




# Educational Visits Policy

## Values

Love – Courage – Respect

Approved by	Headteacher
Approved on	March 2024
Review date	March 2027
Headteacher	

<b>Contents</b>	<b>Page No</b>
Introduction	2
Aims	2
Residential Activities	3
How visits may be authorised	3
Risk assessment	6
Staff Induction	6
Volunteers	6
Transportation of children	7
Communication with parents	7
Further Health & Safety considerations	8
Group leader's planning	8
Induction	9
Monitoring and review	9

### **Appendices**

**A: Pre-educational visit checklist (office arrangements)**

**B: Risk assessment blank**

**C: Residential activities**

**D: Car driver checklist**

## **Introduction**

Educational visits are activities arranged by or on behalf of the school, and take place outside the school grounds. The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences which would otherwise be impossible. All off-site activities must serve an educational purpose, enhancing and enriching our children's learning experiences.

In this policy we seek to establish a clear and coherent structure for the planning and evaluation of our off-site visits, and to ensure that any risks are managed and kept to a minimum, for the safety and health of all pupils at all times. Within these limits we seek to make our visits available to all pupils, and wherever possible to make them accessible to those with disabilities. The visits usually take place within the school day.

At Lockerley CofE Primary School, Katy Kwiatek (Head Teacher) is the nominated Educational Visits Co-ordinator (EVC) and the EVOLVE approver with the exception of off site visits which include an element of Open Country (requiring Outdoor Leader Qualification) – these are approved by the LA.

## **Aims**

The aims of our off-site visits are to:

- enhance curricular and recreational opportunities for our pupils;
- provide a wider range of experiences for our pupils than could be provided on the school site alone;
- promote the independence of our children as learners, and enable them to grow and develop in new learning environments. These visits begin with short excursions into the local area in the Early Years, and progress towards increasingly longer residential experiences throughout Key Stage 2.

## **Residential activities**

Appendix C outlines the schedule of residential visits. This takes account of staff expertise, confidence, parental ability to pay for longer, more expensive visits and ensures that residential build upon skills and confidence that children gain with each experience. Each child will have the opportunity to take part in more than 1 residential visit.

We do make a charge for board and lodging, insurance and specialist instruction for certain activities. Further information can be found in our Charging Policy should a family have difficulties raising these funds the school has access to small funding streams which can be used at the Headteacher's discretion to support these families and ensure the child does not miss out.

Residential commonly occur during school hours with the majority of a class meaning that a child's education for that period of time is off site but still relevant. Should a situation arise whereby a child does not have parental permission to stay on a residential, parents should make every effort to get children to the residential site each day to take part in the activities otherwise they risk losing vital team building and learning opportunities.

The residential visit enables children to take part in outdoor and adventure activities as part of their PE work. We undertake this visit only with the written agreement of the LA. Qualified instructors are provided for all specialist activities that we undertake.

We are an inclusive school and children with Special Educational Needs (SEN) are always included in residential activities. Inclusion must never threaten the safety of the individual or by this inclusion, the safety of the rest of the group. This may mean having to re-organise where we are visiting,

staffing required and can, in some exceptional cases, require a member of the child's family to accompany some element of the visit. A member of staff will never be allowed to share a room with a pupil or a member of a pupil's family.

### **How visits may be authorised**

All Educational Visits must be approved by the Headteacher or her Assistant Head who may act only within the constraints specified by the Headteacher.

The Headteacher will appoint a group leader to be responsible for leading the activity on behalf of the Headteacher. This will normally be a teacher employed at the school.

The Headteacher will be involved in the planning and management of off-site visits. Governors' have a responsibility to check EVOLVE throughout the year and at key points such as residential or any of the HCC listed adventurous activities to ensure the school is following this policy.

Staff arranging or otherwise involved in off-site activities must first familiarise themselves with the regulations, advice and procedures published by the National guidance for the management of outdoor learning, off-site visits and learning outside the classroom <https://oeapng.info>, LA (available on the HCC Evolve website) and school policies. All off-site activities must take place in accordance with the LA's instructions.

