

# Worlingham CEVC Primary School

## EDUCATIONAL VISITS POLICY

*Like a tree firmly planted by streams of living water we will grow  
in knowledge, love, faith and wisdom. Based on Psalm 1:*



### Context

We believe that educational visits are an integral part of the entitlement of every pupil to an effective and balanced curriculum. Appropriately planned visits are known to enhance learning and improve attainment, and so form a key part of what makes Worlingham CEVC Primary School 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:

- Improvements in their ability to cope with change.
- Increased critical curiosity and resilience.
- Opportunities for creativity, developing learning relationships and practicing strategic awareness.
- Increased levels of trust and opportunities to examine the concept of trust (us in them, them in us, them in themselves, them in each other).
- Improved achievement and attainment across a range of curricular subjects. Pupils are active participants not passive consumers, and a wide range of learning styles can flourish.
- Enhanced opportunities for 'real world' 'learning in context' and the development of the social and emotional aspects of intelligence.
- Increased risk management skills through opportunities for involvement in practical risk-benefit decisions in a range of contexts. ie. encouraging pupils to become more risk aware as opposed to risk averse.
- Greater sense of personal responsibility.
- Possibilities for genuine team working including enhanced communication skills.
- Improved environmental appreciation, knowledge, awareness and understanding of a variety of environments.
- Improved awareness and knowledge of the importance and practices of sustainability.
- Physical skill acquisition and the development of a fit and healthy lifestyle.

### 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, *Worlingham CEVC Primary School*

1. Adopts the Local Authority's (LA) document: '**Guidance for Educational Visits and Related Activities with National Guidance & EVOLVE**' (All staff have access to this via EVOLVE.)
2. Adopts National Guidance [www.oeapng.info](http://www.oeapng.info), (as recommended by the LA).
3. 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 school policy (ie this document), Local Authority policy, and National Guidelines. Staff are particularly directed to be familiar with the roles and responsibilities outlined within the guidance.

### Types of visit

There are three types of visit:

1. Routine local visits in the 'Extended learning locality' (See Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity.
3. Visit that are either overseas, residential, and/or involve an adventurous activity.

## Roles and responsibilities

**Visit leaders** are responsible for the planning of their visits, and for entering these on EVOLVE (where required). They should obtain outline permission for a visit from the Head Teacher or EVC prior to planning, and certainly before making any commitments. Visit leaders have responsibility for ensuring that their visits will comply with all relevant guidance and requirements.

The completion of an Event Specific Notes form ensures that the group leader has gone through the 'STAGED' (Staffing, Activity, Group, Environment & Distance away from base) approach as part of their preparations for the visit.

**The Educational Visits Coordinator (EVC)** is Matthew Brown who 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 sets up and manages the staff accounts on EVOLVE, and uploads generic school documents, etc.

**The Head Teacher** has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.

**The Governing Body's** role is that of a 'critical friend'. Governors are kept up to date with forthcoming residential visits at the Full Governing Body meeting each term. The Governing Body give their approval for residential visits. Individual governors may request 'read-only' access to EVOLVE.

**The Local Authority** is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.

## Staff Competence

We recognise that staff competence is the single most important factor in the safe management of visits, and so we support staff in developing their competence in the following ways:

- An apprenticeship system, where staff new to visits assist and work alongside experienced visit leaders before taking on a leadership role.
- Supervision by senior staff on some educational visits.
- Support for staff to attend training courses relevant to their role, where necessary.

In deciding whether a member of staff is competent to be a visit leader, the Head Teacher will take into account the following factors:

- Relevant experience.
- Previous relevant training.
- The prospective leader's ability to make dynamic risk management judgements, and take charge in the event of an emergency.
- Knowledge of the pupils, the venue, and the activities to be undertaken.

## Approval

The approval process is as follows for each type of visit:

1. Local visits follow the 'Extending learning locality' policy (Appendix 1).
2. Day visits within the UK that do not involve an adventurous activity. These are entered on EVOLVE, and must be submitted to the EVC for checking at least 3 days in advance, and then forwarded to the Head for approval.
3. Visits that are overseas, residential, and/or involve an adventurous activity (see LA guidance for definition of 'adventurous') are then submitted by the Head to the LA for approval.

## **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 2). All staff on visits are familiar with this plan and it is tested at least bi-annually 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 it is likely to attract media attention then assistance will be sought from the local authority.

## **Educational Visits Checklist**

Worlingham CEVC Primary School's Educational Visits Checklist forms part of the risk management process for visits and off-site activities. A visit should only go ahead if the answer to all relevant questions is 'YES'. Worlingham CEVC Primary School's Educational Visits Checklist is appended to this policy. Paper copies are held by the EVC as well as being centrally stored in the staff room for group leaders to access as part of their visit planning.

## **Parental Consent**

The school obtains blanket consent at the start of each year for activities that fall within the 'Extended learning locality' (see Appendix 1).

