



1. AIMS

The school aims to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for adult life. The school's headteacher and governors recognise the value and importance of learning outside the classroom, and encourage staff to organise educational visits that enrich the curriculum and enhance the learning and development of our pupils.

1. Visits should have clearly stated and justifiable educational objectives that support the pupils learning.
2. Visits should enable the pupils to access resources / learning opportunities that are not available through teaching on the school site.
3. Visits should motivate the children to want to learn.
4. Visits should be fun.

2. INTRODUCTION

All offsite visits and activities (apart from work experience or college placements which are dealt with separately) that are organised and undertaken by the school are regarded as "educational visits". Whenever pupils leave the school site under the direct or indirect supervision of school staff, they are undertaking an educational visit.

3. TYPES OF VISITS ORGANISED BY THE SCHOOL

The school offers a wide range of educational visits, including:

- Use of the village for all year groups
- Day visits to places within 2 hours drive to support the curriculum
- Residential visits every 2 years for year 5/6



4. COMPLIANCE

The school's policy is to comply with the LA's "Guidance for the Management and Leadership of Offsite Visits". The school's Educational Visits policy should also be read in conjunction with the other relevant school policy documents, such as the following:

- Health, Safety and Welfare policy
- Charges and remissions policy
- Child Protection policy
- Equal Opportunities/Inclusion/SEN policies

5. ACCESS TO POLICIES AND GUIDELINES

Staff involved in the leadership and management of visits should be familiar with all relevant guidelines and policy documents, and should know how/where this information can be accessed.

The LA's "Guidance for the Management and Leadership of Offsite Visits" are accessible via the LA'S Educational Visits webpage http://www.eriding.net/educ_visits/index.shtml and also via EVOLVE <https://www.eastriding.gov.uk/eforms> (username/password required from the LA Educational Visits Officer).

6. ROLES AND RESPONSIBILITIES (FOR DETAILS SEE LA OFFSITE VISITS CODE OF PRACTICE)

The Headteacher has overall responsibility for all the school's educational visits. New/Acting Headteachers should contact the LA for guidance on taking up the position, and should access training from the LA as soon as possible during their first term regarding their responsibilities with respect to the management and approval of educational visits.



If the Headteacher is absent or unavailable, Helen Rowland or Jo McMahon will act as the appointed deputy, and fulfil the same responsibilities regarding the management and approval of educational visits.

The School's Educational Visits Coordinator (EVC) is Elaine Westcott (appointed September 2005, last update training July 2018). The EVC oversees the planning and organisation of the school's visits, and provides advice and guidance to staff and Headteacher, including recommendations regarding the approval of visits. New EVCs should access training from the LA during their first term regarding their responsibilities with respect to the management and approval of educational visits, and should attend refresher/update training at least every 3 years.

The EVC role is an admin role and includes:

- sending out parent letters
- obtaining medical details and consent forms
- completing EVOLVE

The Governing Body representative who is responsible for overseeing educational visits, and for assisting with the approval of residential/overseas/high risk visits is Ruth Eldret

The LA Educational Visits Officer is Mr. Taff Bowles (tel 01482 392417 e. taff.bowles@eastriding.gov.uk).

7. ADVICE AND GUIDANCE

Staff should seek advice and guidance regarding educational visits from:

- the school EVC
- the Headteacher
- the LA Educational Visits Officer



- other experts with specialist/local knowledge (e.g. National Park ranger)

8. TRAINING

The LA provides a range of training opportunities for staff involved in the management, organisation, and leadership of educational visits. A record of all training provided is maintained by the EVC and is stored in the school office.

The school ensures the following training opportunities with regard to educational visits are made available:

- Training for Headteachers through LA updates.
- Training for EVC (including update courses every 3 years).
- Training for Visit Organisers and Group Leaders through an annual staff meeting.
- Training for NQTs and new staff as part of their induction process.
- Training for TAs/others through an annual staff meeting.
- Inhouse training at staff meetings.

9. MONITORING

To assure quality of standards on educational visits the school's Headteacher and/or the EVC will accompany at least one visit per year to monitor real practice, and to assist with the review of policies and procedures.

Records of these monitoring visits are stored in the EVC file in the admin office.

The school's Headteacher/EVC will complete the Manager Review (an online audit of our school's educational visits policies and procedures that is accessible for managers via the front page of EVOLVE) and share the findings with the Governors and the LA Educational Visits Officer. This will be completed at least every 3 years or whenever a new Headteacher is appointed. Proposed actions in response to the review will be carried out in accordance with the target completion dates stated on the Review



form, and will be reviewed annually by the EVC , Headteacher and Chair of Governors.

