

Worlingham CEVC Primary School



EDUCATIONAL VISITS POLICY

Due consideration has been given to all children/adults/stakeholders with regard to the protected characteristics under the Equality Act 2010.

Date approved:	20.03.2024
Name of Committee:	Health and Safety Committee
Chair of Committee signature:	<i>Matt Bodmer</i>
Date of next review:	Spring 2025

Headteacher: Mrs Holly Marchand
School No. 935 3111

Worlingham CEVC Primary School

EDUCATIONAL VISITS POLICY

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, (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 'Local Learning Area' (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 CoordinatorS (EVC) are Matthew Brown and Bethany Cleghorn 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. These visits must be approved in advance by the full governing body and also submitted to the EVC for checking at least 7 days in advance, and then forwarded to the Headteacher for checking and approval by the Local Authority via EVOLVE.

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

Where an event takes place within the local learning area, these activities need to be logged on EVOLVE prior to the visit and the procedures need to be followed. Parents should be notified at least 24 hours before if their child will be out of school on a Local Learning Area visit and advised of correct clothing and footwear needed.

Specific, (ie. one-off), parental consent must be obtained for all other visits.

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 – this will only be done if authorised by the Headteacher or Deputy Headteacher and providing the member of staff has business insurance and the appropriate child seats in the car – Refer to the LA's guidance document for full information.

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 an eventuality).

After School Clubs/Tournaments

At the end of after school clubs/tournaments children are collected from the front entrance. The member of staff leading the activity takes 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 – Local Learning Area

General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

These visits/activities:

- must be recorded on EVOLVE via the 'Local Area Visit' module
- do not require additional parental consent. Permission is given by parents for their child(ren) to access the local learning area for educational visits when they join the school. Parents will be notified at least the day before if their child will be out of the school grounds to ensure they have the correct clothing etc.
- do not normally need additional risk assessments / notes (other than following the Operating Procedure below).

We use this learning area on a regular basis for a variety of learning activities. Approved staff are allowed to operate in this area by completing the visit on Evolve provided they follow the Operating Procedure below.

Boundaries

The boundaries of the Local Learning Area include, but are not limited to, the following frequently used venues: e.g.

- *Worlingham All Saints Church*
- *Worlingham Shops (Hillside Avenue)*
- *Local roads around the school*

'No-go' areas within the Boundaries

- The Beccles By-pass (Lowestoft to Norwich Road)

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 Headteacher (or Deputy Headteacher in their absence) must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the Headteacher / EVC and the school office.

- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school, through the consent form, and through this policy on the website.
- There will normally be a minimum of two adults, including at least one qualified first aider.
- Staff are familiar with the area, including any 'no-go' areas, and have practised appropriate group management techniques.
- Pupils have been trained and have practised 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.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Where possible, pupils will walk in pairs that will be appropriately grouped by the class teacher to ensure the most sensible behaviour.
- If needed, a parent/carer will be asked to accompany any child that may need extra 1:1 support to keep them safe.
- Any pupils who need extra supervision in class will be paired near an adult and adults will be evenly spaced throughout the group.
- When crossing any roads, one adult will stand in the road to stop traffic while all pupils cross safely.
- When crossing Garden Lane, the zebra crossing must be used outside of school.
- Ensure all pupils keep away from the edge of the kerb or roadside when walking on the pavement.
- Where possible, choose the quietest road routes to minimise the risk of a car hitting pupils on the pavement.
- Brief the pupils about expected behaviour and any relevant safety points on local area visit.
- Class teachers to carry a whistle to blow in an emergency. Pupils to stop safely and look at teacher upon hearing the whistle.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available and taken on the visit.
- Staff will record the activity on EVOLVE (Local Area Visit module).
- A mobile telephone is taken with each group and the office have a note of the number.
- The office staff are informed as pupils leave and return to school including confirming the number of pupils and adults being taken out of school from each class, as appropriate.
- Appropriate personal protective equipment is taken when needed (e.g. gloves, facemasks bag for waste, tissues, sick bag etc.)
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Staff will leave in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- Hi-Vis jackets will be worn, as available, for staff and pupils.
- Pupils will be given the opportunity to go to the toilet prior to leaving the school to minimise the need for the toilet while out on the walk.

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*) or
 - c) Action Card 2 (Appendix 4)
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.

