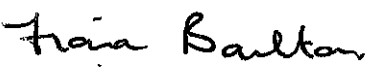


March  
2022



## Educational Visits Policy

Approved by Governors:	30 <sup>th</sup> March 2022
Signed	 Fiona Boulton, Chair of Governors
For review:	September 2023
School website:	✓

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**BALDWINS GATE CE (VC) PRIMARY SCHOOL**

# Baldwins Gate CE Primary School

## Educational Visits Policy

### 1. Introduction

Visitors to school, trips, visits and learning off-site comprise an essential part of the school curriculum at Baldwins Gate CE Primary School. Successful educational visits provide memorable learning experiences, develop the children's cultural understanding and spirituality as well as enhancing their education in ways that are not possible in the classroom. The school is committed to providing educational visits as a positive tool to develop pupils' independent, investigative learning, and to build their experience of the local and wider world.

Baldwins Gate CE Primary School is committed to supporting educational visits and activities that enrich and complement the learning opportunities of children and young people provided within the classroom.

The school works within the requirements set out in Staffordshire County Council's Learning Outside the Classroom/Educational Visits Policy and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <https://oeapng.info/>). All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### 2. Definition

For the purposes of this policy, an 'educational visit' means any educational, cultural or sporting activity that requires the pupils to leave the school premises having been authorised to do so by the Headteacher. This includes the following:

- Visits to places of interest in the local area
- Day visits to museums, galleries and places of educational interest
- Forest School
- Sporting activities including swimming sessions
- Outward bound and adventurous activities

### 3. Aims and expectations

Most classes in the school will have at least one educational visit each academic year, although there may be fewer in Reception and Nursery. These trips are planned to support and broaden the children's understanding of the current topic, develop their spirituality and cultural experiences. Class teachers may arrange additional visits throughout the year following authorisation from senior leaders, providing the costs for the school year are not excessive. All activities are available to all children irrespective of needs, ethnicity, gender or religion.

#### 4. Roles and Responsibilities

The Headteacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks:

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance.

The designated EVC for Baldwins Gate CE Primary School is Sarah Riley who received training in the role on 22<sup>nd</sup> September 2020. The Headteacher will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies (Sarah Riley EVC and School Bursar and most senior member of staff in school on the day of a trip or the period of the residential).

Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive. However, at Baldwins Gate, we use this guidance when organising our staffing for a trip or residential.

School years	Nursery - Reception	1:6
School years	1 - 3	1:6
School years	4 - 6	1:10/15

#### 5. Parental consent

Most parents provide blanket permission for their child to take part in walks around the village in the Permission and Consent Form. However, parents will always be informed about the trip or activity by email or letter. Permission will be specifically requested from parents for all other education visits where the children leave the school site.

## **6. Residential trips**

In the case of residential trips, an information meeting for parents will be held well in advance of the trip. This will provide all the relevant information eg special equipment/clothing, additional or waterproof clothing. Emergency telephone contacts must be obtained for all pupils participating in residential activities, along with relevant medical information. Wherever possible, the school will ensure that adults of each gender accompany the children on residential visits.

## **10. Payments for trips**

When planning educational visits, class teachers will always consider the cost implications for parents. Excessively expensive trips will be avoided wherever possible. The school does seek to support the cost of educational visits but is not able to fully fund these visits. The school will therefore ask for parental contributions towards the cost of the trip. All payments by parents is made in the form of a voluntary contribution. However, in the event that the school is unable to cover the costs of a planned visit and the school does not receive enough voluntary contributions, the trip might have to be cancelled. All payments are made online via ParentPay.

For residential off-site visits where the costs are likely to be higher, payment plans are available to spread the cost.

In certain cases, the school may be able to subsidise the cost of school trips. In these cases parents need to speak to the Headteacher.

## **11. Behaviour on school trips**

The school's Behaviour Policy applies equally to children when they are being educated off-site. Indeed, being outside of the school, expectations are even higher as children are acting as ambassadors for our school. We expect our pupils to behave courteously to all members of the public that they meet. It is essential for their own safety that they listen carefully to their accompanying adults and act on any instructions given to them. It is also essential that all children actively participate in all aspects of the trip as trips are an integral part of the child's education. Children will always be reminded of the behaviour expectations before going off-site on their visit

## **12. Trip Safety**

The school takes the safety of its pupils on off-site visits extremely seriously. All supervising adults must be made aware of the duty of care which is placed upon them. The school's Safeguarding Policy will be implemented during all off-site activities. The school will adhere the following to ensure the safety of children on educational visits:

- An adult of each gender to accompany mixed groups of pupils if possible, especially on residential visits.

- Newly Qualified Teachers to be accompanied by an experienced member of the teaching staff on their first visit.
- Supervising adults to include a member of staff who is a qualified first aider.
- For EYFS trips, at least one first aider must accompany children.
- Supervising adults must know of any special medical details relevant to any pupil.
- First aid kits and any individual medicines, e.g., asthma pumps, must be taken on the trip.
- Children to be briefed about the importance of staying with their partner/group/adult helper.
- Any adult who has not been DBS checked should not be left alone with children during any activity.
- Adults must never travel alone with a child in their own vehicle, if this has to happen, the child will sit in the rear of the vehicle and parental consent will be sort.
- Any adult helpers must be fully briefed prior to leaving, in writing, with names of children in their group, expectations and responsibilities, and mobile numbers of members of staff.
- When walking along a pavement, children must be in a line in pairs (or single file if necessary) with teaching staff at the front and rear, and other adults alongside.
- Regular headcounts to be taken.

