



Educational Visits Policy



'Every Child, Every Chance, Every Day'

Reviewed By	Katy Bailey	Policy Owner	January 2024
Approved By	LGC		February 2024
NEXT REVIEW			January 2026

"You can't teach young people about risk from a text book – they need some practical experience. That's why cosseting children and seeking to remove all risk from their experiences ultimately leaves them ill equipped for adult and working life." **Judith Hackett, Chair of Health & Safety Executive.**

As part of the broad balance of curriculum in every year group, opportunities are frequently taken to enrich and enhance this through outdoor learning, outdoor education and educational visits and ventures. Children's learning and development is enriched and extended by learning outside of the classroom within our school grounds, our local community and further afield. Such educational visits can provide an enjoyable and motivating experience from which further learning in school can be developed. Educational visits

The school's policy and procedures are formulated in conjunction with the **advice, guidance and training** provided by Hampshire County Council Outdoor Education.

Aims

At Shirley Infant School we are committed to providing outdoor learning opportunities to enable pupils to:

- Broaden their educational experience and extend their learning through activities on and off site, appropriate to their age and ability
- Develop their awareness of interesting opportunities beyond school
- Experience out of school activities within a supervised peer group

It is the school's aim that all pupils will take part in educational visits and outdoor learning. Appropriate adaptations will be made wherever possible to accommodate pupils with special needs or disabilities, whilst ensuring the safety of the child, the rest of the group and the staff. Alternative venues will be considered if a venue is unable to cater for a pupil with a disability. Adjustments made will not impinge unduly on the purpose of the education visit or outdoor learning.

Safety

The safety of pupils and staff is the most important consideration. Our aim is to introduce our children to some element of well-managed risk, rather than to remove all risks involved. It is vital to maintain safety consciousness and safe working practices. Good planning and thorough risk assessments lessen the likelihood of accidents.

Before the educational visit/outdoor learning – Planning and Risk Assessment

Sites or activities selected should be appropriate for the age and abilities of the class/group. Activities should be educational and lead to pupils developing new skills or knowledge.

Before any visit is arranged, the EVC Lead must give permission for the visit and a risk assessment must be completed, detailing actions to be taken to reduce any significant or medium risks. For some organised venues the venue will also be asked to produce their own risk assessment. Even when regular visits are made a new risk assessment sheet should be completed before every visit. This should take into account any new factors such as particular pupils with challenging behaviour who may need special arrangements, or a change to the itinerary.

Examples of previous risk assessments are available from the EVC, Sue Prince.

For reasons of safety and educational planning, at least one of the accompanying members of staff should have made a recent pre-visit to the venue or attended a previous trip to the location. The centre or activity provider must be known and vetted (if unsure check with the Outdoor Education Team).

The risk assessment sheet must be completed and handed to the EVC Lead at least **one week prior** to the date of the educational visit. The risk assessment must be reviewed on the day of the visit, any amendments made and resubmitted to the EVC Lead prior to commencement. The risk assessment should take account of the following:

- Numbers and ages of pupils involved
- Behaviour of pupils
- Pupils with medical conditions
- Pupils with disabilities
- Pupils with Special Educational needs
- Previous experiences of the group in undertaking the activity
- Time of day and the time of year – clothing
- Travel arrangements
- Hazards of the environment being visited
- Numbers, experience and quality of accompanying staff and volunteers
- Nature of the activity
- Ratio of adults to pupils
(LA guidance is a minimum ratio of 1:6 for under 5 and 1:8 for under 8. We strive for a 1:6 ratio with a minimum of 1 teacher without a group responsibility)

Risk assessments may be required for individual pupils, for example, for pupils with challenging behaviour or for pupils with special needs, medical conditions or disabilities.

Responsibilities

The Headteacher has overall responsibility for ensuring that the management of educational visits and outdoor learning meets the regulations and guidance offered by the LA and DfE, as well as conforming to the school's own Health & Safety Policy.

Education Visits Co-ordinator (EVC)

The key functions are to support the Headteacher in the management of educational visits and outdoor learning, ensuring that guidance and regulations are followed. To support the EVC, the office will keep an updated list of staff and their qualifications, as well as a record of educational visits.

The Governing Body

The governing body must ensure that effective arrangements are in place and LA guidance and regulations are adhered to for all education outside the classroom.