Appendix 3 – Visit Checklist

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) | <input type="checkbox"/> yes | |
| Is the visit appropriate to the age, ability and aptitude of the group? | <input type="checkbox"/> yes | |
| Has there been suitable progression/preparation for participants prior to the visit? | <input type="checkbox"/> yes | |
| Does the visit comply with any guidelines specific to your Establishment? | <input type="checkbox"/> yes | |
| Does the visit comply with any specific LA guidelines? (see relevant sections) | <input type="checkbox"/> yes | |
| If a member of staff is going to <u>lead</u> an adventurous activity, have they been ‘approved’ by the LA? (see Section 28) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| If using an external provider or tour operator, does the provider hold an LOtC Quality Badge (see www.lotcqualitybadge.org.uk) or have they satisfactorily completed and returned a ‘Provider Form’? (see Section 29) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| Are transport arrangements suitable and satisfactory? (see Section 14) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| If residential, have appropriate measure been taken to ensure the suitability of accommodation? (see Section 17) | <input type="checkbox"/> yes | <input type="checkbox"/> 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) | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| Has a pre-visit taken place? (normal procedure for most visits within the UK).
If not, have appropriate additional checks been made? | <input type="checkbox"/> 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). | <input type="checkbox"/> yes | |
| Have any adult helpers (non LA employees) been approved by the Head of Establishment as to their suitability? | <input type="checkbox"/> yes | <input type="checkbox"/> n/a |
| Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? | <input type="checkbox"/> yes | |

Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with their role?	<input type="checkbox"/> yes	
Are all support staff aware of and comfortable with their roles?	<input type="checkbox"/> yes	
Are all helpers aware of and comfortable with their roles?	<input type="checkbox"/> 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? If appropriate, are participants aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with participants and staff?	<input type="checkbox"/> 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"/> yes	<input type="checkbox"/> n/a
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"/> yes	<input type="checkbox"/> n/a
Are staff aware of any relevant medical conditions of other staff/helpers within the group?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
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"/> yes	
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?	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
Are full details of the visit at the LA establishment, or recorded on EVOLVE, and if appropriate with the establishment's Emergency Contact(s)?	<input type="checkbox"/> yes	
Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency? (see Section 27)	<input type="checkbox"/> yes	
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)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a
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)	<input type="checkbox"/> yes	<input type="checkbox"/> n/a

- A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? yes n/a
- Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? yes n/a
- Does any specialist equipment conform to the standards recommended by responsible agencies? yes n/a
- Have all financial matters been dealt with appropriately? yes
- 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

ACTION CARD 2

GUIDANCE FOR SCHOOL STAFF IN EVENT OF A MAJOR INCIDENT OFF SITE

- ✚ ADMINISTER FIRST AID WHERE POSSIBLE
- ✚ ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES
- ✚ ALLOCATE RESPONSIBILITY TO ENSURE OTHER PUPILS ARE SAFE
- ✚ TRAVEL WITH CASUALTIES TO HOSPITAL
- ✚ INFORM SCHOOL
- ✚ *School Line: 01502 712375*
- ✚ COMPLETE ACCIDENT FORMS

WORLINGHAM CEVC PRIMARY SCHOOL

SAFEGUARDING STATEMENT TO ACCOMPANY POLICY DOCUMENTS

Throughout this policy runs our commitment to safeguarding the well being of all our pupils at Worlingham CEVC Primary School. The values, beliefs and ethos of Worlingham Primary School are shared by all members of staff and the adherence to the guidance as stated in the school's Safeguarding Policy is of paramount importance.

The well being and safety of pupils has a positive impact on their attendance, behaviour, their own Health and Safety, learning within the school environment as well as on educational visits.

Throughout the curriculum children are taught how to manage risk and how to keep themselves safe. The children know that if they need help they can talk to a member of staff at school. Children are taught how to keep themselves safe whilst using ICT equipment and are instructed to report any inappropriate material to the member of staff leading the session.

Children who have an identified SEN which creates difficulties with communication may need additional support in expressing concerns to a member of staff. Staff will need to follow the guidance in the safeguarding policy when dealing with a disclosure, taking into account the ability of the individual.

A copy of the Safeguarding policy can be found on the school website, in the Headteacher's office and also the staff room. This policy provides comprehensive detail in identifying types of abuse and the procedures that need to be followed.

Within the Safeguarding Policy is a section on The Prevent Duty and what it means for our School.