



Educational Visits Policy

Approved by:	Full Governing Body	Date: 13.09.23
Last reviewed on:	September 2023	
Next review due by:	September 2026	



Establishment type	Primary School
Name of establishment	Radford Semele CE Primary School
Who is employer	Warwickshire County Council
Responsibility for offsite visits (possibly EVC, or deputy head)	EVC – Ellie Conroy
Date Trained	24.03.22
Other Policies Related	Health and safety policy Safeguarding and child protection policy Behaviour policy Pupils with medical conditions policy
Other Paperwork Attached (appendix)	Extended Learning Locality (Local Area Visit) Trip Booking Form Generic and Site/Person specific risk assessment Emergency procedures Action Plan



1. Introduction

The Employer / Governing Body has the responsibility for providing guidance for off-site school visits and it is essential that any staff member of Radford Semele C.E. Primary School reads this policy before contemplating or organising any educational trip or visit to be made by children from this school. As part of their responsibility for the general conduct for the school, the Governing Body has adopted this policy for the effective and safe management of educational visits.

FAILURE TO FOLLOW THESE REGULATIONS MAY HAVE IMPLICATIONS FOR INSURANCE COVER AND LEGAL LIABILITY.

Trip organisers should also refer to *THE OEAP National Guidance – Guidance for the Management of Outdoor learning, Off-site visits and Learning Outside the Classroom* see website link: www.oeapng.info/

2. Reasons for Visits

All schools are required to offer children a broad and balanced curriculum that promotes spiritual, moral, cultural, mental and physical development. Our school vision 'A family of learners expecting the best' is underpinned by our school Bible quote 'May we have life to the full'. At Radford Semele, we aim to offer children a full, engaging curriculum which encourages all children to flourish. Our curriculum is enriched by our school visits, which all have a clear purpose and offer a range of exciting, learning opportunities.

3. Visits and curriculum links

All educational visits and activities support and enrich the work we do in school. There are also a number of people who visit the school to support our work. Some visits relate directly to areas of learning for individual classes, whilst others relate to all our children.

For each subject in the curriculum there is a corresponding programme of activities, which includes visits by specialists. All these activities are in line with guidance published by the LEA.

4. Gaining approval for a trip

Governing Body

The Governing Body or the Chair of the Governing Body (on behalf of the Governing Body) must approve any visit involving an overnight stay or overseas. The Governing Body delegate the Headteacher the responsibility of approving all other visits.

The Headteacher

- is responsible for ensuring that all school activities are properly planned and appropriately supervised, and that this policy is implemented.



- must ensure that the aims of the visit are commensurate with the needs of the pupils, including those with special educational needs for whom additional, appropriate arrangements may need to be made. For additional guidance refer to the Equality Act 2010
- must ensure the suitability of all staff appointed to the visit.
- must ensure that the visit leader fully understands his/her responsibilities.
- must implement effective emergency contact arrangements.
- must ensure that financial and insurance matters, staff ratios and parental consent are dealt with appropriately.
- must have a system in place to record, audit and monitor school off-site visits.

An electronic submission process (**EVOLVE**) is used to log, audit and approve any visits.

5. Choosing a provider

After considering the reasons for the visit, the visit leader must ensure that the provider meets the appropriate standards.

On Residential, Adventurous or Overseas visits, leaders must check to see if the Provider holds the LOTC Quality Badge or has specific National Accreditations (ABTA bonded, AALA licence, Adventuremark, etc.)

6. Parental Consent

Written consent from parents is required for pupils to take part in the majority of offsite activities organised by a school. Parents should be told where their child will be at all times and of any extra safety measures required.

Please note the DfE form for obtaining consent for Adventurous, Residential, Overseas, or visits outside normal school hours:

<http://media.education.gov.uk/assets/files/doc/d/dfc%20consent%20form.doc>

Notice is to be given to parents in advance of any school trip, allowing ample time for parents to make voluntary contributions – ideally at least 4 weeks' notice will be given.

7. Visits and staffing

The visit leader must recognise that whilst leading the visit, he or she is, in effect, representing the Headteacher and holds delegated responsibility for Health & Safety and Duty of Care.