Where staff are proposing to arrange an off-site activity, they must seek and obtain the approval of the Headteacher before any commitment is made on behalf of the school, also completing the form in Appendix A for office and EVC/HT use.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, the EVC and the headteacher will seek the approval of the governing body and the Local Authority before permitting the activity to take place.

Except for very local visits, all proposals for Educational Visits must be submitted to the EVC at least four weeks in advance of the proposed venture. The EVC/ the Headteacher must then approve the activity taking into account all relevant paperwork. Any letters to parents with details of the trip and details of voluntary contributions must be sent out at least three weeks in advance of the venture in line with the school charging policy.

All residential visits or visits that involve any activity categorised by HCC as Adventurous Activities (this will include field work near water) must be submitted to the Headteacher at least eight weeks in advance of the venture.

Special exception may be made for local visits that cannot be anticipated long in advance. In these cases the Headteacher will require the basic level of supervision to be observed. The basic level, subject to a venture specific Risk Assessment that may reveal a need for extra staffing will be:

- a) All ventures must be supervised by at least one qualified teacher.
- b) All ventures must have a minimum of two approved adults, including the teacher.
- c) The ratio of children to approved adults must never be worse than as listed in the table below

<b>Activity</b>	<b>Maximum ratios</b>
Local visits close to the school	under 5 1:6

	under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:20)
Day visits (more than 60 miles or 1 hour away from school)	under 5 1:6 under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:12)
Residential or overnight visit	under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:12) These ratios do not include the centre/ residential base staff
Outdoor leader or working near water  Nb: group leader must hold Outdoor leader qualification	under 5 1:6 under 8 1:8 8-under 18 1 per activity or supervision group (maximum 1:12)

Taken from HCC guidelines

d) The ratio for Early Years must never be worse than 1:4, this is better than the ratio as listed on the Statutory framework 2014. For all Early Years off site visits one adult must hold a paediatric first aid qualification and this must also leave at least one member in the setting that also holds the paediatric first aid qualification.

e) The Group Leader must have pre-visited the location to be visited. Any variation to this must be approved by the Governing Body.

f) The details of all group members, including adults must be left, with a named adult, in the school office prior to departure. The details of where children are travelling in vehicles must be left with the school office and any subsequent changes mid-visit must be phoned through by the group leader to school.

g) The current medical history of all participants will have been examined and the outcomes related to the venture specific Risk Assessment. Eg. The need for extra staffing or the taking of appropriate inhalers or medication.

h) All ventures will have been Risk Assessed prior to the venture and, in order to adhere to Good Practice guidelines, entered on EVOLVE with the risk assessments and itinerary.

i) All staffing for any venture will have met, in advance of the venture, to be briefed by the Group Leader on the organisation, the required safety control measures to be applied as a result of the venture specific Risk Assessment, and the clarification of specific individual responsibilities.

j) The Headteacher (or Assistant Headteacher in her absence) will need to agree any volunteers who are to support the visit in order to ensure the safety of the children and school ethos is maintained. Although we will endeavour to use school based staff on trips it may be necessary to call upon parent/external volunteers.

Where this is applicable the head teacher and group leader will discuss suitability based upon

- The capability to maintain the school ethos and work within the school guidelines
- The school's prior knowledge of the person's capability
- Their knowledge and understanding of the children on the visit and venue and activities to be visited and undertaken.

Further guidance is found in the Local Authority guidelines and the locally produced checklist (Appendix B).

It is our policy that all children should be able to participate in educational visits. Where a child with a disability is eligible for a trip, we will make every effort to ensure that s/he is included. We may

seek guidance from parents to help us adapt our programme, and we will make any reasonable adjustments to our itinerary to include a child with disabilities. Any such adjustments will be included in the risk assessment.