Visit Leader

One qualified teacher accompanying the visit will be designated as the Visit Leader and will have overall authority for the visit. This is normally the Year Leader. The Visit Leader is responsible for the administration, itinerary, supervision and conduct of the visit. They will manage the roles and responsibilities of all other adults and make all decisions whilst on the visit. The Visit Leader must provide the office with information of staff, volunteers and pupils, emergency contact numbers for all adults, first aid qualified staff and DBS confirmation. A copy of the Visit Leader Form must be provided to a member of staff on each coach and to the school office. Visit leaders must always carry a mobile phone. Consent forms are obtained at the start of each academic year and parents are made aware that they may withdraw their child from an activity at any point. Detailed information is provided to parents on paper, e-mail and via the school website at least 4 weeks prior to the trip. All adult helpers accompanying the visit should be given an EV Group Form, detailing a list of pupils and adults on the visit in a given class. Adult helpers will be briefed by visit lead prior to the trip and a volunteer risk assessment completed, see below for details.

Volunteers

Class teachers will decide which volunteer helpers to take on an off-site visit. Only those volunteers deemed to have the skills required to be responsible for children should accompany a visit. Not all volunteers are suitable. If there is any doubt, teachers should discuss their concerns with the EVC, EVC Lead or Headteacher. In the interest of safeguarding, priority will be given to those volunteers that are DBS checked.

Prior to the trip, a volunteer risk assessment must be made by the Visit Leader. On the day of the trip, all volunteers must show photo ID to the trip lead or another member of staff (verified on the risk assessment) and complete their section of the volunteer risk assessment.

The Visit Leader needs to ensure that all volunteers are fully briefed with the requirements of the visit, including the following:

- Their exact role and responsibilities, understanding their duty of care
- A guide to the supervision strategies used
- Who to report to, work with and communicate with

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- A guide to behaviour management as appropriate
- Particular guidance relating to pupil safety including direction regarding taking pupils to public places and arrangements for toileting

Parents supervising an off-site activity must not bring other children with them.

Information to Parents and Parental Consent

Year leaders should ensure that parents/carers are kept fully informed regarding any educational visit. This information should always be given in writing and the mode of transport made clear where appropriate. Parents may be asked to provide a voluntary contribution towards the cost of the visit, however children should still participate in a school visit even when a parental contribution has not been received. The parent must have given permission for the child to attend the visit. In circumstances where insufficient monies have been contributed collectively to cover the cost of the visit, it may be necessary to cancel the visit and contributions will be refunded.

Transport

The transport arrangement forms a vital part of educational visits and the risk assessment considerations. All coaches are required to be fitted with seat belts. Buses and coaches should only be booked from reputable companies. Coaches or buses booked for school trips will arrive on site after 9.00am and will approach Shirley Infant School from St James's Road (this may not be possible if road restrictions change and would need to be updated at this juncture). Coaches and Buses will park on Bellemoor Road remaining stationary until children can safely board the coach or bus from the school.

- The Visit Leader must record the coach registration numbers and the names of children and adults on respective coaches, using the Visit Leader Form.
- Children should not sit on the front seats, next to an emergency exit or on the centre seat at the rear of a coach/bus for safety reasons.
- Children must sit down, wear seat belts and stay in their seats at all times for the duration of the journey.
- A head count **must** be undertaken as children **enter** and **leave** the vehicle.
- If transport is being provided by parents an agreement to drive record must be completed.
- Coaches or buses must arrive after 9.00am and park on Bellemoor Road.

Behaviour

Expectations of pupil behaviour off-site are the same as in school. If a child's behaviour in school could cause risk to that child or others in the group, staff may choose, with the Headteacher's agreement, either that the child's parent/carer must accompany the child on the visit, or not to take the child off-site at all. A separate risk assessment should be written for these pupils and a written document of expectations provided to the parent accompanying the child. Any decision not to take a pupil on an educational visit must be documented in the risk assessment.

First Aid and Medical

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The level of first aid provision should be based on risk assessment. On all visits, there should be a member of staff who has a good working knowledge of first aid. In addition, most venues provide a qualified First Aid trained person. A travelling First Aid kit must also be taken on the visit.

If a pupil has specific medical needs, protocols must be established between the school, parents and the GP as necessary. Appropriate medical equipment should be taken on the visit. Any foreseeable problems must be referred to in the risk assessment.

All medicines must be carried by teachers and teaching assistants. Inhalers can be carried by parent helpers.