The following should be read in conjunction with the corresponding chapters in the LA "Guidance for the Management and Leadership of Offsite Visits", and provide additional information and policy statements that are specific to the school:

10. PLANNING AND APPROVAL PROCEDURES

Visits should be recorded, checked, and approved in accordance with the following procedures:

Category 1 - DAY VISITS (ROUTINE)

Local visits that take place frequently or regularly throughout the year, or over a specific period of time (e.g. a series of six weekly visits) e.g. visits to local library/swim pool/away sports matches.

Category 1 visits should be recorded using:

In-house form - EVOLVE

LA Day Visits form - EVOLVE

Category 1 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)

Category 1 visits should be submitted for approval:

at the beginning of the academic year to obtain "blanket approval" for the year and/or at least 2 weeks in advance of the first of a series of visits.

These must be completed on Rover.

Category 2 - DAY VISITS (NON ROUTINE)

One-off or occasional visits e.g. day visit to York Minster/Scarborough Sea Life Centre

Category 2 visits should be recorded using:

EVOLVE

Category 2 visits should be checked and approved:

Internally - by the Headteacher (with EVC support)



In addition, the Governing Body should be informed of visits that have taken place. This will form part of the Headteacher's termly report to the Governing body.

Category 2 visits should be submitted for approval at least 5 weeks in advance of the first of a series of visits.

Category 3 - UK RESIDENTIAL VISITS

Visits that involve one or more nights away from home in UK or Overseas.

Category 3 visits should be recorded using EVOLVE (see EVC to request username/password)

Category 3 visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and
Externally - by the LA Educational Visits Officer

Category 3 visits should be submitted for approval at least 6 weeks in advance of the first of the visit.

Category 4 - OVERSEAS VISITS

Residential or day visits to any place outside England/Scotland/Wales.

Category 4 visits should be recorded using EVOLVE (see EVC to request username/password)

Category 4 visits should be checked and approved:

Internally - by the Headteacher (with EVC and Governor support), and
Externally - by the LA Educational Visits Officer

Category 4 visits should be submitted for approval at least 6 weeks in advance of the first of the visit?

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made.

If any of the above 4 types of visit involve what may be regarded as "High risk activities or environments" they **MUST** be given an additional subcategory "A" classification:

Sub Category "A" - HIGH RISK ACTIVITIES and ENVIRONMENTS



All day visits, or residential or overseas visits that involve hazards that are significantly different or more serious (in terms of severity and/or likelihood) than might normally be encountered in everyday or school life e.g. a weekly climbing day visit = 1A, a day visit to dry ski slope = 2A, a residential stay at outdoor centre = 3A, an overseas trekking expedition = 4A. All Sub Category "A" visits should be recorded using EVOLVE (see EVC to request username/password).

All Sub Category "A" visits should be checked and approved:
Internally - by the Headteacher (with EVC and Governor support), and
Externally - by the LA Educational Visits Officer

All Sub Category "A" visits should be submitted for approval at least 6 weeks in advance of the visit.

For visits with significant financial commitment, "Outline Approval" should be obtained before firm bookings are made. All staff who lead visits are required to input their own information and assurances on EVOLVE or meet with the school EVC to input information and assurances on EVOLVE. All staff who lead visits are required to have their own EVOLVEusername and password. Staff can request their own EVOLVEusername/passwords by either contacting directly the LA Educational Visits Officer or asking the school EVC.

The local authority has adopted a new system called EVOLVE. Therefore, training will be needed for staff on a one to one basis as they are planning visits during 2018/19.



11. VISIT OBJECTIVES

All educational visits should have a defined purpose, with clearly stated, justifiable educational objectives, or else they may not be approved, and may not be covered by the LA insurance.

12. SELECTION OF YOUNG PEOPLE

Every effort is made to ensure that school journeys and activities are available and accessible to all who wish to participate, irrespective of special educational or medical needs, ethnic origin, gender or religion.

School specific procedures for considering exclusion of a pupil from a visit

1) Children will only be excluded from a visit if they present a danger to themselves and / or others. This is in line with our exclusions policy.

School specific policy regarding inclusion of all those with special/medical needs

- 1) All children will be included on school visits whatever their special / medical needs are.
- 2) The planning of visits for classes with children with special or medical needs will take into account issues such as transport, activities, access to sites and facilities, sleeping accommodation.
- 3) A child wouldn't take part in a visit if their parents / carers decided that they didn't want them to take part.

