

# Educational Visits Policy



**HENHURST  
RIDGE**

PRIMARY ACADEMY

*Providing the roots to grow & the wings to fly.*

## 1. Introduction

We believe that educational visits are an integral part of a broad and balanced curriculum and learning experience for every child. Appropriately planned visits enhance learning and improve attainment, and so form a key part of what makes Henhurst Ridge Primary Academy a supportive and effective learning environment. The benefits to pupils of taking part in visits and learning outside the classroom include, but are not limited to:

- ✓ Raise achievement by boosting self-esteem and motivation;
- ✓ Develop key skills;
- ✓ Develop social education & citizenship;
- ✓ Promote education for sustainable development;
- ✓ Promote health and fitness;
- ✓ Provide real world experiences;
- ✓ Awe, wonder, enjoyment;
- ✓ Learning about the outside environment.

Our priority at Henhurst Ridge Primary Academy is to ensure that all visits are safe, educational and enjoyable!

For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists as well as going to venues. All these activities are in line with guidance and best practice published on EVOLVE:

- English - theatre visits, visits by authors, poets and theatre groups;
- Science - use of the school grounds, visits to local woods and parks;
- Mathematics - use of shape and number trails in the local environment;
- History - castle visits, study of local housing patterns, museums;
- Geography - use of the locality for fieldwork, field work further away;
- Art and design - art gallery visits, use of the locality;
- PE - range of sporting fixtures, extra-curricular activities;
- Music - range of specialist music teaching, extra-curricular activities, concerts for parents and children to hear;
- Design and technology - work with local secondary schools;
- ICT - its use in local shops/libraries/secondary schools etc;
- RE - visits to centres of worship, visits by local clergy.

## 2. Application

Any visit that leaves the school grounds is covered by this policy, whether as part of the curriculum, during school time, or outside the normal school day.

In addition to this Educational Visits Policy, Henhurst Ridge Primary Academy:

- Adopts the Local Authority's (LA) guidance found on [www.staffordshirevisits.org.uk](http://www.staffordshirevisits.org.uk)

- Adopts National Guidance from Outdoor Education Adviser's Panel [www.oeapng.info](http://www.oeapng.info) and Dfe Health & Safety Advice document (HASPEV 2014)
- Uses EVOLVE, the web-based planning, notification, approval, monitoring and communication system for off-site activities.

All staff are required to plan and execute visits in line with this school policy and National Guidelines. Staff should be familiar with the roles and responsibilities outlined within the guidance and agree to adhere by them.

### 3. Types of Visit & Approval

There are three 'types' of visit:

- Visits/activities within the 'School Learning Area' that are part of the normal curriculum and take place during the normal school day. These follow the 'School Learning Area' Operating Procedure- all staff to use the Event Specific Notes.
- Other non-residential visits within the UK that do not involve an adventurous activity, e.g. visits to museums, theatres, zoos, exhibitions etc. These are entered on EVOLVE by the visit leader and submitted to the EVC for checking. The EVC then submits to the Head for approval.
- Visits that are overseas, residential, or involve an adventurous activity. These follow point 2 above, but the Head then submits the visit to REAch2 Health & Safety Officer for approval.

### 4. Roles and responsibilities

4.1 Visit leaders are responsible for the planning of their visits, and for entering these on EVOLVE at least 21 days prior to the visit. See **Appendix 1 'Guide to using EVOLVE'**.

- They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and before making any commitments.
- Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements, and should seek advice from the EVC where necessary.
- All risk assessments must be seen by the EVC and the Inclusion Leader 21 days before the visit to check all risks are actioned. The risk assessment will include the ratio of adult to children supervision and the number of first aiders or appointed person needed. See **Appendix 2 Risk Assessment template.**
- The visit leader will share information with all staff and volunteers involved in the visit.
- The visit leader is responsible for ensuring the Emergency Card, mobile phone, first aid kit and pupil medication are taken on the visit.
- It is the leaders responsibility to inform the school when they have arrived at their location and when they leave to return to school. In case of any delays the Head teacher, EVC and parents need to be informed.
- After the visit, leaders must ensure they inform the EVC and Head teacher of how the trip went by completing the Evaluation form on Evolve.

4.2 The Educational Visits Coordinator (EVC) will support and challenge colleagues over visits and learning outside the classroom (LOtC) activities.