Accident, incident and emergency procedures

A serious accident or incident is defined as:

- An accident leading to a serious or multiple fracture, amputation or other serious injury or fatality or
- Circumstances in which a group member might be at serious risk or have a serious illness or
- Any situation in which the press of media might be involved

Emergency procedures (Appendix 1) are detailed on a laminated sheet which should be taken by teachers on each trip.

In the event of illness or accident, parents have given consent to any necessary medical treatment through the permission form which might include the use of anaesthetics. In all circumstances, school staff will attempt to contact parents or carers prior to taking this action.

Lost Child Procedure

In the unlikely event of a child going missing on a visit, the following procedure will apply:

- All staff present will be informed and an immediate and thorough search of the area will be conducted, ensuring that all other children remain supervised throughout
- If appropriate, on-site security will also be informed and a description of the child/children given
- The designated person in charge will then inform the Headteacher, who will contact the parent/carer, giving details of what has happened
- At least one member of staff will remain on the scene
- The member of staff remaining at the scene will meet the police and parents/carers when they arrive at the designated meeting point
- After the situation has been resolved, staff will review the reasons for it happening and ensure measures are taken to minimise the risks of a similar incident re-occurring

Insurance

When an off-site education visit is undertaken as part of the normal school curriculum, insurance arrangements for the school prevail. A full copy of the school's insurance is available from the school.

Evaluation & Monitoring

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To ensure that all trips remain age/activity appropriate and that they satisfy their educational purpose, the Visit Leader will complete an Educational Visit Evaluation Form (Appendix 2). Any staff with feedback regarding a trip may also complete this form. Completed forms will be reviewed by the EVC, EVC Lead and Headteacher to ensure the purpose of the trip has been met and that the visit is embedded in the curriculum.

In addition to evaluation of all educational visits, sample monitoring of visit leaders in action whilst leading a visit will take place. Practical observations will be conducted by the EVC Lead, leading to documented constructive feedback and informing future training as necessary.

SIS Educational Visits Co-ordinator	Sue Prince
SIS EVC Lead	Cate Gregory

APPENDIX 1

Emergency Procedures

ACTION TO BE TAKEN BY THE VISIT LEADER (or by other group staff) IN THE EVENT OF A SERIOUS ACCIDENT/INCIDENT

A serious accident or incident is defined as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury

OR

- Circumstances in which a group member might be at serious risk or have a serious illness

OR

- Any situation in which the press or media are or might be involved

Guidance for responding to a serious incident:

1. Take charge of events (Year Group Leader if present – if your group has separated from the rest of the party, the adult responsible for their group should take the lead)
2. Agree on and verbalise an action plan for the specific incident
3. Delegate responsibilities and give tasks/clear instructions to specific people
4. Establish a crisis team meeting place, close to the incident control point – rendezvous points already detailed in pack

Be prepared to give the following information to relevant emergency services:

- Emergency Service(s) required
- Exact location of the incident
- Number of casualties
- Nature of injuries
- Location and telephone number where call is being made from
- Hazards which may be encountered by the Emergency Services at the site

Responsibility of each group leader:

1. Remain in current location if safe/ follow main party to nearest rendezvous point
2. Check all children present from your group and inform Year Group Leader immediately if any children are missing
3. Report immediately to the Year Group Leader to inform of your location if separated from main party
4. Respond to advice of emergency services/ Group Leader
5. Regular updates will be given by Year Group Leader

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6. Do not liaise directly with the media
7. Do not share any information on social media sites
8. Do not contact any parents/ teachers/ school if with main party – Year Group Leader to take lead on all calls. Only make contact with Leader/ School if separated from main party
9. Maintain a calm atmosphere

*Ensure all adults have a mobile phone which they are happy to use in an emergency and a list of contact numbers for everyone on the trip (which is printed which is printed and given as a hard copy).

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APPENDIX 2 - Educational Visit Evaluation Form

NAME:	
DATE:	

Educational Visit or Outdoor Education Venue:	
Visit Date:	
Visit Leader:	

PURPOSE OF EDUCATIONAL VISIT:
WHAT WERE THE LEARNING OUTCOMES OF THE EDUCATIONAL VISIT:

DID THE EDUCATIONAL VISIT ENABLE OUR PUPILS TO:

Enjoy participating	Y	N
Adopt a positive attitude to challenges	Y	N
Gain in personal confidence and self-esteem	Y	N
Achieve success	Y	N
Develop self-awareness and social skills	Y	N
Appreciate the contributions of self and others	Y	N
Display an increased motivation and appetite for learning	Y	N
Appreciate broader horizons	Y	N