School specific policy regarding involvement of children of staff on a visit



- 1) Staff children can attend school visits if they are of school age. This is only likely to be an issue with the residential visit which takes place on a weekend.
- 2) Staff would be expected to pay for their child to attend the visit.
- 3) Staff children would be expected to be in a different group to their parent on the visit.

School specific procedures for leaving behind an accurate up to date list of participants

- 1) The chair of governors, the school business manager and the admin officer have a complete list of contact information for residential visits.
- 2) The admin officer has a list of contact information for day visits.

13. THE OVERALL GROUP LEADER / VISIT ORGANISER

The Overall Group Leader must be assessed and approved as suitable and competent to fulfil their role and responsibilities by the Headteacher. Any specific levels of competence/experience required by the school? e.g. LA guidance below:

Deputy Leaders should normally have been Assistant Leaders on at least 3 similar visits.

Overall Group Leaders should normally have been an Assistant or Deputy Leader on at least 5 similar visits, and been a Deputy Leader on at least 1 of those visits.

Headteachers might require Overall Group Leaders of more complex and demanding visits (e.g. ski visits or overseas expeditions) to have much broader leadership experience.

It is expected that a group leader will have taken part in several visits before taking on the role of group leader.



14. DEPUTY, ASSISTANT AND VOLUNTARY LEADERS

Visits normally require a Deputy Leader who is able to deputise, and take full responsibility for the Overall Group Leader, if necessary. Assistant Leaders should be chosen carefully, and must be assessed and approved as suitable and competent to fulfil their roles and responsibilities by the Headteacher, EVC and Overall Group Leader.

Leaders should consider carefully the implications of family members being present, and the possible complications that might arise. (see *section 12*)

The school has a responsibility to ensure that all adults involved in the supervision of children during school-related activities (including visits) are suitable people to work with children, and pose no threat to the young people in their care. Concerns about possible child abuse or poor practice by a member of staff, volunteer or other adult should be reported immediately. Young people on educational visits should at all times have ready access to a competent adult who has an appropriate level of first aid training. This normally requires at least one of the group's leaders to have an appropriate and current first aid qualification (6-8 hours of emergency aid training is the minimum training recommended for leaders on educational visits)

School specific policy regarding:

- Use of sports coaches
- Use of parents/volunteers
- Safeguarding/DBS checks
- First aider provision and ongoing training
- Records of first aider training



15. STAFFING SELECTION AND SUPERVISION RATIOS

Effective supervision is of the utmost importance in maintaining the safety and welfare of the children on educational visits. The LA's "Guidance for the Management and Leadership of Offsite Visits" provide recommended minimum staffing ratios, but the choice of staff and the decision regarding ratios is still a matter of judgement for the Headteacher, after consultation with the EVC and Overall Group Leader (and LA Ed Visits Officer, if necessary), as part of the risk assessment and management process. It is generally good practice to have at least two adults accompanying any off-site experience so that there is some flexibility and reserve capacity if things go wrong. For overseas visits, at least 3 adults should normally accompany the group, as additional reserve capacity and flexibility are often vital in these circumstances. Particular consideration should be given to staffing levels and qualifications required for visits that involve adventurous/high risk activities, and those that involve indirect or remote supervision.

School specific policy regarding:

- staffing ratios - See local authority educational visits guidelines
- minimum number of staff required- See local authority educational visits guidelines
- male/female staff for mixed groups - where possible we have male and female staff for visits. However, this isn't always possible.

16. SELECTION & SUITABILITY OF ACCOMODATION OR VENUE TO BE VISITED

As part of the overall risk assessment process, and in keeping with their legal duty of care, the Overall Group Leader must take reasonable steps to check that any accommodation (e.g. youth hostel) that is used, and any venues (e.g. castles or museums) that the group plans to visit, are suitable, satisfactory, and acceptably safe. Many organisations now have



websites or supply teacher information packs that provide all reasonable assurances regarding standards, or have obtained a Learning Outside the Classroom "Quality Badge". However, if necessary, the Provider Assurance Form (EV2) can be sent to the manager of a place of accommodation or venue to be visited, requesting signed, written assurances regarding their safety management systems and operating procedures. When planning a visit, the Visit Organiser (and other group leaders) should, wherever possible, undertake an exploratory visit to inspect and familiarise themselves with the accommodation to be used and venues to be visited.

