

Roe Farm Primary School



Educational Visits Policy

Approved by: Governing Body

Date: October 2024

Next review due by: October 2025

Date of amendment	By Whom	Summary of Changes	Date amendment/s shared with governors
Oct 2024	SBM	Head teacher changed to Co-Headteacher	Oct 2024

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1. Aims

The aims of our educational visits policy are to:

- Ensure a broad range of educational visits.
- Ensure that visits are a sustainable part of the school's curriculum.
- Ensure safe practice and that activities take place under competent supervision.

2. Legislation and guidance

There is no specific legislation for school educational visits however, it is covered under aspects of the following:

- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.

3. Definition

The definition of an educational visit is categorised as any organised, off-site visit involving pupils or young people that requires the permission and approval of the Educational Visits Coordinator and the parents/guardians of those attending.

4. Purpose

The school fully supports the vision behind the Government's 'Learning outside the Classroom' Manifesto. When planned and implemented well, learning outside the classroom contributes significantly to raising standards and improving pupils' or young people's personal, social and emotional development.

We recognise that the benefits for young people engaged on educational visits include:

- Raising achievement through organised, powerful experiences and opportunities.
- Participating in challenging physical activity and encouraging healthy lifestyle
- Raising self-esteem, confidence and independence.
- Appreciating landscape diversity through exploring natural environments
- Experiencing a range of built environments, extending their cultural awareness and widening horizons.
- Being involved in teamwork and problem-solving through residential experiences
- Engaging pupils or young people and making learning 'real' and relevant.
- Supporting national agendas and initiatives e.g. Early Years Foundation Stage, New Curriculum in Primary schools, 'Social Emotional Aspects of Learning'.

5. Roles and Responsibilities

5.1 Co-Head Teacher

- Has over-riding responsibility for all off-site activities.
- Ensures that the Educational Visits Co-coordinator (EVC) is aware of his/her duties and that a clear line of responsibility is established.
- Ensures that all risk assessments and planning documents are in place on the Evolve system and authority has been granted.
- Has evidence of attending recent and relevant training.
- Ensures the Educational Visits Co-coordinator (EVC) is competent within their role.
- Makes sure through the Head Teacher's report, that governors are kept informed of the nature and progress/success of educational visits.
- Ensures adequate Staff Inset, Visit Leader Training, First Aid and Continued Professional Development (CPD) for Educational Visits.
- Ensures that medical and personal/address details for all pupils or young people are updated annually
- Considers Insurance matters for Educational Visits and fully informs parents.
- Writes and fully informs parents regarding regular and repeated activity that is either on or off-site PE and sporting activity and fixtures or regular repeated programme of off-site Educational Visits.
- Ensures Derby City Council policy for transporting children in cars is adhered to.
- Parents are informed they have responsibility for transporting their own children to and from venues when transport is not provided.
- Ensure there is an updated 'charging and remissions policy' that links to Derby City Council and national guidance.

5.2 Educational Visits Co-coordinator

- Promotes and champions educational visits from the school and takes a lead in policy development, monitoring, INSET and other training for educational visits.
- Approves all visits in conjunction with the Head Teacher and ensures the LA are notified of adventurous activities through the Evolve system.
- Approval of educational visits will include approving the competency of the Visit Leader and all accompanying staff (in consultation with the Head Teacher when necessary).
- Ensures that staff follow school booking procedures and risk assessment utilizing the Evolve system.
- Supports and advises colleagues in planning visits.
- Ensures that appropriate risk assessments are completed and appropriate control measures are in place reducing risk to an acceptable level.
- Ensures that a 'Collective Discussion/briefing' regarding the 'risk assessment' process prior to the visit has taken place, this ensures ownership of the 'risk assessment' by the Visit Leader and all accompanying staff.
- Checks to ensure parents are kept fully informed of visit arrangements and details.
- Ensures accident and emergency procedures are in place and understood by all staff.
- Ensure all staff/helpers hold a relevant DBS.

5.3 Visit Leader

- Visit Leaders must be an employee of Derby City Council.