IF THE ANSWER TO ANY OF THE ABOVE IS NO, PLEASE PROVIDE DETAILS BELOW:

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Was the site or activity age and ability appropriate?	Y	N
Did the visit provide value for money?	Y	N
Were there adequate rest periods?	Y	N
Was the itinerary reasonable?	Y	N
Was the coach provider compliant in expectations?	Y	N

IF THE ANSWER TO ANY OF THE ABOVE IS NO, PLEASE PROVIDE DETAILS BELOW:

PLEASE PROVIDE ANY FURTHER INFORMATION THAT MAY INFLUENCE WHETHER OR HOW THIS EDUCATIONAL VISIT SHOULD BE REPEATED IN THE FUTURE:

Do you believe this educational visit continues to satisfy the purpose of the visit?	Y	N
Do you believe this educational visit should occur again in the future?	Y	N

THANK YOU FOR TAKING TIME TO COMPLETE THIS EVALUATION FORM.

EVC, EVC LEAD & HEADTEACHER TO COMPLETE.

	Purpose Reviewed	Outcomes Reviewed	Educational Visit Approved for the Future	Signature & Date
EVC				
EVC LEAD				
HEADTEACHER				

Appendix 3 - Risk Assessment for Volunteers to work with Children

Name of Volunteer:

.....

Address:

.....

Phone Number:

.....

Organisation:

.....

Start date:

Finish date:

.....

Member of staff organising the volunteer visit:

Reason for the visit to the school (completed by staff member arranging the visit):

Regularity of the visit to the school (completed by staff member arranging the visit):

SUPERVISION

1. Will the volunteer be supervised at all times by a member of staff: YES / NO

If yes, which member(s) of staff will be responsible? Enter name in the box below.

(Supervised means that there will be no occasion when a student will be left alone with a volunteer)

If a volunteer is always supervised and the member of staff is sure that there will be no point when a volunteer will be left alone with a student (or students) no DBS is required.

2. How will you ensure the students will be supervised at all times, enter details below:

3. Are there any occasions where a volunteer may not be supervised? If yes, give examples below:

In line with Keeping Children Safe in Education a DBS must be carried out for all volunteers who may be left unsupervised. DBS required? YES / NO

If a volunteer is not always supervised a DBS check must be carried out and a volunteer must not begin work until this has been received by the school.

Signature and date of Headteacher/ Business Manager to confirm a DBS has been carried out:

.....
.....

4. Where a DBS check is required, the frequency of visits will determine if the barred list must also be checked. Will this volunteer be visiting school more than 3 times in 30 days? YES / NO

In line with Keeping Children Safe in Education a barred list must be carried out for those in regulated activity. Regulated activity can be described as unsupervised contact for more than 3 times in any 30- day period.

Signature and date of Headteacher/ Business Manager to confirm a barred list check has been carried out:

.....
.....

5. Has the identity of the volunteer been checked e.g. passport/driver's license. State the original ID seen. *(For work experience students from local schools and colleges confirmation of ID from the tutor is sufficient.)*

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Declaration to be completed by the volunteer:

- I confirm that I am not barred from working with children and/or vulnerable adults by nature of being on a barred list held by any Government body or agency. **See Note 1 below.**
- I confirm that there are no reasons why I should not be allowed to work with children at the school or any other educational establishment.
- I recognise that whilst working in the school I am expected to keep all information heard and seen confidential.
- I understand that I must report any concerns to the staff member I am volunteering with and recognise that I should wear my visitors badge at all times.
- I recognise that for the safety of students and myself, it is unwise to be alone with a child in an area which cannot be seen by others.
- If a DBS is not required, I understand that this means that I will not be left unsupervised with students at any time.

Signature of Volunteer:

Date:

NOTES:

1. Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

Volunteers are also covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Please complete the following questions:

Question 1: Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

YES NO

If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Headteacher and enclose it with this form.

Question 2: Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)?

YES NO

Disqualification

I have read and understood (please see link: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>) and confirm that I am clear about my obligations regarding disclosure pertaining to the Disqualification under the Childcare Act 2006. I confirm that I have not been disqualified nor have convictions whether spent or unspent. If this is not the case, I confirm that I will share this information with the School Leader. In addition, I understand that should this change in the future, it is my responsibility to notify the School Leader.

Signature of Volunteer:

Date:

Risk Assessment completed by (STAFF NAME):

Signature:

Date:

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