School specific policy regarding:

- checks required of accommodation/venues - staff carry out pre-visits and complete risk assessments
- accommodation requirements - e.g. separate staff accommodation/balconies/swim pools? - We would expect staff to be in separate rooms from the children and for each member of staff to have their own room. The school uses the local authority swimming pool risk assessment for swimming lessons.

17. HIGH RISK ACTIVITIES & ENVIRONMENTS

Leaders who organise visits that involve high-risk activities and environments must be aware that such visits normally require a greater degree of planning and preparation by virtue of their complexity and unpredictability. All Category 1 and 2 (Day), Category 3 (UK Residential) and Category 4 (Overseas) visits that involve high risk activities and environments are classified as subcategory "A" and must be recorded on ROVER, and approved by the EVC, Headteacher, Governors, and Local Authority. Leaders and other supervisors must be sufficiently competent to supervise pupils in the activity/environment. Competence derives from knowledge, experience, training and personal qualities and may be



evidenced by holding the relevant National Governing Body (NGB) award where appropriate.

The school keeps a record of staff qualifications, training and leadership experience. This is stored:

- in the staff's personnel file

Visit organisers should plan alternative activities and venues to cater for possible changes in circumstances (e.g. worsening weather or rising river levels), and all staff should be aware of these possible contingencies. The EVC will sometimes ask to see and check these plans.

School specific policy regarding:

- Specific levels of qualifications/competence/experience required. - The school does not expect its staff to lead or teach high risk activities. Where these are undertaken they will be lead / taught by an instructor with a suitable qualification. The school will ask the centre they are visiting for written assurance that all the staff are suitably qualified.

18. RISK ASSESSMENTS & MANAGEMENT

The school has a legal duty of care for its young people, and must therefore give careful consideration to the hazards involved during an educational visit, and ensure that risks are managed at reasonable and acceptable levels. The Visit Organiser should undertake an appropriate risk assessment for each visit, and this should be shared/discussed/agreed by all visit leaders before the visit takes place. Appropriate written evidence of this process should be provided. The process of risk assessment should be a positive means of raising awareness of hazards and prompting constructive discussion regarding the best means of risk management - it should therefore be of real practical value to the leaders and group members, not just a paper exercise. A set of written generic risk assessments and a blank specific visit form is available on the Local Authority's Educational Visits website



http://www.eriding.net/educ_visits/index.shtml and a link to this site is also available via EVOLVE.

School specific policy/procedures e.g.

- all relevant generic risk assessment forms are reviewed, amended, and agreed at the start of each academic year by all relevant staff
- these generic forms are stored in a clearly marked file (labelled as Educational Visits File) in the admin office, and staff are encouraged to reference these if unsure about agreed practice or before undertaking visits that they are less familiar with.
- new leaders/volunteers are asked to read all relevant forms and add their signed agreement before assisting with the leadership of a visit.
- an additional specific visit risk assessment should be completed by the visit leaders for each visit to record and share information about potential hazards and precautions that may be particularly noteworthy for that specific group, doing particular activities, at specific sites on that visit.
- completed assessments are spot checked/approved by the school EVC.

19. INSURANCE & FINANCE ARRANGEMENTS (INCLUDING CHARGING ARRANGEMENTS)

The Headteacher/EVC/Overall Group Leader must ensure that adequate insurance arrangements are in place for all educational visits, and Group Leaders should check carefully that the scope and level of cover provided is adequate for each visit. Visit Organisers should also check that any external service providers have sufficient public liability cover (normally at least £5 million).

School specific arrangements? e.g.

- The school pays annually for LA Voyager insurance which covers all school visits within the UK (providing the visits are correctly approved) - renewal of the Council insurance policy takes place annually. The Council



also provide additional travel insurance for visits abroad, if required - contact the Council's Insurance team (01482 394195).

The Visit Organiser and school EVC should ensure that:

- each visit is accurately costed and budgeted for;
- adequate allowances are made for additional unforeseen costs and changes in circumstances;
- financial plans - especially for more complex and committing visits - are checked over and agreed first by the EVC/Headteacher before financial commitments are made;
- for visits that involve substantial commitment financially (e.g. overseas expeditions), no firm bookings or financial commitments are made until the visit has been agreed and received "Outline Approval" by the relevant authorities;
- the costs of the visit are made clear to all concerned (including parents), including how much will come from school funds, and how much each parent will be charged or asked to contribute;
- money collected for visits is kept in the school's bank account, and secure systems are in place to ensure that money is accessed and accounted for correctly.

School specific arrangements regarding finances and accounting? E.g.