### **Risk assessment**

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or reduce them. Risk Assessment template for all school visits can be found in Appendix C.

This also includes guidance about preliminary visits, pupil/teacher ratios and transport.

Where private cars are used for transport, the group leader is responsible for checking that the insurance of each driver covers such journeys (full details and requirements are available in Appendix F) and double-checking that each driver has been subject to the DBS check which all volunteers are required to undertake. At the point that this paperwork comes into school annually, the driver should produce documentation from the DVLA to show that they have no more than 3 points on their licence and no other driving convictions. If there is any change to this during the academic year, the driver takes the responsibility of notifying the school at which point records will be amended and resigned. A completed 'Agreement to drive and record of details' form (Appendix F) should be completed for each driver.

The School Office keeps a record of adults with this paperwork completed and any new adults should be flagged up by the School office at the time of arranging the trip. The Headteacher will pre-approve any drivers and check paperwork is in order before filing with the school office. Teachers also have a copy of this list and should double check any decisions made by the office. The ultimate accountability for this rests with the lead adult on the visit (usually the class teacher).

### **Staff Induction**

No ECT will lead a trip during their first year, however they will work alongside the EVC or headteacher to plan and run off-site visits. Where appropriate they will also join residentials as part of their induction programme. Where possible, experienced teachers who join Lockerley will be joined on their first off-site visit by a member of the leadership team to ensure that all school policies are being adhered to. All classroom based staff receive training on the leading and running of off-site visits as part of their induction.

### **Volunteers**

The wealth of experience and skill within our parent/community body is not to be underestimated and we recognise the value that their knowledge and experience can add to an educational visit, however, children's safety and well-being come first. All volunteers involved in School visits will need to undergo a DBS check in line with our School's Child Protection Policy. Teachers only ask adults who are known to be effective on school visits to support them, this is in agreement with the head teacher/ EVC. This is based on prior knowledge of support and their suitability to support fully. The safety of all children comes first and foremost and must never be at risk by a choice of volunteer.

Where parent/family volunteers are used, they are not to be asked to care for their child as part of 'their group' for the day. Their child should work with another adult and this will be made clear to

parents at the point of volunteering. Regardless of a parent volunteering on the trip, the Class teacher and School employed support staff remain responsible for the safety and welfare of all children, including the volunteer parent's child/ren.

### **Transportation of children**

The Health & Safety of children is paramount at all times, including when transporting children to and from an event.

Car drivers are listed with the School office which will ensure all relevant checks of paperwork are completed and approved by the Headteacher. Included on the form from November 2014 is the statement linked to speeding offences. If any adult has a speeding conviction or points on their licence for speeding, this must be declared at the time of the visit. If this is the case, the Headteacher will make the final judgement call about whether children are safe to travel with the adult in question. For groups of over 4 children travelling together, there must be one additional adult in the vehicle with the driver. This ensures that the driver can pay full attention to the task in hand.

Vehicles must always draw up to the nearside kerb. Where this is not practicable, no child should exit the car onto a road and no children should exit a car until the driver or at least the additional adult has left the car, checked for safety and then gets children out of the car and onto the safe side.

Where transport will be shared between coach/minibus and cars driven by staff or parents, the visit return form will have an option for parents to check that they give their permission for their child to travel in a known adults car given that the school have already checked for paperwork, including insurance, driving licence and MOT.

### **Communication with parents**

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit.

Parents must be informed when a child starts school at Lockerley Primary School that all children will be expected to participate in educational visits during each school year.

Parents have the right to know where their children are at all times. Unless the visit is very local and is arranged at short notice, eg. within ten minutes walking time from school, parents will be informed by letter. If the visit is local (within walking distance) but not at short notice, advance warning will be posted on the school newsletter in the weeks leading up to the visit and on the class walk & talk boards.

If the letter is for information purposes, letters must be received by parents at least two weeks in advance of the venture.