- The EVC is the first point of contact for advice, on visit related matters and will check final visit plans on EVOLVE before submitting them to the Head.
- The EVC will analyse Risk Assessments to check they are fit for purpose and that all eventualities have been thought through by the Visit Leader before submitting them to the Head teacher.
- The EVC will ensure all evaluations of Educational Visits are completed by the Visit Leader and that any matters arising from the visit are actioned.
- At least once a year, the EVC will spot check an Educational Visit whilst it is taking place to ensure all aspects of this policy are being adhered to, this will be reported to governors.
- The EVC sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.
- The EVC is responsible for keeping up to date with any guidance on Educational Visits and oversees staff induction & training for Educational Visits.

4.3 The Head teacher has overall responsibility for authorising all visits and ensuring Risk Assessments have been duly carried out, and for submitting those that are overseas, residential or adventurous to REAch2 to gain approval. The Head teacher will also provide a termly update to Governors about the Educational Visits that have taken place and the outcomes of these.

4.4. The Governing Body will approve the Educational Visits policy and will ensure it is reviewed annually. They will also approve residential visits in conjunction with REAch2's Health & Safety team.

4.5 The Local Authority - we adhere to the guidance issued by the LA and will use EVOLVE for all visits that are either overseas, residential, and/or involve an adventurous activity.

## 5. Procedures

Please see [Appendix 3 Planning an Educational Visit Checklist](#)

## 6. Emergency procedures

A critical incident is any incident where events go beyond the normal coping mechanisms and experience of the visit leadership team.

The school has an emergency plan in place to deal with a critical incident during a visit ([See Appendix 4 Emergency Action Card link](#)). The card is located in the Main Office. All staff on visits are familiar with this plan and it is tested at least biannually and following any major staffing changes.

When an incident overwhelms the establishment's emergency response capability, or where it involves serious injury or fatality, or where there is likely to be media attention then assistance will be sought from REAch2's Health & Safety and Communication teams.

## 7. Pupil supervision

The Visit Leader must not have his or her own group of children. It is important to have a sufficient ratio of adult supervisors to pupils. Ratios are only guidance. These are the minimum adults to pupils required, however, ratio decisions should be made dependent on the activities planned, the ability of the pupils going (e.g. behavioural, medical, emotional), staff competence, location and even weather considerations. Ratios are a risk management issue, and should be determined through the process of risk assessment. Consider all factors.

Nursery	1:2
Reception	1:4 (7 adults for 30 children)
Key Stage One	1:6 (5 adults for 30 children)
Key Stage Two	1:8 (4 adults for 30 children)

Children who need support 1:1  
(i.e. children with Special Educational Needs)

Whatever the length and nature of the visit, regular head counting of pupils should take place. The visit leader should establish rendezvous points and tell adults, groups and pupils what to do if they become separated from the party.

## 8. Additional support:

At Henhurst Ridge Primary Academy, we are aware that many educational visits could not take place without the goodwill of volunteer helpers.

- ❖ Volunteers will normally be people well-known to the school as either parents or governors.
- ❖ Volunteers will be told that they have the responsibility to follow the instructions of the Visit Leader and that the Visit Leader retains overall responsibility.
- ❖ The school retains the right to make the final decision as to which volunteers accompany a visit as not all volunteers may be suitable or competent.
- ❖ The Visit Leader is responsible for ensuring that each volunteer knows precisely what their role is and understands that they have a responsibility to carry out that role. The Risk Assessment will be shared with them.
- ❖ Where children are organised in small groups, a child will not generally be placed in a group for which his/her parent is responsible.
- ❖ Volunteers who are not DBS checked will not be alone with children and must be guided by school staff at all times. All volunteers accompanying a residential visit will be required to have been subject to police checks: a DBS or a DBS update service check.

## 9. Mobile phones and social network

- Under no circumstances should any adult use their mobile phone to take photographs or make phone calls whilst on the trip unless of an emergency.

Support and guidance should be sought from the Visit Leader if any adult needs to make or receive an emergency phone call whilst on the trip.

- No photos should be posted on social media such as 'Facebook' and 'Twitter' and instant messaging services such as 'WhatsApp'. School staff can use school electronic devices to take photographs and upload to the school Twitter page and use after the visit for the school newsletter or sharing in assemblies.
- Any information about a child should only be passed onto the child's parent or guardian through the class teacher or Head teacher.

## **10. First Aid**

First Aid provision should be considered when assessing the risks of the visit and be recorded on the Risk Assessment. A First Aid trained member of staff will accompany every visit. Trips for the Early Years must have at least one qualified Paediatric First Aider. For adventurous activities, there should be at least one trained first-aider in the group.

## **11. Parental Consent**

Parents should be given information about the purpose and details of the visit at least two weeks in advance. Consent is not required for activities within the School Learning Area that are part of the normal curriculum during normal school time.