- authorization/signatures required for expenditure - Most visits are paid for when an invoice is received at school. Occasionally, a cheque is required to be used on the visit and this will be pre-signed and filled in. A receipt is required.

Charging arrangements (for more details see school charges and remissions policy)

No charge may be made in respect of any activity that is deemed to take place in school hours. An activity is deemed to take place during "school hours" if 50% or more of the activity, takes place within school hours. If more than 50% is deemed to be outside of school hours then a charge may be made for "optional extras" only. For residentials, a school trip is considered to have taken place within school time if the number of school



sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. The school will not charge for:

- any activity undertaken as part of the National Curriculum , or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- transport provided in connection with an educational trip during school hours.

The school may ask parents for voluntary contributions towards the cost of these visits, but it must be clear that any contribution is genuinely voluntary.

Where it is not permissible to charge parents, any subsidy will come from:

- school funds, voluntary fund raising and voluntary parental contributions.

The school may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras (see details in the school charging policy) but any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute. The school will normally make a charge for board and lodging on residential trips, and ask for a voluntary contribution towards transport and specialist instruction for certain activities.

Those pupils in receipt of free school meals are exempt from the cost of board and lodging during residential visits.

School specific policy regarding:

- charging - see charges and remissions policy
- optional extras that the school will charge for - see charges and remissions policy



20. OVERSEAS VISITS

The school doesn't currently undertake overseas visits.

21. TRANSPORT

As part of the overall risk assessment process, the Visit Organiser must take reasonable steps to check that any transport used during the visit is suitable, satisfactory, and acceptably safe, and that any specific Local Authority or legal requirements are met. Leaders should refer to the Local Authority's generic risk assessments that give detailed recommendations for all standard forms of transport.

School specific policy regarding transport arrangements, in particular:

- The school uses the LA generic risk assessments, however these are expected to be annotated for any particular visit.
- The EVC contracts coach/bus/minibus/ for visits.
- Children will be supervised by an adult at all times on a visit. The only exception to this is sleeping on a residential visit, where the staff will be in a different room to the children. There will be at least two first aid trained members of staff on a visit. Children are not allowed to have mobile phones on a visit. Staff will be able to use their mobile phones if needed. Volunteer helpers should not use their phones to contact parents / carers of children on the visit.
- emergency arrangements - e.g. vehicle breakdown / accident on motorway. In the event of an accident or breakdown, the group should remain under the direct supervision of the Visit Leader or Assistant Leaders. If the vehicle is in danger of being hit while broken down (e.g. if it is on the hard shoulder of a motorway or dual carriageway, or is partially blocking a road) the visit leader or driver should ensure that the vehicle's hazard lights are on, and the emergency services are contacted to provide safety support.



Whether it is safer to keep the group on board the vehicle, or to disembark and wait elsewhere, is a matter that will need to be risk assessed on the basis of the specific circumstances (e.g. position of the vehicle, weather conditions, if there is a fire onboard etc.). If the decision is to keep the group on board the vehicle, then it is recommended that the rear seats are vacated and the young people moved forward towards the front in case a vehicle crashes into the coach from behind (but Leaders should ensure that seat belts are refastened immediately after any changes in seat positions).

- If seat belts are fitted in buses or coaches they must be used. The visit leader has responsibility for checking that every child has a functioning seat belt and that it is being used correctly.
- The law requires that children up to 135cm tall (around 4'5"), or the age of 12 (whichever comes first) must travel in the correct child restraint (baby/child seat, booster seats/cushion) for their weight and with a seat belt properly fitted. The school will ask parents to provide restraints whenever needed. All child restraints must be inspected and reviewed regularly to ensure continued suitability and fitness for purpose. Further information can be obtained from the Council Road Safety team on 01482 395649.
- drop off arrangements - Buses and coaches will drop off on South Street, outside the school, on the school side of the road. This often requires coaches to follow the bypass and enter Leven from the Brandesburton end.

The school hires coaches/buses from:

- Companies that have already been checked and approved by the Council's Transport Services team.
- Companies whose safety management systems and operating procedures have been checked using the "Coach/minibus hire company enquiry EV3 form"



For the safe supervision of pupils on coaches/buses, group leaders are required to:

- sit in various locations, spread throughout the coach.
- sit near emergency exits.
- carry a first aid kit and the school mobile phone.