If the letter requires parents to give their consent, eg for a residential visit or for a visit that includes any designated adventurous activities, letters must be received by the parents at least four weeks in advance of the venture. Verbal consent will NOT be accepted for any visit. Parents may write a note to confirm their child's attendance before the visit but not retrospectively.

Funding for off-site activities is provided mainly by parental contributions. This must be made clear to parents in all correspondence about an educational visit at the planning stage.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution. Parents will be informed of this principle through the school prospectus and letters sent home about intended visits.

The timetable for the payment of contributions should allow for the headteacher to make a decision about the financial viability of the activity in reasonable time.

### **Further health and safety considerations**

All adults accompanying a group must be made aware, by the group leader, of the emergency procedures which will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

Before a group leaves school, the school office should be provided with a list of everyone, children and adults, travelling with the party, together with a programme and timetable for the activity. Direct discussion and agreed procedures about where to gather, how to manage children in car parks and open sites as well as expected behaviour management will be explicitly discussed and detailed in the risk assessment.

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure that safety. This involves taking note of any information provided by medical questionnaire returns, and ensuring that children are both safe and well looked after at all times.

Prior to an activity, if it is felt that the behaviour of an individual child is likely to compromise the safety of others or the good name of the school, the group leader should discuss with the headteacher the possibility of excluding that child from the activity.

If the activity requires any journey by car by either a member of staff, governor or volunteer, the adults in the car must be DBS checked in accordance with the School's Child Protection and Safeguarding policy.

### **Group leaders' planning**

Group leaders must read thoroughly the appropriate guidance for off-site activities. They must initially consult the National guidance for the management of outdoor learning, off site visits and learning outside the classroom for the most up to date guidance <https://oeapng.info> and LA documentation detailing procedures and requirements. The Group leaders visit checklist (Appendix B) must be fully completed and a copy left with the Headteacher and the School office before the group leave for their visit.

**Induction and briefing**

Given that volunteers may change and have varied experience, staff go in and out of post, induction for any visit needs to be clear and detailed to ensure that children are best protected and cared for.

**Monitoring and review**

This policy is monitored by the governing body and will be reviewed every two years or earlier if deemed necessary.

## A: Pre-educational visit checklist (office arrangements)



### Pre-Educational Visit Request Planning List

Before completing this form please make sure you have agreement for the trip to go ahead and have checked the most recent guidance on the trip type and activities to be undertaken on

<https://oeapng.info/>

Please complete the following information and return to the school office who will investigate transport costs (if required) and total trip details at least a term before the planned trip takes place. Please provide checklist details for pupils needs for the trip such as specific clothing, food/drink, timing of departure/arrival to/from school to school office. A parental information and permission letter with the appropriate reply slip for the class must be checked by the class teacher and the Head teacher ready for the office to send out 3 weeks before the event. The checklist below must be completed at least 4 weeks prior to the event and handed to HT the day before the event.

Date of visit:	
Place of visit:	
Cost of entry:	
Any additional cost (eg. Workshops)	
Place contact details: (inc. named person at centre)	
Time of leaving School:	
Time of returning to School:	
Reason for visit:	
What will children need?	
No. of children	
No. of adults (inc ratios)	
Is it residential or is a listed Adventurous Activities involved? (if yes, seek LA approval) <input type="radio"/> Yes <input type="radio"/> No	

#### Office use only

Medical issues:	
Coach/minibus costs:	
Coach booked	
Minibus booked	
Parents drivers? (list only those with DBSs):	
Staff drivers:	

Signed.....(Group Leader)

Signed.....(EVC)

Signed.....(Head)

**B: Risk assessment blank**

Establishment:

Leader:

Location:

Other staff :

Group size:

Ratio:

<p><b>Benefits</b> (aims, objectives, intended outcomes...)</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<p><b>Who might be at risk?</b> (Tick as appropriate)</p> <p>Participants ___ Staff ___ Volunteer Adults ___ Others (specify) _____</p>
--	---