Specific, (i.e. one-off), parental consent must be obtained for all visits. The visits must include sufficient information, which must be made available to parents- via letters, meetings, etc. so that consent is given on a 'fully informed' basis.

## **12. Inclusion**

All children will be included on trips and educational visits regardless of their special needs, race, religion, culture, gender and gender orientation. Within the risk assessment the school will identify children with disabilities, special educational or medical needs, and address how their needs will be catered for. All educational visits must have specific stated objectives that are appropriate for the participating pupils. For more information on Inclusion, please see our Inclusion Policy.

## **13. Farm/Animal Visits**

Staff should ensure that the intended outcomes of the activity are balanced with all reasonably practicable safety precautions. Refer to EVOLVE National Library: 'Preventing or controlling ill health from animal contact at visitor attractions- Advice to Teachers' and associated documents. Refer to: Farming & Countryside Education: [www.face-online.org.uk](http://www.face-online.org.uk)  
'Farm Visits' in National Guidance [www.oeapng.info](http://www.oeapng.info)

## **14. Regular visits**

These include events such as Swimming lessons and After school sports fixtures. EVOLVE forms will be completed but can have a re-occurring date set on them. Parent consent is not required for swimming lessons as it is part of the school curriculum.

However, advance notice will be given so that parents are fully informed

and if there are any specific medical issues or needs for individual pupils, these can be addressed prior to the lessons starting.

### **15. Charging/funding for visits**

Parents will be asked for a voluntary contribution to help pay for Educational Visits. For more information, please see our 'Charging and Remissions Policy'.

Educational Visits will be planned and spaced out throughout the year with advance notice so that parents can plan ahead if they wish to make a voluntary contribution.

### **16. Transport**

16.1 Coach/minibus transport - this is the usual mode of transport for most trips. There is a small bank of local providers we use who have met all the relevant guidance and provide good value for money.

16.2 Travelling on public transport - occasionally an Educational Visit may include using public transport. In this instance, the leader must contact a member of staff at the station to inform them that they are on a school trip and ask to escort them to the correct platform and to inform them of their destination. Leaders must ensure all children and staff are on the public transport and board once it is safe.

Once the children have boarded the transport they must be seated wherever possible, all staff and volunteers to give priority to the children.

If at any point whilst using the transport that a group of children are left behind with an adult- the rest of the staff and children on board must get off at the next station and wait until the leader arrives. The leader must inform the school immediately or whenever possible.

16.3 Use of staff or parent cars to transport pupils - this type of transport will likely be used for After-school competitions. In this instance all relevant insurances will be checked and applied and vehicle checks carried out of any cars used to transport pupils will be conducted by the EVC prior to them being used to ensure they are suitable. See [www.oeapng.info/pdf](http://www.oeapng.info/pdf) 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

### **17. Insurance**

Teachers should be aware of the school provision for insurance. This is the DfE RPA scheme.

See: RPA Certificate: Henhurst Ridge Primary Academy

## GUIDANCE FOR PLANNING EDUCATIONAL VISITS

### Why do we have Educational Visits?

- ✓ Raise achievement by boosting self-esteem and motivation;
- ✓ Develop key skills;
- ✓ Develop social education & citizenship;
- ✓ Promote education for sustainable development;
- ✓ Promote health and fitness;
- ✓ Provide real world experiences;
- ✓ Awe, wonder, enjoyment;
- ✓ Learning about the outside environment.

The following may seem lengthy but it is quite quick once you get used to the system and are prepared; it ensures that trips are planned effectively so that everyone enjoys themselves, learns a lot and stays safe!

### Planning an Educational Visit

Please do in plenty of time as there are quite a few things you need to find out and prepare for and leaving it too late could stop the trip from going ahead.

This needs signing by Jane, Educational Visit Coordinator (EVC) so we know the trip is happening and that there are no clashes with other trips or events happening in school.








Online form to be completed at least 21 days before proposed trip, this form is then submitted to the EVC (Jane) who then checks and verifies it and then forwards it to Charlotte for the final clearance. Website: <http://evolve.edufocus.co.uk>

- Click on drop down box and select Henhurst Ridge Primary Academy
- Enter username & password
- Choose **Add Visit** tab.