Where an event takes place within the school locality a Signing Out sheet needs to be completed for the specific class(es) involved with the visit.

Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents, so that consent is given on a 'fully informed' basis. As above, parents give consent through a traditional paper consent form.

## **Inclusion**

All pupils are included in educational visits. Where a pupil has a specific need appropriate plans will be put in place to enable that individual to take part in the learning activity.

## **Charging / funding for visits**

Parents/carers are asked to make a voluntary contribution towards the cost of any educational visit. A visit may be cancelled should the visit become economically unviable. Funding is available through the Pupil Premium grant to support these individuals with financing any educational visit.

## **Transport**

Educational visits use hired transport with driver.

Use of staff cars to transport pupils – Refer to the LA's guidance document.

## **Insurance**

The school takes out the LA insurance for visits whether one day or residential visits.

## **Swimming**

Swimming lessons take place at an offsite pool. Children change in single sex changing rooms. Adults are close by to the changing areas whilst children are changing. Transport to the swimming pool is organised via the County Swimming Service. Specific medication is taken for individual children along with a first aid kit and sick bucket (containing cleaning equipment for such as eventuality).

At the end of after school clubs/tournaments children are collected from the front entrance. The member of staff leading the activity take the children to the front entrance to hand over the child to their parent/carer. Some children in Year 5 and 6 may have written permission from parents to walk home by themselves. This consent is given on the reply slip of any club/tuition letter.

## **Appendix 1 - Extended Learning Locality**

Permission is given by parents for their child(ren) to access the local area for educational visits.

We use this extended area on a regular basis for a variety of learning activities, and approved staff are allowed to operate in this area without completing the EVOLVE visit approval process, provided they follow the below Operating Procedure and complete a Signing Out Form.

### **Operating Procedure for Extended Learning Locality**

**The following are potentially significant issues/hazards within our extended locality:**

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

**These are managed by a combination of the following:**

- The Head or Deputy/ EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- The concept and Operating Procedure of the 'Extended learning locality' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practiced appropriate management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A mobile telephone is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)
- When crossing Garden Lane the zebra crossing must be used outside of school

## Appendix 2 – Emergency Procedure

The school's emergency response to an incident is based on the following key factors:

1. There is always a nominated emergency base contact for any visit (during school hours this is the office).
2. This nominated base contact will either be an experienced member of the senior management team, or will be able to contact an experienced senior manager at all times.
3. For activities that take place during normal school hours, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
4. For activities that take place outside normal school hours, the visit leadership team and the emergency contact/s will be aware of any relevant medical information and emergency contact information for all participants, including staff.
5. The visit leader/s and the base contact/s know to request support from the Local Authority in the event that an incident overwhelms the establishment's emergency response capability, involves serious injury or fatality, or where it is likely to attract media attention.
6. For visits that take place outside the 'extended learning locality', the visit leader will carry either:
  - a) An LA Emergency 'Card' (see EVOLVE Resources), or
  - b) An OEAP National Guidance Emergency action card (*Available via [www.oeap.info](http://www.oeap.info)*)
7. This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.
8. The school's critical incident plan is also taken on Educational Visits by the group leader.

## Worlingham CEVC Primary School Educational Visits Checklist

Staff member(s): \_\_\_\_\_

Destination & Year Group(s) Visit Planned for: \_\_\_\_\_

Visit date: \_\_\_\_\_

Checklist completed: \_\_\_\_\_

The questions below form part of the risk management process for educational visits. Any visit should only go ahead if the answer to all relevant questions is 'YES'. This checklist can be used as a tool or aide-memoire to assist the EVC/visit leader in the planning process, although alternative approaches to considering the relevant issues are equally as valid.

### **In advance of the visit:**

- Have the intended outcomes of the visit been clearly identified? (see Section 4)  yes
- Is the visit appropriate to the age, ability and aptitude of the group?  yes
- Has there been suitable progression/preparation for participants prior to the visit?  yes
- Does the visit comply with any guidelines specific to your Establishment?  yes
- Does the visit comply with any specific LA guidelines? (see relevant sections)  yes
- If a member of staff is going to lead an adventurous activity, have they been 'approved' by the LA? (see Section 28)  yes  n/a
- If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see [www.lotcqualitybadge.org.uk](http://www.lotcqualitybadge.org.uk)) or have they satisfactorily completed and returned a 'Provider Form'? (see Section 29)  yes  n/a
- Are transport arrangements suitable and satisfactory? (see Section 14)  yes  n/a
- If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17)  yes  n/a
- If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants? (see Section 18)  yes  n/a
- Has a pre-visit taken place? (normal procedure for most visits within the UK).  
If not, have appropriate additional checks been made?  yes
- Do the adults in the party have the appropriate skills for the visit? (Check this carefully and arrange suitable training and/or briefing to clarify your expectations).  yes
- Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability?  yes  n/a
- Is the level of staffing sufficient for there to be an appropriate level of supervision at all times?  yes
- Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?  yes
- Are all support staff aware of and comfortable with their roles?  yes
- Are all helpers aware of and comfortable with their roles?  yes