- The Visit Leader must ensure there are clear educational aims for the visit, be specifically competent and approved as the Visit Leader by the Head Teacher/EVC.
- Have a thorough up to date knowledge of the school Educational Visits Policy and procedures.
- Understand the importance of the 'Collective Discussion/briefing' regarding the risk assessment process prior to the visit.
- All staff included on a visit must have a clear understanding of accident/emergency procedures.
- The Visit Leader must carry:
 - Details of groups
 - Any medical/dietary requirements
 - School contact details
 - Contact details of other staff on the trip
 - Details of alternative 'emergency action' plan
- Ensure parents are kept fully informed of visit arrangements, details and itinerary.
- Plan the visit carefully and carry out risk assessments prior to visit and upload on to the Evolve system.
- Collate and check parental consent forms for all pupils or young people. A clear risk assessment must be made for any named child with known medical or behavioural issues.
- All group members must be clear of rules and behaviour code. Children should be involved in the ongoing risk assessment.
- Copies of these documents must be kept by the Visit Leader, the school office and a copy of emergency contacts.
- It is the Visit Leader's responsibility to ensure adequate first aid has been considered and provided for the visit and that first aid kits are taken along with individual children's medical kits and requirements as appropriate.
- All staff and adult helpers should be made aware of who is responsible for first aid. The risk assessment must show evidence first aid has been considered.
- Transport for all visits must meet LA guidance/standards. The itinerary, the arrangements and drop off and collection places must be checked and agreed upon.
- To keep the school up to date whilst on the trip and in the event of an emergency. If the emergency is life threatening the safety of others and contact with the emergency services takes precedent before contacting school.

5.4 Support Staff

- To attend training and CPD sessions as directed by the Head Teacher/EVC.
- To participate in 'Collective Discussion/briefing' with the Visit Leader prior to trips.
- To be aware of the visit risk assessment and any special considerations including pupils with medical or behavioural support needs.
- Be aware of the trip itinerary and emergency procedures.
- Take responsibility for the pupils they are assigned ensuring activities are conducted in a safe manner, groups are kept together and regular head counts are taking place.
- Conduct dynamic risk assessments throughout the event to report any concerns to the Visit Leader immediately.
- Have the contact number for the Visit Leader in case of emergency.

- Be part of the de-brief session at the end of the trip.

6. Visit Planning

Thorough preparation for a visit must be undertaken. The EVC and the Head Teacher should be consulted regarding the arrangements, nature and purpose of the visit. The visit should have clear educational aims.

6.1 Booking a Visit

Notification of visits must be made to the office using the pre-visit booking form giving as much notice as possible. A minimum of 12 weeks is needed where coaches, venue bookings or money from parents is required. All fields on the front page should be completed with as much detail as possible to help speed up the booking process.

6.2 Evolve

In order to carefully conduct a risk assessment, new venues or establishments that have not been used for some time, should be visited by the Visit Leader well in advance of the trip. Details of the trip will need inputting into Evolve including:

- Type and purpose
 - Each trip should have clear aims and intended outcomes
- Dates, times and venue details
 - If the venue does not appear on the approved list on Evolve then the Visits Leader must consult with the EVC.
- Travel arrangements
 - These details should be confirmed with the office prior to submitting any form.
- Staffing
 - This should also include looking at first aid requirements.
- Attendees
- Other documents / additional risk assessments
 - This should include a list of groupings and details of any pupils with additional requirements (e.g. medical, dietary or behavioural)
 - Details of emergency action plans / alternative arrangements where necessary.

6.3 Risk Assessments

In addition to filling out the basic details on Evolve, the Visit Leader should consider any event specific details relating to each element of the trip. These should be added to the ESN box on each page.

The Visits Leader should look carefully at the generic risk assessments that apply to their trip and amend accordingly. All assessments that apply should be ticked on the Evolve system.

Site specific risk assessment provided by the venue should also be uploaded on to Evolve.

6.4 Ratios

Ratios are determined within the risk assessment as other factors such as the maturity of the cohort, nature of the visit and behaviour or SEND considerations will also have an impact.

The following will be used as a guide except under exceptional circumstances agreed with the Head Teacher and EVC:

Foundation	1:5
Years 1 – 3	1:6
Years 4 – 6	1:10

7. Visit Procedures

In addition to any provisions that need to be implemented as a result of the risk assessment, the following procedures should also be followed:

- Ensure driver has school contact details and is going to the correct location. Confirm departure times.
- Carry a class list/register. This is to be called before starting a trip and departing from any visit.
- In addition a head count should be done.
- The Visit Leader or named deputy to contact school on arrival at the venue and when departing with an ETA back at school.
- Ensure adequate supervision and check children are always given suitable briefings in their group with their group leader and staff take regular head counts.
- Be prepared to make 'ongoing' professional judgments through dynamic risk assessing and act accordingly.
- Have a wet weather plan and suitable accommodation for having lunch.
- Each trip will take as a minimum a first aid kit, a means of dealing with travel sickness and a mobile phone.

8. Post-visit Procedures

On return to school, the Visit Leader should meet with the other adults that attended the trip for a de-brief against the aims of the trip and the risk assessment.

First aid kits should be returned to the office and any confidential information/group lists shredded.