## **11. Procedures**

The best practice to be adhered to in the arranging of school trips is as follows:

- Seek permission for visit from Headteacher
- In consultation with class teachers, the office will book the entire trip on the agreed date(s).
- Office staff will calculate a cost per pupil, inclusive of transport. This must be sufficient to cover the cost of the trip.
- Once confirmed with the venue and transport providers, the dates for the trip must be entered in the school diary and dates section of the school newsletter.
- In cases where school lunches are affected, kitchen staff must be informed by the school office.
- Class teachers to work with office staff to ensure that information is sent to parents giving at least three weeks' notice, longer for residential visits (unless there are exceptional circumstances).
- Where applicable, parental volunteers will be asked to help. Where there are more volunteers than spaces, parent helpers will be selected using a fair and transparent process.
- If appropriate, payments to be made directly via ParentPay.
- Where possible staff to carry out a site visit
- Make sure the ratios to staff and children are correct
- Complete Evolve forms

## **12. EVOLVE System**

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from the Headteacher prior to planning a visit. Once granted, they should then add the visit details through the EVOLVE system which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Headteacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits requiring LA approval should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

Visits requiring Headteacher and EVC approval should be submitted onto Evolve at least three weeks before a visit.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day. The Headteacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the Charges for Off-site Activity guidance document.

## **13. Risk Management**

The risk management of an activity should be informed by the benefits to be gained from participating. Baldwins Gate CE Primary School recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and

for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that Baldwins Gate CE Primary School staff adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

A full risk assessment must be completed two weeks prior to a trip, which must be approved by the school's EVC. To support the process, existing risk assessments can be used, evaluated and updated, including generic risk assessments provided by the centre to be visits, risk assessments completed by colleagues who carried out the same trip and/or the generic risk assessments available.

The risk assessment must include details of any specific medical issues, additional support for individual children and details of adult helpers. A copy should be taken on the trip and another copy left with the EVC.

#### **14. Emergency Procedures**

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day, this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the County Council in the event of an emergency.

In cases where a child or children need urgent medical attention, one staff member will accompany that child (or children) for treatment, while other staff members and adults remain with the rest of the group. School will be notified at all times and they in turn will notify parents.

In the unlikely event that a child becomes separated from their group, they must follow the steps below, about which they will have been briefed prior to departure:

- a. Wait so that the trip leader can re-trace their steps to locate the child.
- b. Speak only to adults in uniform eg staff at the place of visit, police etc but under no circumstances go with them.

The trip leader and one other member of staff will search the immediate vicinity. Another member of staff will assume overall responsibility for the group during the absence of the trip leader to maintain the safety and well-being of the other children.

If the child is not found after approximately 20 minutes, the trip leader will phone the school office to notify them and ascertain whether they have any information. The school will notify the parents.

The trip leader will contact the police after 30 minutes of the child going missing. Once the police arrive, all relevant information about the child will be given, so

that the police can take over the search. The trip leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff and adult helpers will return to the school with the rest of the children.

When the situation has been resolved, the Headteacher and SLT will conduct a full investigation to ascertain how the incident occurred and revise the risk assessment procedures where appropriate.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Headteacher or designated deputy so that they can decide: -

- A. If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
- B. If the incident is very serious contact Staffordshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Staffordshire County Council outside office hours is as follows:

**Staffordshire County Council's Director on call: 07623 910065**

Leave your name, contact number and any relevant short message.

In the unlikely event that the SCC Director on Call does not get back to you within a reasonable time period, then contact should be made with the Staffordshire Civil Contingencies Unit's Duty Officer. **This can be done by calling 08451 213322.** This number will put you through to Fire Control. Please ask Fire Control to page the CCU Duty Officer, leaving an appropriate message.

Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication. Under no circumstances should these numbers be given to young people or to their parents or guardians.

## 15. Accident Reporting

All accidents will be handled in line with Staffordshire County Council's Accident and Incident Management Arrangements (SCC Health, Safety and Wellbeing Management Arrangements).

Accident investigation and employee hazard report forms are available from the Health and Safety intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted



to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE. Accidents should be reported using the Staffordshire County Council Health, Safety and Wellbeing Service incident reporting system (Sarah Riley (School Bursar) has log in information. If you need any advice or support please contact the H&S duty officer on 01785 335777 or email shss@staffordshire.gov.uk

**16. Other Useful Information.**

**Gareth Lloyd**  
**Entrust Educational Visits Adviser**  
[Gareth.lloyd@entrust-ed.co.uk](mailto:Gareth.lloyd@entrust-ed.co.uk)  
**07794 331637**

**17. Other relevant policies and documents**

- Teaching and Learning policy
- Health & Safety Policy
- Safeguarding Policy
- Behaviour Policy