The Headteacher must ensure the safety of pupils travelling by private car, and should:

- assess and decide if the driver is suitably qualified, experienced and competent;
- inform parents and obtain their written consent (this may not be possible in emergencies);
- gain assurance on main points of reference - insurance, licence, roadworthy, seatbelts, etc;
- carry out suitable Child Protection checks (Council policy requires all drivers carrying young people to be CRB cleared);
- ensure that drivers are aware of any specific requirements (e.g. compulsory use of seatbelts and booster seats)
- ensure that drivers are aware of their responsibilities and school procedures (e.g. use of seat belts, keeping to speed limits etc).
- drivers have appropriate insurance - inc business cover for employees

For visits that require the use of staff cars, drivers must:

- have business insurance
- be assessed as competent and suitable by the headteacher (using the Driver validation form)

For visits that require the use of parents' cars. Drivers must:

- be assessed as competent and suitable by the headteacher (using the Driver validation form)
- sign to say their car is roadworthy, taxed and insured
- be CRB checked
- be part of a recorded pool of drivers who have been assessed and approved



For visits involving the use of minibuses (if applicable):

The school follows National and Local Authority regulations and guidance, and all minibus drivers have been assessed and approved by the LA Transport Services (from Sept 2008, all new minibus drivers will be required to successfully complete the MiDAS courses, and existing minibus drivers will be required to complete the MiDAS course at least once every 4 years).

School specific policy regarding use of minibuses, in particular:

- The school has no members of staff who are authorised drivers for minibuses and there is no expectation that any member of staff should do this.
- Should a member of staff wish to become a minibus driver they will need to take the MIDAS test every 4 years, meet all of the LA criteria and follow the NUT advice
<https://www.teachers.org.uk/files/safety-on-school-minibuses.doc>
- NASUWT advice is stronger - *"Health and Safety Representatives should strongly advise members not to drive school/college minibuses. This should not be part of a teacher's contractual duty and carries grave personal and professional risks should something go wrong."* Page 51
<https://www.nasuwat.org.uk/uploads/assets/uploaded/9bd83057-d90e-4561-9fb7f319ac566cfe.pdf>

22. PARENT / GUARDIAN INFORMATION AND CONSENT



The Overall Group Leader and EVC must ensure that parents/guardians are provided with appropriate and sufficient information about all visits. The amount of information and method of provision will depend upon the type of visit planned and the assessed level of risk involved. Parents/guardians of each pupil on a visit are asked to complete and sign a written consent form, whether it be an annual "rolling" consent for routine visits, or specific consent for a particular visit/activity. There is no legal requirement to obtain parental consent for visits/activities during normal school hours but it is nonetheless good practice to inform parents and seek consent for any activities that parents might be particularly concerned about.

Any special/medical needs of pupils are collated by....Name..... and supervising staff are briefed and trained accordingly. Parents are asked to give written consent to the administration of plasters and off-the-shelf first aid/medication, if deemed necessary. Medical information and consent forms can be obtained from the school office/EVC/ LA's "Guidance for the Management and Leadership of Offsite Visits"

Parents should be clearly informed of the arrangements and responsibilities for collecting a pupil after a visit. The Visit Organiser/EVC must obtain parent contact details for all pupils on the visit.

School specific policy regarding parent information and consent, in particular:

- informing parents - We hold two meetings for residential visits. For all other visits parents are informed by email or letter.
- parental consent - blanket consent is given for visits in Leven. Specific consents are needed for all other visits.
- Up-to-date information regarding special/medical needs needs to be available for the visit leader.
- Staff and volunteers on the visit will need to be informed of medical/special needs - this will need to be undertaken in line with our data protection policy and GDPR regulations.



- parental consent for medication inc. use of plasters and off-the-shelf medication is included in the admission forms.
- Visit letters will ask for up-to-date parent contact details
- Parents will be informed by text of late returns to school or minor incidents on visits. It is the responsibility of the visit leader to inform the school so that a text can be sent out to parents.

23. STAFF BRIEFING & EMERGENCY PROCEDURES

It is important that all staff (including volunteers) involved in the leadership of a visit are fully briefed about each visit.

Staff should be aware of their expected roles and responsibilities before, during and after a visit.

Group leaders should be aware of emergency procedures and how to obtain outside assistance or contact the emergency services if required.

Part of the planning for emergencies must involve the recording of one or more Emergency Home Contact(s) who should be available at any time during the visit.

The Visit Organiser must ensure that group leaders have immediate access to the emergency contact details of the school managers and the parents of those on the visit.

A properly equipped first aid kit is always available to staff during school visits and must be checked and taken on all visits. The school first aid kits are stored in the school office.

All staff should be made aware of the conduct and behaviour expected of them during the visit, particularly in regard to issues such as smoking and alcohol use.