Sections to be completed:

<b>Name of visit</b>	Give your trip a name and then EVOLVE will automatically assign it a number so that it can be easily tracked.
<b>Type</b>	This ascertains whether it is a high or low risk activity which then determines who authorises it.
<b>Purpose</b>	Every Educational Visit should have a clear purpose. Type in the primary & secondary purpose and then intended outcomes you would like the children to get from the experience - up to 4.
<b>Pre-visit</b>	Pre-visit whenever you can, you will have a better overview of the day and a clearer grasp of the safety of the children which is paramount. If this is not possible, do as much research as you can on their website, through phone calls or talking to colleagues that have been - no question is a silly question if it makes for a well-organised and safe trip.
<b>Dates</b>	There is a space here for regular dates, such as swimming and sports fixtures.
<b>Visit times</b>	Ensure you have left plenty of time to get there and back.
<b>Emergency contact number</b>	At least 2 are required: 1 a land line at the base and a mobile contact number (preferably Deputy Visit Leader's as the Visit Leader's is put in another section.)
<b>Destination</b>	Click on drop down window to choose destination. However, most venues we will visit may not be on there at the moment as we are new to EVOLVE. Therefore click on  to add the destination. Then click on arrow to add.
<b>Travel Arrangements</b>	Click on one of the choices. <b>Hired coaches:</b> information is now also required about the suitability of the coach company. The EVC will add the names of coach companies that can be used on the database and the office will also know which ones we can use.
<b>Staffing</b>	<b>The Visit Leader</b> is responsible for the overall responsibility for the supervision and conduct of the visit including direct responsibility for the students' health, safety and welfare. (A more detailed job description is available in the Educational Visits Policy.) <b>Intended accompanying staff:</b> click on pencil icon and you can then click on all school staff that will be attending. Please see below for ratios of staff to pupils and 1:1 MUST NOT be included as they are only responsible for their 1 pupil. Be mindful of who you are asking from other year groups and check with the appropriate Phase Leader that this is ok to do this. <b>Other accompanying adults:</b> again click on the pencil icon to select adults/volunteers/parents.

<b>Group leader</b>	Suitability and mobile phone number
<b>Attendees</b>	<p>Age range Number of males &amp; females</p> <p><b>Visit register:</b> click on pencil and then on  to add the classes that will be attending. You can select groups of children if it is not a whole class. All classes have been uploaded onto EVOLVE. New children will need to be added as they arrive, the Admin team will be responsible for this.</p> <p>The visit register can be amended right up to the trip taking place as children may be absent on day of trip.</p>
<b>First Aid arrangements</b>	<p>Are they sufficient? Provide details of how First Aid will be administered from the moment you leave school until you return - be brief.</p>
<b>DBS</b>	<p>Doesn't get a tick when it's completed. Need to know if external providers are DBS, don't assume - ask.</p>
<b>SEND</b>	Brief summary of what has been put in place, e.g. 1:1 support, risk assessment amended etc.
<b>Risk Assessments</b>	<p><b>Generic:</b> e.g. coach travel, free time, library, swimming etc. Eventually there will be a large amount to choose from the staff drive. However, these should always be reviewed with your particular group in mind - more information on this below.</p> <p><b>Applicable for trip:</b> Click on  to upload risk assessments from provider or any other ones that you may have created - remember to personalise them!</p> <p>For providers that have the <i>Learning Outside the Classroom Badge (LOTC)</i> or <i>Adventurous Activities Licensing Authority (AALA)</i>, you do not need to upload risk assessments for these centres for the activities the children will do while they are there as they have already been deemed suitable, but getting to and from venue will need a risk assessment.</p>
<b>Attachments</b>	Not all sections need an attachment. The following must be attached: the planning sheets, programme/itinerary and letter to parents to help the EVC and Head teacher make an approval based on all the available facts.
<b>Submit</b>	Goes to EVC first who checks and verifies and then forwards to Head teacher.
<b>View/Print</b> 	Print a copy before going on trip so it is up to date - take with you.
<b>Edit</b> 	Edit at any time.

## **Ratios:**

Ratios are only guidance. These are the minimum adults to pupils required, however, ratio decisions should be made dependent on the activities planned, the ability of the pupils going (e.g. behavioural, medical, emotional), staff competence, location and even weather considerations. Ratios are a risk management issue, and should be determined through the process of risk assessment. Consider all factors.

Nursery	1:2
Reception	1:4 (7 adults for 30 children)
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Children who need support 1:1  
(i.e. children with Special Educational Needs)

Further guidance on EYFS can be found on:

[https://www.education.gov.uk/publications/eOrderingDownloads/eyfs\\_res\\_stat\\_frmwrk.pdf](https://www.education.gov.uk/publications/eOrderingDownloads/eyfs_res_stat_frmwrk.pdf)

as this ratio can change dependent on activity.