If appropriate, have Event Specific Notes (ESN) been made and will these be shared with all relevant parties? (see Section 7 and ESN Form)	<input type="checkbox"/> yes	
Is insurance cover adequate? (see Section 13)	<input type="checkbox"/> yes	
Does at least one member of staff know the participants that are being taken away, including any behavioural traits?	<input type="checkbox"/> yes	
Have participants been advised in advance about expectations for their behaviour?	<input type="checkbox"/>	
If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff?	yes	
Are participants aware of the nature and purpose of the visit?	<input type="checkbox"/>	
	yes	
Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained? (see Section 9)	<input type="checkbox"/>	
	yes	
Have all relevant details been issued? (e.g. itinerary, kit lists, etc.?)	<input type="checkbox"/>	<input type="checkbox"/> n/a
	yes	
Are staff aware of any medical needs and/or other relevant details of participants?	<input type="checkbox"/>	
	yes	
Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?	<input type="checkbox"/>	<input type="checkbox"/> n/a
	yes	
Are staff aware of any relevant medical conditions of other staff/helpers within the group?	<input type="checkbox"/>	<input type="checkbox"/> n/a
	yes	
Does at least one responsible adult have a 'good working knowledge' of First Aid appropriate to the environment? (see Section 12)	<input type="checkbox"/>	
	yes	
Is a first aid kit (appropriate to the visit) available? (see Section 12)	<input type="checkbox"/>	
	yes	
Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. eg. 'Plan B', and have these plans been risk assessed and parental consent been obtained?	<input type="checkbox"/>	
For journeys taking place outside the establishment's 'normal' hours, will an Emergency Card (Visit Leader) be with the leader, and an Emergency Card (Home Contacts) be with the designated home contacts?	yes	<input type="checkbox"/> n/a
	<input type="checkbox"/>	
Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)?	yes	
	<input type="checkbox"/>	
Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27)	yes	
	<input type="checkbox"/>	
Is a weather forecast and/or other local information necessary, and are staff able to access this information and act upon it appropriately if necessary? (see Section 19)	yes	<input type="checkbox"/> n/a
	<input type="checkbox"/>	
If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? (see Section 16)	yes	<input type="checkbox"/> n/a
	<input type="checkbox"/>	
A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting?	yes	<input type="checkbox"/> n/a
	<input type="checkbox"/>	
Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment?	yes	<input type="checkbox"/> n/a
	<input type="checkbox"/>	
Does any specialist equipment conform to the standards recommended by responsible agencies?	yes	<input type="checkbox"/> n/a
	<input type="checkbox"/>	
Have all financial matters been dealt with appropriately?	yes	
	<input type="checkbox"/>	

- Has the visit been approved by the Head of Establishment and EVC, and in line with Governing Body policy (where appropriate)? (see Section 3)  yes
- If residential, overseas or involving adventurous activities, has the visit been approved by the LA ? (see Section 3)  yes  n/a

### **During the visit**

- Do all staff have a list of participants/groups? + emergency contact details and an Emergency Card (Visit Leader) if out of the establishment's normal hours?  yes
- Does the establishment office have a list of the names of all participants, including adults? and if out of hours, does the home contact have these details and an Emergency Card (Home Contact)?  yes
- Do staff have sufficient funds to allow for any contingencies?  yes  n/a
- Do staff have any relevant literature, work sheets, clipboards, etc?  yes  n/a
- Do staff have other items, eg. first aid kit, + sick bags, litter sack, etc., if needed?  yes
- Are participant numbers being checked at appropriate times?  yes
- Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?  yes  n/a
- Are participants aware of the procedure in areas where there is traffic? (eg. if walking, is it pairs, crocodile, groups? - may participants run? - are participants aware of the procedure at road crossings? etc.)  yes  n/a
- Has a clear recall system been arranged if the group is working away from you? Do participants understand this and will they be able to respond effectively?  yes  n/a
- If a rendezvous for the group has been arranged after a period of time, does each participant and member of staff know exactly where and when to meet?  yes  n/a
- Do participants know what action they should take if they become separated from the group?  yes
- Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances (Plan B)?  yes

### **At the end of the visit**

- Are appropriate arrangements in force for the dismissal of participants?  yes
- Has the Visit Leader reported back to the Educational Visits Coordinator?  yes  n/a
- Has the group been debriefed and any relevant follow-up work completed?  yes  n/a
- Have all loose ends been tied up, eg. paperwork, finance, thank you letters, etc?  yes
- Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits?  yes
- Have all staff and helpers involved in the visit been thanked for their input?  yes