SUMMARY OF KEY POINTS - see Educational Visits - Emergency Procedures for further details

Schools/establishments and visit leaders should prepare for possible emergencies during offsite visits by having the following in place:

- a critical incident policy that includes dealing with emergencies during offsite visits;
- an action checklist for Visit Leaders* to follow if an incident occurs during an offsite visit;
- an "Emergency Contact" list* that records all key telephone numbers that leaders might require;
- a list of parent and next of kin telephone contacts* (it might be helpful to establish a "telephone tree" that will allow important information to be passed on quickly);
- items marked * above should be carried or immediately accessible to leaders throughout the visit/activity;
- an adequate number of trained first aid personnel and first aid equipment;
- one or more responsible Emergency Home Contact(s) who are available throughout the visit at base who can provide support and can act as a central liaison and communications link;
- a "Request for Assistance" form which can be used to summon help if an emergency occurs in a remote location;
- an action checklist for Managers/Headteachers and/or Emergency Home Contacts to follow in the event of a Group Leader reporting an emergency during a visit;
- an incident log sheet for recording telephone calls and actions;
- details of the insurance company's emergency helpline.

Accidents, incidents, or dangerous occurrences must be recorded and reported in accordance with the Council's accident and incident reporting



procedures. Significant incidents and issues of concern must also be brought immediately to the attention of the LA Educational Visits Officer and Safety Services. In major emergencies, a range of Council agencies will be available to provide support. The Local Authority provides the following Emergency 24-hour Contact line: 01482 392999 After any major incident (including near misses), managers should undertake a thorough review of the incident and their emergency procedures, so that appropriate lessons can be learned and shared with others if necessary.

24. BRIEFING & PREPARATION OF YOUNG PEOPLE

Providing relevant information and guidance to pupils is an important part of preparing for all school visits.

Pupils should be briefed about safety arrangements and what clothing/equipment should be brought.

Leaders must ensure that pupils clearly understand what will be considered unacceptable behaviour or conduct, and the consequences of non-compliance.

"Buddy systems" are an effective means of promoting safety and welfare within the group.

During any time that remote supervision takes place the visit leader must ensure that pupils are aware of the supervision and emergency contact arrangements, and that they have the necessary skills, maturity, responsibility, knowledge and equipment to operate safely as an independent individual/group.

Pupils should be briefed what to do in an emergency, or if they become separated from the rest of the group. It is good practice to teach pupils how to recognize dangers and manage risks sensibly.



School specific policy regarding the briefing and preparation of young people, in particular:

- conduct and behaviour - see Good Behaviour Policy
- discipline and consequences of non-compliance - see Good Behaviour Policy
- use of mobile phones - only the adults should have mobile phones on visits - see emergency procedures for why this is essential
- group safety - all groups have an adult leader
- special/medical needs - this information is not shared with the children
- personal medication - this is stored in the yellow draw string bag that the group leader carries on the visit. If medicine needs to be administered it is recorded in a book.
- required uniform/identifying clothing - On most school visits the children will be required to wear florescent jackets with the school badge and name on, they will generally need to wear school uniform. The residential visit requires different clothes that are suitable for the activities being undertaken.
- remote supervision arrangements - N/A
- emergency contact arrangements - Pupils will be briefed about what will happen in an emergency.

25. DOCUMENTATION & VISIT RECORDS

The EVOLVE database will store key elements of Category 3,4 and "A" visit details securely and indefinitely. Other visit details are stored on the EVC's computer.

Hard copies of other supporting documentation (e.g. risk assessments) are stored and retained in the school's central "Educational Visits" file. This information is stored in line with time limits set in the data protection policy.



If no significant incidents occurred during the visit, the school disposes of the paperwork at the end of the academic year.

If a minor incident occurred during the visit, the school disposes of the paperwork after a period of 6 years.

If a significant incident occurs during a visit that could be investigated at a later date, all relevant details are retained until the young person becomes 21.

School specific policy regarding documentation and visit records, in particular:

- records of visits are stored on ROVER. Paper copies are stored in the locked cupboard in the office.
- records are kept for the time indicated by the school's data protection policy.
- The headteacher and EVC decide which records need to be disposed of and which need to be kept in storage. The disposal of any records that relate to minor or major incidents will also need the agreement of the governor with responsibility for educational visits.

26. VISIT APPROVAL

Low risk day visits (Cat 1 and 2) are approved in-house by the Headteacher (with EVC guidance and support) using the EVOLVE.