It is the responsibility of the Visit Leader to carry out Risk Assessment / Risk management for the visit. For Risk Assessment guidance see www.oeapng.info 4.3g Risk Management.

8. The visit

On the day

The visit leader must leave in the school office:

- an up to date list of children present and going on the visit.



- a full list of staff, escorts and groups of children for which they are responsible (see Appendix A).
 - the itinerary for the entire day.
 - a copy of the written briefing notes for the escorts.
- They must also:
- check children out of classroom to ensure bags, lunchboxes and clipboards are taken
 - take First Aid Kit, sick bucket, inhalers and other medication e.g. Epipen and mobile phone.
 - take copies of the trip register and emergency contacts list for all volunteers.

During the visit

- Young children must be kept in escort's group at all times.
- There must be a system in place to safeguard young people at all times. (e.g. If toileting issues arise, an approach could be not to send young children into the toilets on their own but in small groups).
- Courtesy to the public must be shown at all times, (e.g. care taken not to block pathways, etc).
- Escorts must ensure the safety and well-being of the pupils in their care and inform the visit leader or another member of staff of any incident involving pupils in their care as soon as possible.
- Every escort must be given a trip register which contains the school's contact information and an action plan in case of an emergency.

On return

The visit leader must:

- Check all children off the coach and a member of staff must lead the class either into school or to area of playground where children can be collected by parent and teacher can check them off, thus ensuring that each child departs with a known parent/carer.
- Ensure that a teacher remains with uncollected children until all parents have arrived and all children have departed with a known parent/carer.

9. Financing the visit (see also: Charging and Remissions Policy)

A formal approval from the Headteacher must be sought before deposits are paid.

Activities during school hours

The school is able to ask for voluntary contributions from parents to fund activities that will enrich our pupils' education during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

- School trips to enhance curriculum provision
- Visitors into school

If the school is unable to raise enough funds for an activity or visit then it may be cancelled. In any case where an activity cannot be afforded without voluntary funding, this will be made clear to parents by the school. If the activity is cancelled, all monies paid will be returned to



parents. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Voluntary contributions will never exceed the actual cost of the activity divided equally by the number of children participating and parents will only ever be asked to cover the cost of their own child.

When stating the cost for each individual the school will:

- explain where this cost has come from and that the school would like a voluntary donation from parents to fund the visit.
- Stipulate the County/School's policy concerning parents who are unable to offer a voluntary contribution – which is that, no child will miss a trip if parents do not make a voluntary contribution.
- Stress, however, that if sufficient financial support is not forthcoming that the visit may have to be cancelled.
- State when and how payment should be made.

Residential visits

The school can charge for board and lodging on residential visits, but the charge will not exceed the actual cost. When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The school will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost of residential visits (see the charging & remissions policy for more guidance on remissions).

10. Insurance

Personal

The teacher, in common with all other employed persons, is covered against industrial injuries by the weekly contribution which must be paid during employment. In addition, all employed persons have a possible claim against their employer if they sustain any bodily injury by accident arising out of, or in the course of, their employment. Such claims can only be substantiated where injury can be proved to be through negligence of the employer or another employee [Employers Liability].

Pupils

In respect of pupils, schools have a legal duty to take care of the well-being and safety of young people. Where there is a breach of this responsibility a claim for compensation may be brought.

There is no requirement for schools to make provision for loss through personal injury as the result of an accident where no blame may be attached. Personal accident insurance cover for pupils is a matter for the parents to arrange.



Indemnity

Please see reference to parental consent : -

OEAP National Guidance Document www.oeapng.info 4.3d-Parental-Consent

DfE Document : See EVOLVE – Resources – DfE Tab H&S Advice from DfE 2014

Teachers should be aware of the school provision for insurance. See: DfE Risk Protection Arrangement (RPA) membership

11. Transport

When planning offsite visits, particular consideration will be given to transport. Statistics demonstrate that it is much more dangerous to travel to an activity than to engage in it. Travel arrangements will be included within each risk assessment and a number of factors should be considered by the EVC and Trip Leader as part of the risk assessment when focussing on transport including, but not limited to:

- driver competence and fatigue
- suitability/maintenance of vehicles
- insurance
- seat belts
- weather conditions

The level of supervision necessary on transport should be also considered. The EVC and Trip Leader should make a judgement about the individual needs of the passengers to ensure appropriate adult: child ratios. In the interests of safeguarding, a minimum of two adults will travel in each vehicle.