Identifying the hazards – assessing the risk	Control measures – reducing the risk	Risk rating Outcome (H/M/L)
<p><b>Site and its environment</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p><b>Group / special needs / accommodation / down time/ safeguarding</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p><b>Leader and activity arrangements</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<p><b>First aid arrangements</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	



**C: Residential activities**

**Appendix C**  
**Residential Routine**

<b>Year Group</b>	<b>Place</b>		<b>Proposed purpose of the visit</b>
<b>3 &amp; 4</b>	1 night at the Lockerley Water Farm (Summer 2)	Thursday 6pm to Friday 10am return to school	Children set up camp Games on the field Camp fire
<b>5 &amp; 6</b>	4 nights at Calshot (Autumn 1)	Monday to Thursday 4 days and 3 nights	All activities led by centre staff including skiing, kayaking, sailing, low ropes, orienteering, archery

**D: Car driver checklist**

Driving for work



**Appendix 1 – Driving licence checks**

Name	Vehicle(s) used on HCC business and vehicle class	Date of check	Outcome	Comments and/ or actions

## Agreement to Drive and Record of Details

As part of the Risk Assessment of all who drive on the Council's behalf which includes all volunteers, parents, teachers and youth workers, this form needs to be completed for each and every driver.

### Use of Private Car for transporting Pupils/Clients on behalf of Hampshire County Council, Portsmouth City Council and Southampton City Council

Thank you for offering your services in transporting pupils/clients. As you will agree, it is essential for the Council to maintain the highest standard of safety for their pupils/clients and as part of their Risk Management, the following items needs to be inspected to make sure they agree with the Council's policies, as follows:

- All private vehicles that are driven on behalf of the Council must be insured for Business Use, unless your vehicle is insured for "Social, Domestic and Pleasure" and your insurance company is willing to include driving for the school/centre within that definition. Confirmation in writing must be provided by the insurance company.
- That Road Tax and MOT are valid
- That you have a full driving license which does not have prosecutions for drink driving, dangerous driving, and no more than 3 points
- That you are fit to drive and free from any Drugs, Alcohol or Medicine which is likely to impair judgment and ability to drive.

**I have read the above and have provided the requested information/documentation:**

<b>Car Registration Number</b>				<b>Expiry Date</b>			
<b>Driving License Number</b>				<b>Expiry Date</b>			
<b>Car Insurance Policy Number</b>		<b>Insurer</b>		<b>Expiry Date</b>			
<b>MOT certificate Number</b>				<b>Expiry Date</b>			

- I understand that if my vehicle is used for the transport of pupils in a private arrangement between parents, then any claim costs will be borne by the insurance covering the relevant vehicle and not Hampshire County Council, Portsmouth City Council or Southampton City Council.
- The driver of the vehicle will wear a seatbelt at all times whilst driving
- The driver will ensure that pupils are seated and restrained correctly\*

**I have read and understood the information and instructions above and have verified with my motor insurer that I am insured to transport children/young people in my vehicle. I undertake to inform the School/Centre of any change in this circumstance which might prohibit my transporting children/young people.**

<b>Signed</b>		<b>Date</b>	
---------------	--	-------------	--

<b>Print Name</b>	
-------------------	--

Confirmation by School/Centre:

- I have inspected and agreed as acceptable the above particulars on behalf of Hampshire County Council/Portsmouth City Council/Southampton City Council

<b>Signed</b>		<b>Date</b>	
---------------	--	-------------	--

<b>Print Name</b>	
-------------------	--

This form will be kept on file so that we do not have to repeat this exercise unless your details change within the School year.

**\*Restraints:**

- Legislation requires all young people in cars, vans and other goods vehicles to be carried in the correct child restraint from birth until either they are 135 cm (4'5") tall or have reached the age of 12 years (whichever comes first). They must then use a seat belt. Children 3 years to 135 cm in height are