Day visits involving high-risk activities or environments (Cat 1A or 2A) are approved by EVC/ Governors/ Headteacher/ LA, using EVOLVE.

UK and overseas residentials (Cat 3 and 4) including those involving high risk activities or environments (Cat 3A and 4A) are approved by EVC/Governors/Headteacher/LA using EVOLVE.



The Visit Organiser must carefully check all visit forms before submitting for approval.

When required, Governor Approval for a visit is given by the governor with specific responsibility for overseeing educational visits.

The procedure for Governor Approval involves:

For low risk day visits (Cat 1 and 2) -not required.

For high-risk day visits (Cat 1A and 2A) - email (via EVOLVE) to the governor with specific responsibility for overseeing educational visits.

A hard copy of the visit form is given to and signed by the Chair of Governors?

For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - email (via EVOLVE) to the governor with specific responsibility for overseeing educational visits.

A hard copy of the visit form is given to and signed by the Chair of Governors.

27. VISIT APPROVAL STATUS & FEEDBACK

The procedure for Managers (Headteacher/EVC) to notify the Visit Organiser of approval decisions and to give feedback involves:

For low risk day visits (Cat 1 and 2) -By email via Rover

For high-risk day visits (Cat 1A and 2A) - an email is automatically generated via EVOLVE and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE



For residential/overseas visits (Cat 3 and 4) and those involving high-risk activities/environments (Cat 3A and 4A) - an email is automatically generated via EVOLVE and sent to the visit organiser after the LA approval decision has been given. At any time, the visit organiser can access and view all approval decisions and any feedback given by accessing EVOLVE

If a visit is not approved or only given "Outline Approval" by a manager, they must give reasons for their decision and state clearly any changes that would be necessary

If a visit does not obtain the correct level of approval, it may not be covered by LA insurance and support.

28. AMMENDMENTS TO VISITS

If there are significant late changes to visit plans that have already been approved or submitted for approval, the Visit Organiser must notify all relevant approving authorities (EVC/Headteacher/ Governors/ Local Authority) of these changes, and ensure that their additional consent is given. There should be a clear system for the notification and approval of amendments to visit plans, so that there can be no misunderstanding or confusion by any parties involved.

For low risk day visits (Cat 1 and 2) and for all Cat 3/4/A visits recorded on ROVER, there is a clear procedure for recording minor amendments that do not need further approval in 19.1 "Late Minor amendments". For significant amendments that require further consideration and approval, the EVOLVEsystem requires visit organisers to access section 19 (by clicking "Amend" in right hand column of visit summary in "View All Visits") and superceding the original submitted form by clicking on 19.2 "Significant Amendments" to create an unlocked version of the form that will need resubmitting after the amendments have been completed.



29. POST VISIT REVIEW & EVALUATION

It is good practice for Visit Organisers, on return from a visit, to review the visit with the EVC and Headteacher, and to record any examples of good practice and lessons learned that might assist with the planning and leadership of future visits.

In particular, it is important to record and review any accidents, incidents, or near-misses (i.e. dangerous incidents that nearly happened, but fortunately didn't).

It is important that details are recorded as soon as possible after an incident whilst they are still fresh in the memory, preferably with signed witness accounts.

Visit Organisers should take several blank photocopied pages from the school's accident book to record details of any incidents? These can then be copied or added to the school accident book on return home. Serious incidents must be notified to RIDDOR (HSE's "Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995), and to the Local Authority using the procedures and standard forms (available in the office)

Post-visit reviews and evaluations should be recorded and stored on EVOLVE in section 20

Post visit reviews and accident/near misses records are reviewed termly by the Headteacher and EVC And educational visits Governor. Any lessons learned are shared with all relevant staff, and any necessary changes to procedures made.



After any major accident, the school will undertake a review of the incident and their emergency procedures, and will share the findings with the Local Authority for the benefit of other schools. Staff are encouraged to express any concerns regarding the organisation and management of visits in writing to the Headteacher, and these will be taken seriously and dealt with in confidence. If necessary, issues will be considered further by the Governing Body. Significant incidents and issues of concern should also be brought immediately to the attention of the LA Educational Visits Officer.

| This policy has been reviewed and revised by: | | | |
|---|---|-----------|------|
| Name | Position | Signature | Date |
| Andrew Dolman | Headteacher | | |
| Elaine Westcott | EVC | | |
| This policy has been agreed by: | | | |
| Name | Position | Signature | Date |
| Carole Shiels | Chair of Governing Body | | |
| Ruth Eldret | Governor with responsibility for educational visits | | |