Also see guidance from OEAP NG www.oeapng.info.pdf 4.5a-Transport-A-general-considerations 4.5c-Transport-in-private-cars

12. Emergency / Critical Incident Procedures

See OEAP National Guidance document:

<http://oeapng.info> 1a-Critical-Incident-Management-Employer

- All leaders must carry the school's trip register with Emergency Telephone contacts and action plan should an incident happen.
- On return, the visit leader must comply with the school's normal accident reporting procedures.

13 Monitoring and Evaluation

After any visit a review and rigorous evaluation will be completed. Such a process will help in the celebration of success as well as feeding into the general planning and risk



management for future visits. Any significant issues must be shared with the EVC and the Headteacher at the earliest opportunity.

Appendix 1 - Extended Learning Locality (Local Area Visit)

Boundaries

The boundaries of the locality limited to the village boundary. This area includes the following frequently used venues:

- Church
- Local area walk
- Park
- Canalside including Leasowe Farm

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.

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 Assistant Head 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 EVC and the school office.
- 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 complete Local Area Visit form on mini-Evolve prior to visit
- A school mobile is taken with each group and the school office has a note of the number.



Appendix 2 - Generic and Site/Person specific risk assessment

Generic Risk Assessment for Off-site Visit

Location		Year Group	
Lead staff member		Date of trip	

Medical needs		Behavioural needs	
----------------------	--	--------------------------	--

	Hazard	Risk	Persons at risk	Control measures	Comments /actions	Residual risk rating
All educational visits	Illness or injury	Illness, injury	Pupils, staff	<ul style="list-style-type: none"> At least 1 staff member first aid trained Leaders know how to call emergency services Leader is responsible for bringing individual medication and keeping this securely. Medication form to be filled in when administering medication. First aid and travel sickness equipment carried Mobile phones carried. Staff members to share numbers on trip register form in case of an emergency. Emergency contacts with school/head teacher and parents arranged 	First aid certificates to be kept up to date. Designated first aid trip kit to be taken.	Low
	Pupil lost or separated from group, inadequate supervision	Injury, death	Pupils	<ul style="list-style-type: none"> Ensure supervising staff competent and understand their roles and have read the risk assessment Ratios planned according to activity and ability of children Plan and use suitable group control measures (e.g. split into small groups with allocated group leader) Discuss itinerary and arrangements with pupils Briefing to all on what to do if separated from group Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups 	Leader to brief all staff members in advance and provide them with copies of the trip register on the day.	Low
	Exposure to weather	Cold injury, heat injury, over exposure to sun	Pupils, staff	<ul style="list-style-type: none"> Consider possible weather conditions and plan appropriate activities, clothing and equipment (warm and waterproof clothing and, in summer, ask parents to provide sun protection and additional water bottles) Plan for pupils who may/do not bring suitable kit-check before departure and contact parents Daily weather forecast obtained and plans adjusted accordingly 	Ensure any additional items/clothing are detailed on the letter/sent in an email to parents in advance.	Low
	Return from visits after school hours.	Injury, death	Pupils	<ul style="list-style-type: none"> Return times to be planned in the school day where possible. If there is any form of travel delay, leader to contact the school office to inform parents. All pupils to be brought into the school before being dismissed. 	Ensure leader contacts school when they depart the venue so the time of return to school can be estimated.	Low

	Hazard	Risk	Persons at risk	Control measures	Comments /actions	Residual risk rating
Travel	Walking to/from the coach to the venue	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. Adults to create a barrier in the road when crossing children over to the other side. Pupils are briefed re hazards and behaviour required when walking in a public place. Pupils taught road safety skills and encouraged to keep in to the curb. 	Teacher to brief children beforehand and adults to ensure they support any children with behavioural difficulties.	Low
	Coach unsafe leading to accidental injury.	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Coach booked from a reputable company. 	Lead to ensure the coach is suitable before departure	Low



