrawn at any time.
- Funding for off-site activities is provided mainly by parental contributions (voluntary, except in the case of residential visits). This must be made clear

to parents and carers in all correspondence about an educational visit at the planning stage.

- A child may be excluded from an activity due to behavior (see behavior policy). Parents and carers will be informed of this principle through the school prospectus and texts/letters sent home about intended visits.
- The contributions towards educational visits can be made via ParentPay, PayPoint or through the school office. However, if parent/carer has an outstanding money debt with school for previous trips and/or school meals, then this will; again be to the discretion of the head teacher.

9. Further health and safety considerations

9.1 All adults accompanying a party must be made aware, by the party leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number and wear their staff ID badge which should have an up to date emergency contact card attached. The designated emergency contact must ensure they can be contacted at all times and should be able to access Evolve at all times.

9.2 Before a part leaves school, the school office should be provided with a list of everyone, children and adults, traveling with the party, together with a programme and timetable for the activity. This should be checked against the submitted Evolve form.

9.3 The safety of the party, and especially the children, is of paramount importance. During the activity, the party leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times. **A first aider must attend all trips.** Relevant qualifications must be uploaded onto the individuals Evolve account, such as first aid. The first aider must ensure adequate medication goes with the child attending, and in some cases spares, such as a blue inhaler which can be shared in emergencies.

9.4 More details guidance on procedures and requirements can be obtained from the LA's Off-Site & Hazardous Activities File held in the school office.

10. Group leaders' planning

10.1 Group leaders must read thoroughly the appropriate guidance for off-site activities:

- 'Health and Safety of Pupils on Educational Visits: A Good Practice Guide' (DfES 1998) and its supplements:
 - 'A Handbook for Group Leaders' (DfES 2002)
 - 'Group Safety at Water Margins' (DfES 2002)
- <https://oeapng.info/>
- Evolve
- <https://www.lotc.org.uk/>

They must consult the LA's documentation detailing procedures and requirements, including guidance on Emergency Planning and Crisis Line organisation, and must draw up a Visit Plan which records in writing (including standard forms, where appropriate) the arrangements that have been made.

11. Use of volunteers

School may use volunteers as a way of increasing the adult to pupil ratio if required. The visit leader should discuss this with the EVC (Educational Visits Coordinator)/head teacher at the planning stage. The visit leader must:

- Be confident in the volunteer’s ability to be helpful and to undertake supervision tasks under his/her direction.
- Fully brief the volunteer before the visit and ensure they have seen any risk assessments.
- Arrange for admin staff to carry out a Code of Conduct check of the volunteer before the visit.
- Remind volunteers of the no-smoking and no use of mobile phones (including no photos) rules when accompanying a school party.
- Have overall responsibility for all adult volunteers.

12. Visit Plan

The Visit Plan for intended educational visits must include the following:

- Risk assessment;
- Report on preliminary visit (if applicable)
- Applications for approval of visit;
- General information;
- Names, ages, contact details, permission forms, medical records and other relevant details of all those going on the visit;
- Travel schedule;
- Accommodation plan (if applicable);
- Full plan of activities;
- Fire precautions and evacuation procedures;
- Intended arrangements for supervision;
- Insurance arrangements for all members of the group;
- Emergency contacts and procedures;
- General communications information;
- Guidance for party leaders;
- Guidance for the emergency contact and head teacher;
- Medical questionnaire returns;
- First-aid boxes.
- Emergency procedure

13. Monitoring and review

The Senior Leadership Team should occasionally monitor and review risk assessments, planning and evaluation of trips.

This policy is monitored by the governing body and will be reviewed every two years, or before if necessary.

Headteacher:		Date:	
Chair of Governors:		Date:	