## **Risk Assessments:**

Every risk assessment whether used before or not must be reviewed and take into account the nature of the group going and the individuals in it. It is therefore vital that, when planning a repeat visit or a series of activities, the previous plan (no matter how well it worked in the past) is reviewed to ensure it meets current group needs.

Things to consider when completing a risk assessment:

- Transportation
- Staff:pupil ratio, male to female supervision
- Road safety, walking in the street - what route will you take, is it planned has it been walked?
- Child protection issues (when using public toilets etc.)
- Individual student risk assessment & special needs (i.e. medical conditions)
- First Aid requirements
- Accident and emergency procedures
- Specialist staff that may be leading activities
- Staff skills, qualifications & experience
- Staff & student identification
- Lost students, helpers & teachers

**ALL STAFF, HELPERS AND VOLUNTEERS ON THE OUTING MUST BE MADE AWARE OF THE RISK ASSESSMENT FOR THE TRIP.**

Risk Assessments must be signed and dated. See Appendix 2 of Educational Visits Policy for the REAch2 Risk Assessment template.

### **Accident & Injury:**

All accidents, incidents and near misses should be recorded as soon as possible and passed onto the EVC and Head teacher on return to school. It will then be logged on the online H&S management system.

### **After trip:**

Go onto the **Evaluate tab** of EVOLVE to evaluate trip. This is to ensure that all Educational Visits are worthwhile, meaningful and value for money. If you felt a trip wasn't good then we would advise other year groups not to go on it. These all form the annual report that the EVC has to submit to the Governing Body.

### **Points to consider:**

- Pupil safety is paramount
- Share the responsibility of Visit Leader around your Year Group so that it is not the same person organising the trip each time.
- Consider the number of adults you need carefully before booking a trip so that it is feasible.
- Allow yourself enough time!



## APPENDIX 2 RISK ASSESSMENT TEMPLATE

Potential Hazard	Who might be harmed	What are you doing already?	Current Risk Level	Any further action by whom and when	Review Date	New Risk Level

## APPENDIX 3 PLANNING AN EDUCATIONAL VISIT CHECKLIST

Visit to : \_\_\_\_\_

Year group : \_\_\_\_\_

Date of visit: \_\_\_\_\_

1. Ask permission from Head.	Signed off by CH _____
2. Ask Jane to find out cost of transport.	Cost of transport _____
3. Work out costings including transport Try & keep to £10-£15.	Cost of transport per child: £____ Cost of admission per child: £____ Subsidy per child: £____ Final cost per child = £____
4. Book visit and coach and put onto electronic school diary.	
5. Let kitchen know date of visit and how many free packed lunches if necessary	Number of free packed lunches ____
6. Send letter to parents on headed paper ASAP (Admin team will do this for you so all letters are standardised, please just send wording via email) must be signed or at least approved by Head	Signed off by CH _____
7. Collect in permission slips and money (this may be electronic handled)	
8. Ensure you have enough adults Non-school adults must be List 99 checked	Nursery 1:2 Reception 1:4 (7 adults for 30 children) Key Stage One 1:6 (5 adults for 30 children) Key Stage Two 1:8 (4 adults for 30 children)  Children who need support 1:1

	(i.e. children with Special Educational Needs)
9. <u>21 days before</u> - complete EVOLVE online form and risk assessments to upload: <a href="http://evolve.edufocus.co.uk">http://evolve.edufocus.co.uk</a>	Ensure it has been agreed and verified by going to the Track Visit tab on EVOLVE before going on the trip - this is your responsibility.
10. <u>Day of visit</u> - take first aid kits, children's medication, Emergency Action Card, tickets, cash if needed, school mobile & rubbish bags. If on coach - take sick buckets. Sign children and staff out at office. Copies of risk assessment and itinerary for every adult and a print off of EVOLVE form for Visit Leader.	

**Information needed to complete EVOLVE online form:**

Visit times	
Emergency contact numbers, 1 land line of venue & 1 mobile:	
Destination address	
Staff names & any volunteers (remember time is need to upload volunteers onto system by EVC)	
First Aid arrangements at venue & on coach	
DBS - do external providers have DBS?	
SEND provision	
Any other documents to attach/upload: Risk assessments Itinerary Letter to parents Planning sheet Any other relevant info	
Check providers' have public liability insurance	

APPENDIX 4 EMERGENCY ACTION CARD (please follow link), laminated copies in school office to take on Educational Visit:

<https://oeapng.info/downloads/download-info/4-1d-8-1d-visit-leader-emergency-action-card/>