RADFORD SEMELE

C of E PRIMARY SCHOOL

A family of learners expecting the best



	Hazard	Risk	Persons at risk	Control measures	Comments /actions	Residual risk rating
				<ul style="list-style-type: none"> Seat belts used. Lead teacher to ensure all children have their safe belts on and they are working correctly before departing. Supervision embarking and disembarking the coach getting up/down the steps. Headcounts completed when getting on or off the coach. 	and all children have their seatbelts on. Headcounts to be completed.	
	Road traffic accident	Injury, death	Pupils, staff	<ul style="list-style-type: none"> Leader to share trip register with all adults so that all adults have contact details of other members of staff and emergency contact details. Leader to ensure the office has a copy of the register so they are aware of who is on the coach in case of an emergency. Leader to share instructions as to what to do in an emergency 	Trip register to be shared with all adults and a copy given to the office.	Low

	Hazard	Risk	Persons at risk	Control measures	Comments /actions	Residual risk rating
Covid19	Risk of transmission	Illness, hospitalisation, major to minor injury, death.	Pupils, staff	<ul style="list-style-type: none"> Staff to be aware of common signs and symptoms associated with Covid-19 and ensure they complete a LFT before the trip if feeling unwell. Staff to monitor children who feel unwell for any signs or symptoms associated with Covid-19. If any of the children show any symptoms, ring the school office to ensure the child is collected and tested. Staff to discuss any Covid safe measures the venue has put in place and inform staff of these in advance. 	Lead member of staff to share any information with additional adults.	Low

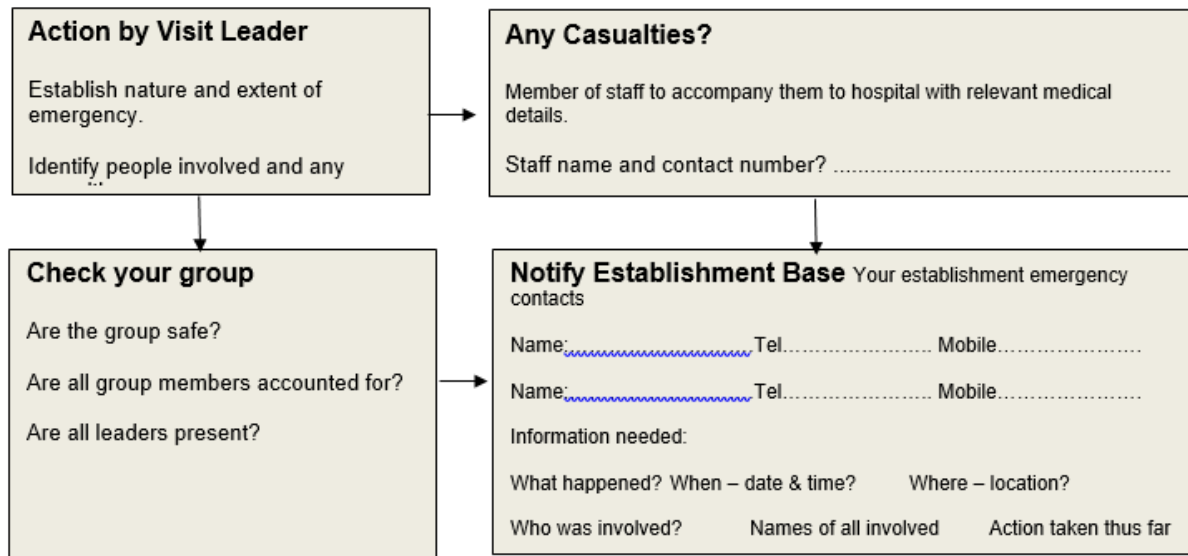
Name of lead staff member completing the risk assessment:		Signature		Date	
---	--	-----------	--	------	--

Name of EVC reviewing the risk assessment:		Signature		Date	
--	--	-----------	--	------	--



Appendix 3 - EMERGENCY PROCEDURES ACTION PLAN

Please follow the steps below to help manage emergencies effectively



Agree contact numbers to use and pattern of future contact.

Action by Establishment

